Since there are only 8 category positions per record, you will want
to use single letters or numbers whenever possible. You can select
REVISE CATEGORIES on the Main Menu to enter a short description for
your single letter categories. When you Change or Add to your data,
NamePal displays the descriptions you entered, and warns you if the
categories are not defined.

RECORD NUMBER

You can choose records using their number on the file. The number is
shown when you add or view records, and on PAGE SIZE and FILE CARD
printouts. RECORD NUMBER lets you select a particular record, when
you have duplicate Keys on your file (for example, more than one
person named Smith).

SUMMARY

The record selection methods described above for INQUIRE, work the
same way for all Commands (CHANGE, DELETE, INQUIRE, MODEL, and
PRINT). Regardless of what you do with the records after you choose
them, the selection techniques are identical.