MODELING RECORDS

Main Menu choice MODEL lets you copy the data in an existing record
to create a new record. After selecting the record you wish to copy,
you can change as much of it as you need to. The editing keys (cursor
arrows, Backspace, etc.) work the same way as described for ADDs.

When you finish changing the data, you can add it to your file as a
new record. Use Model to save keying time when you want different
records for individuals at the same business or address.

DELETING RECORDS

Choose DELETE on the main menu to get rid of unwanted records. Select
the records in the usual manner. As each record appears on your
screen, reply "Y" if you wish to delete "This one (Y/N)?". The file
space occupied by deleted records is automatically re-used by new
records as you add them to your file.

SUMMARY

A good way to get started with these commands is to experiment with
them. Try ADDing some records. Then use the various Record Selection
methods to CHANGE, MODEL and finally DELETE the new records until you
are comfortable with all the commands. Use the function keys to get
HELP when you need it.