

LOADING

At the DOS prompt, type "namepal" and push <Enter>. The program will load into memory, and then display some introductory messages. Press any key to advance to the Main Menu. This "menu" is a list of things you can do with NamePal. You can select menu items by pressing their first letter, or by using the cursor down key to move the hi-lite and pressing <Enter>, or by pressing the corresponding item number.

In the upper left-hand corner of the Main Menu is a count of records on the file. The original NamePal files contain a few sample records to help demonstrate the program. If you are using a floppy diskette, be sure to leave it in the computer drive from now on.

HELP

If you select "Help" on the Main Menu, you will begin a brief on-screen introduction to NamePal. The bottom of your screen shows directions for viewing or leaving this on-screen introduction.

You can use the function keys to get additional HELP on any NamePal menu. Use the function key that corresponds to the menu number that you want help with (for example, for help with "2. Change," press the F2 function key). For more about this feature, press the function key that corresponds to HELP (F9) on the Main Menu. The valid HELP function keys are displayed on the right side of every NamePal menu.

RECORD TYPES

There are 3 kinds of records you can add to NamePal. Select ADD on the Main Menu to see them: Personal, Business, and Notecards.

Personal and Business are "name and address" records, and are very similar. They both contain places for name, address, phone, category, and comment data. The KEY to Personal records is the Last Name, while Business records have a KEY that is separate from the name of the business. Records can be selected or alphabetized by their KEYS. All records can also be arranged (sorted) by their "re-sort" field, if you want them in a sequence other than name (like Zip Code).

The Notecard record is a freeform layout that lets you enter up to seven comment lines with any kind of information. This can be used for miscellaneous notes, additional comments for "name" records, etc.