

## ADDING RECORDS

To put new records on your file, select ADD on the Main Menu and then choose the type of record you wish to add (Personal, Business, or Notecard). NamePal will present blank lines for you to enter each piece of data (Name, Address, Phone, etc.). As you type in the data, you can use the arrow (cursor), Ins(ert), Del(ete), and Backspace keys to move around on the screen and correct mistakes.

As you finish typing each item, press <Enter> to move to the next line. To skip an item press <Enter> or the "cursor down" arrow key. When you finish entering data for a record, push the F2 (Add Rec) function key to put the record on your file. Or press F1 (Done) to view the record in display format, and then decide whether to place the new record on your file.

As you enter new names, the right side of the screen displays the Function Keys and the Categories you have defined. The lower right side of the screen displays warning messages. The message "Category not defined" appears when you use categories not yet entered with REVISE CATEGORIES (from the Main Menu). The message "Warning: Name Length" will appear when the First and Last Name together exceed 27 characters. It's OK to enter longer names, but NamePal will have to shorten the First Name when it is printed on 3 inch address labels.

## CHANGING RECORDS

To revise existing records on your file select CHANGE on the Main Menu. You can then select records using the methods discussed in the chapter on Record Selection. As records are chosen, they will appear on your screen in display format with the question "This one (Y/N)?". Reply "Y" if you wish to change the record.

During the actual Change, NamePal displays the record in the same format as when it was added. The editing keys (cursor arrows, Del, etc.) work just like they did during the Add command. When you finish changing the record, press the F1 function key. NamePal will again show the record in display format and ask "Replace with this (Y/N)?". Reply "Y" to put the revised version on your disk file.