

When you select PRINT on the main menu, the next thing you see is the Format menu. This menu is used to choose the way the data will appear on your printer. The first three menu items (LABELS) print address labels for envelopes. ADDRESS BOOK prints pocket-sized book pages. PAGE SIZE prints various reports on 8 1/2 by 11 inch pages. FILE CARDS prints 3x5 or Rolodex rotary file cards.

There is no printer setup or "driver" selection required. All output formats, including Address Book pages, are designed to print using standard pica type (10 characters per inch) with six line-per-inch vertical spacing. With many printers, you can change these settings if you wish (for example, to print a smaller address book).

Choose records for printing the same way as for any other purpose. See the chapter on Record Selection if you have questions about how to do this. When choosing records for printing, you are shown a count of the selected records on the bottom of your screen, rather than seeing the actual records. If the number of records selected seems wrong, you can repeat the selection process before printing anything. Once you start printing, you can pause or quit, by pressing the Esc(ape) key.

Along with the selected record count, you will often see the message "No Notes." This means that Notecard records have been excluded from the selection process. This happens when you select a type of listing that cannot print the "notecard" format (like mailing labels).

ADDRESS BOOK

These book "pages" are printed on regular 8 1/2 by 11 inch paper. There are several ADDRESS BOOK formats available (optional phone, address, comments, etc.). The book format lets you "preview" the output on your monitor, to see the various output styles and the names selected for printing.

You may choose to print your address book using BOTH SIDES of each page. This gives the book a more professional appearance without any blank pages. With the BOTH SIDES option, book pages must be centered (equal left and right margins) on an 8 1/2 inch wide sheet of paper. This way the two sides line up on top of each other. You must carefully align pages in the printer so the left and right margins are about 5/8 inch or 6 spaces wide (somewhat wider if you print 12 characters per inch). If the left/right alignment is off, move the printer's page guide or tractors half the distance of mis-alignment to center correctly. If you choose the BOTH SIDES option, do not print on the back of the title page.