

The WHITEROCK Alternative  
THE MAILING LIST

SAL	FNAME	MI	LASTNAME
Mr.	Bert	H.	Hoff
Dr.	Zorba	The	Greek
Mr.	John	L.	Jones
Ms.	Jane	L.	Jones
Dr.	Joe	J.	Jones

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END OF DATABASE

HELP: {Alt} H  
MENU: {Alt} M

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The WHITEROCK Alternative

TITLE

President

President

President

Vice-President

Custodian



COMPANY

The Whiterock Alternative

Free Expression Dance Studio

Jones Enterprises

Jones Enterprises

Jones Enterprises



ADDRESS

P.O. Box 45458

1553 Main

15543 Jones Place

15543 Jones Place

15543 Jones Place (bsmt)





CITY	STATE	ZIP	PHONE1
Seattle	WA		98145(206) 555-1111
Zyglapolis	Greece		10000(ZY1) 555-1414
Jonesville	JO		99999(999) 555-1313
Jonesville	JO		98888(999) 555-1414
Jonesville	JO		97777(none)

END OF DATABASE

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CRITERION:

: SAL FNAME MI

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: OUTPUT:

PHONE2 CODE1 CODE2 CODE3 : SAL FNAME MI

: Dr. Zorba The

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(Formulas: Row 7, col. A-O -- e.g. ZIP "+J7>90000")

LASTNAME	TITLE
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Gr*	
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LASTNAME	TITLE
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Greek	President
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4201

the WHITEROCK Alternative .....

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THE MAILING LIST .....

mailing list database has room  
p to three codes, to help you

ify and quickly select entries  
rding to criteria you specify.

enus streamline use of 1-2-3's  
rful Data Query Extract capability  
lect out those entries you need.

about this User-supported software.

er} to continue. MENU: {Alt} M  
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upported software. If you find it  
tered User.

s requested. Please send to:

WHITEROCK Alternative  
Box 45458  
le, WA 98145

mmissions of \$5 for everyone who  
copy of the program. Become a  
m pays for itself if only 5 of

the other useful templates, including  
"transportable" macro library and

ntinue. IF YOU NEED AN INVOICE:  
PRESS {Ctl} {Brk}, then {Alt} I  
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The WHITEROCK Alternative  
P.O. Box 45458  
Seattle, WA 98145

INVOICE



END OF DATABASE =

COMPANY

COMPANY

Free Expression Dance Studio







ADDRESS

ADDRESS  
1553 Main





CITY

STATE

ZIP

PHONE1

CITY

Zyglapolis

STATE

Greece

ZIP

PHONE1  
10000(ZY1) 555-1414

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### MACRO

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#### HELP

On-line HELP screens. (Can also see by `J`Go to start of Make a new Specify criteria for data  
`/wwc`

`{goto}MESSAGE~`

`{goto}MESSAGE1~`

`{?}`

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### MENUS

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#### GO DATAB.DATA ENTCRITERIA

`/wwc` `{?}~{Right}/wwc`

`{goto} {Home}{?}~{Right}{goto} CRITERION~{t`

`/wwh{windo{?}~{Right/xlPress [Enter] then sp`

`{?}~{Right}{?}~`

{goto}HELP~  
{?}  
{goto}HELP~  
/xmMAINMENU~

/xl[CtlBrk] /xl Next pause- highlig  
{down} {En/DQC{?}~q  
/xgdataloop/xmMAINMENU~

\M

/xmMAINMMH

/rncHERE~~{goto}HE  
{goto}HELP~{goto}H  
/rndHERE~

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THE MA

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HELJ

STEP 1:

STEP 2:

MENU CHOICES:

GO DATABASE:



DATA ENTRY:

CRITERION:

EXTRACT:

NEW FILE:

EXIT:

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PHONE2

CODE1 CODE2 CODE3

PHONE2

CODE1 CODE2 CODE3

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EXTRACT	REVIEW	NEW	FIL	QUIT
Extract data meeting sp	Exit menu	Save file	Save file and quit.	
/wwc	/xq	/wwc	/wwc	
/dreq		{GOTO}{GOTO}	OPEN~	
{goto}OUTPUT~{up}		/FS~R	/FS~R	
/xmMAINMENU~		/FRauto12	QY	

at criterion range.~CRITPMPT~

LP~{?}  
ERE~

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=           =           =====  
MAILING LIST  
=           =           =====  
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Use ARROW, {PgUp} {PgDn} keys to scroll.  
Press {Enter} when done.

Save this file or make a copy of it under SOME OTHER NAME  
than MAILLIST.

DO IT NOW !!!

This is your ONLY copy of this file !!

Play with a COPY of this file, to get used to it.  
There are already sample entries. Add some more  
and experiment. THEN make another copy of  
this file and start using it.

Go to the database (INPUT range), the heart of this  
file. This command splits the screen to leave the  
column heads visible as you scroll down the screen.

The database presently has room for 300 entries.

To expand it, use / Worksheet Insert Row in an empty row BETWEEN ROW 280 AND ROW 300. (If you use a higher row you can obliterate the menu system or this help panel. If you go below Row 300, Lotus will not automatically expand the INPUT range.)

This menu choice moves you across the screen, to make a new entry.

PUT THE CURSOR IN THE FIRST COLUMN OF AN EMPTY ROW FIRST !!

If you have forgotten to do this, the prompt reminds you you can press {Ctl} {Brk} to exit the menu and line up the cursor in an empty row.

When you've done this, simply press {Alt} M and try again.

ZIP is the only numeric entry. To prevent Lotus' beeping when you make a label entry beginning with a number (e.g. address "1234 Main Street"), this command automatically provides a label prefix for:

ADDRESS  
PHONE1  
PHONE2

One danger -- if you use this command to RE-ENTER a row of data, the label prefix " " will OVERWRITE the entry already in that column. You MUST re-enter these fields.

At the end of the row, you will be prompted to:

Press {Ctl} {Brk} if you are done  
OR  
Press {Enter} to enter another row of data.

This choice guides you through the process of designating data to be extracted with Data Query Extract.

It reminds you that criteria involving formulas depend on Row 7. For example, to select cases with ZIP codes 90000 and higher, go to the ZIP column and enter:

+J7>90000

(ZIP codes are in column J.)

Once you have specified the criterion, press {Enter} and the criterion range will be highlighted.

**BE SURE IT DOES NOT INCLUDE ANY EMPTY ROWS!!**  
Otherwise Lotus will extract ALL records.

This command extracts records meeting the criteria you have specified.

The OUTPUT range goes to Row 150, allowing extraction of up to 143 records.

Automatically saves file and either exits Lotus or prompts you to retrieve another file.

Press {Enter} to return to Main Menu



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