GLOSSARY

RECORD   > There are 486 companies listed in the directory, so the MAILING .LST file contains 486 RECORDS. A RECORD is simply the name, address, phone #,etc. for 1 company.

Use the PageDown and PageUp buttons to move from one record to the next.

HARD PAGE BREAK > Each record is separated by a double line. This is a hard page break. A hard page break after a record means that the next record will appear on the next page (This is why you should not print this file as it is - each record will be on a separate piece of paper). These hard page breaks are necessary for correct sorting by the computer.

FIELD   > Each record is made up of six FIELDS. Think of fields as "pieces" of information. For example, the first FIELD of every record contains a contact name and title. The second "piece" of information given is the company name. This is FIELD 2.

> FIELD 1 = Contact name and title
> FIELD 2 = Company name
> FIELD 3 = Street address (or P.O. Box #)
> FIELD 4 = City and province
> FIELD 5 = Postal code
> FIELD 6 = Telephone and fax numbers

Using the arrow keys, put your cursor at the beginning of a company name (if you are at the beginning of the MAILING .LST file, put the cursor at the "3" of "3-L Filters"). Look at the bottom left hand corner of your screen and you'll see that you are in field 2.

DO NOT confuse a FIELD with a Line of a record. Notice that the contact name is on the first Line of the record and the title is on the second Line. These two Lines make up one "piece" of information, therefore this particular FIELD has two Lines.

(Test: If you place the cursor at the beginning of the contact name, the bottom left-hand corner of your screen will indicate tha you are in Field 1. Move the cursor down one line to the beginning of the title, and the corner of the screen will still read Field 1. Field 1, therefore, has two Lines)

DISTRIBUTION OF POSTAL CODES

Province	First letter of postal code	Province	First letter of postal code
Newfoundland	A	Manitoba	R
Nova Scotia	B	Saskatchewan	S
New Brunswick	E	Alberta	T
Quebec	G, H, or J	British Columbia	V
Ontario	K, L, M, N, or P	Northwest Territories	X