

PRINTING

METHOD

Example 1 - Printing the directory

You can make a copy of the entire directory by simply going into each file and printing it.

To print a file, press **Shift F7**
 1

****NOTES****

The PROFILES files will take a long time to print. Don't get discouraged!

To print the COMPANY .LST file, substitute 2 for 1 in the above method. This will print out only the page that the cursor is on. Move the cursor to the next full page (will be page 3) and print that page. Continue like this for every full page in the file. This file should be printed in the manner otherwise it will overload your printer.

Do not print the LABEL .MRG file

It is not necessary to print out the MAILING .LST file since this is not in the directory. If, however, you would like to have a hard copy of the names and addresses of the firms in the directory, you must go into the MAILING .LST file and remove the Hard Page Breaks (See Glossary).

To remove Hard Page Breaks, press **Alt F2** Bottom of screen should read 'w/Confirm? No (Yes)'
 Enter " " " should read -> Srch:
 CtrlEnter (Press **Ctrl**, hold it down & press **Enter**) Bottom should read -> Srch: [HPg]
 F2 Screen should read 'Replace with:'
 F2 You are replacing the Hard Page Breaks with nothing. This will remove them.

Example 2 - Printing labels from the MAILING .LST file

Step 1. You must first merge the MAILING .LST file with the LABEL .MRG file. Do not go into either of these files. Start from a blank screen, making sure that diskette #1 is in your disk drive.

Press **Ctrl F9** Bottom of screen should read 1 Merge; 2 Sort; 3 Convert Old Merge Codes:
 1 " " " " Primary file:
Key in **A:\LABEL.MRG**
Press **Enter** (Problem? See *** below) Screen should read Secondary file:
Key in **A:\MAILING.LST** (If you are printing your own list of addresses, substitute the name of your file here.)
Press **Enter**

The computer will now merge the two files. Bottom left corner of screen should read * Merging* for a few seconds. Let's call this file MYLABELS.

Step 2. Go to the beginning of the MYLABELS file. Now simply change the paper size of the document (from 8 1/2 X 11 to labels) and print.

To change paper size:

Press **Shift F8** Top of screen will read Format
 2 Top of screen will read Format Page
 7 The computer will now display the paper sizes available. Look in the far right-hand column to see which size is meant for labels (Problem? See next page). Move the cursor to that row and press 1
 Enter
 Enter

Step 3. Print this document: Press **Shift F7**
 1

*** If you have a problem here it may be because your disk drive is "b" rather than "a". If this is the case, substitute the letter b for a.