MOVING

Use this option on the MAILING .LST file when you want to mail out to a partial list of the companies in the directory.

You will be taking records from the MAILING .LST file and moving them into another file. You will be working in two documents (or files) at once (the MAILING .LST file and a new one that you are creating for your own mailout). To go back and forth between documents, press **Shift F3**. The bottom right-hand corner of the screen tells you which document you are in.

METHOD

Example 1 - Moving individual records

Step 1. Move the cursor so that it is in the record you want to move.

Step 2. Press	**Ctrl F4**	Bottom of screen should show 1 Sentence; 2 Paragraph; 3 Page; 4 Retrieve:
	3	Computer will highlight information you want to move.
	2	Copy

Step 3. Press **Shift F3**   You are now in document 2 (See bottom right corner of screen)

Step 4. Press **Enter**   Now go to ☻

Example 2 - Moving many records at a time

Step 1. Move the cursor so that it is at the beginning of the first record of the series you wish to move (ie: at the Line <u>above</u> the contact name).

Step 2. Press **F12**   'Block on' should be flashing at lower left of screen.

Step 3. Press **PgDn**

Step 4. Keep pressing PgDn until you get to the <u>beginning of the record which immediately follows the last record in your series</u> (See * below).

Step 5. Press	**Ctrl F4**	Bottom of screen should read 1 Block; 2 Tabular Columns; 3 Rectangle:
	1	Bottom of screen should read 1 Move; 2 Copy; 3 Delete; 4 Append:
	2	

| Step 6. Press | **Shift F3** | You are now in document 2 (See bottom right) |
| | **Enter** | Now go to ☻ |

☻ You have just copied records from the MAILING .LST file into a second document. Save this second document under any name you like (ALBERTA for example).

To save a second document:

Press **F10**
Key in **A:\ALBERTA**   You can name this document anything, as long as it starts with a:\
Press **Enter**   (Problem? See *** at bottom of "General Overview")

<u>Recommendation:</u>   If you want this second document to list the records in alphabetical order by company name, sort it by Field 2. (See "Sorting)

* If, for example, you are mailing out to all the firms in Ontario, the last firm in the series is Kresin Engineering. Press PgDn again and the cursor will be at the beginning of the record for Bioclear Technology in Manitoba. By pressing PgDn until you are <u>just past</u> the last record in your series, you ensure the inclusion of that record in the group you are moving.