

SEARCHING

This option can be performed on either the MAILING .LST file or any of the PROFILES files.

Whether you are searching for a word, a company name, a person's name, or any piece of information, you follow the same procedure.

METHOD

****Make sure you are at the beginning of the file**

Example 1 - Searching for a product name

If you want to find a company that produces something which is not in the product index, you must go into each PROFILES file and do a search on that word. For example, if you want to find a company which treats biomedical waste, you would do a search on the word biomedical.

Step 1. Press **F2**

Step 2. Type in word you want to find (ie: Biomedical)

Step 3. Press **F2**

*****NOTE***** Do not press **Enter** at the end of Step 2.

The computer will find the first occurrence of the word you have keyed in. If you want to find further occurrences, repeat Steps 1 and 3.