You can copy, print, or export ProPhone listings as easily as you found them. ProPhone allows you to download unlimited listings with no extra charges.

You can download the listings you have highlighted, the listings you have tagged, or all the listings matching the search criteria you entered.   When you choose the Copy, Print, or Export commands, an Options window will ask you which listings you want.   It will also ask you which format you would like.   These formats are explained below.   Not all formats are available in all situations (copying, printing, and exporting).

ASCII (comma-delimited) format
ASCII format means that all fields are enclosed in quotes and then separated by a comma.
This format is useful for exporting to a database or spreadsheet program.

Tab-delimited format
Tab-delimited format means that all fields are separated by tabs. This is a standard Macintosh format.

DBF (database) format
This format is useful when importing the data into spreadsheets and databases. The DBF record layout is given below.

Field Name
    Type

       Width
Last Name
    Character
 32
First Name MI
Character
 32
House Number
Character
 8
Street Name
   Character
 48
Apt. Number
Character
 16
City

          Character
 24
State

          Character
 4
Zip

Character
 12
Telephone
     Character
 12
Bus.

          Character
 1
Year

          Character
 4
SIC1

          Character
 8
SIC2

          Character
 8
SIC3

          Character
 8
SIC4

          Character
8

Galley format
When printing, a Galley Format uses the field spacing that you set in your display window to print the data, so the printed output will look similar to the screen display.   Note that due to differences in printing, you may need to adjust the field spacing to get the correct output.

You may want to print in Landscape mode to fit more information on a page. In Landscape mode, the print-out is turned sideways, so more fields will fit on a page.   Before you print, choose Page Setup from the File menu.   Click on the picture of the sideways piece of paper to enable Landscape mode.

Label format
This format resembles a standard envelope address label.   Be sure to specify the label specifications in the Label Editor.

TEST CORP

622 JOHN ST

PEABODY
MA
32803

Business Card format
This format prints name, street address, city, state, zip and telephone
number in a stacked format, resembling a standard business card.

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32803

(555) 555-5555