Commands 3-2

MODELING RECORDS

Main Menu choice MODEL lets you copy the data in an existing record to create a new record. After selecting the record you wish to copy, you can change as much of it as you need to. The editing keys (cursor arrows, Backspace, etc.) work the same way as described for ADDs.

When you finish changing the data, you can add it to your file as a new record. Use Model to save keying time when you want different records for individuals at the same business or address.

DELETING RECORDS

Choose DELETE on the main menu to get rid of unwanted records. Select the records in the usual manner. As each record appears on your screen, reply "Y" if you wish to delete "This one (Y/N)?". The file space occupied by deleted records is automatically re-used by new records as you add them to your file.

SUMMARY

A good way to get started with these commands is to experiment with them. Try ADDing some records. Then use the various Record Selection methods to CHANGE, MODEL and finally DELETE the new records until you are comfortable with all the commands. Use the function keys to get HELP when you need it.