

Line1  
Line2  
Line3  
Line4  
Line5

|    |      |         |         |
|----|------|---------|---------|
| C  |      | Err:502 |         |
| #  |      | #VALUE! | Err:502 |
| R1 | LAST |         | TITLE   |

\M

MENU

INPLOOP

BOTTOM

FORMAT

SKIP

COMPANY

Err:502

STREET

Err:502

{s}wuBLNK~{s}wi{menubranh MENU} {branch \M}

| Input  | Order         | Extract        | View           | Print            |
|--|---------------|----------------|----------------|------------------|
| Enter addresses into the database  | Sort database | Choose entries | View/edit data | Print selected r |
| {s}wuINPTEXT~{s}wi{s}wuPN{s}wuSRTKI{s}wuEXTME {menubranh \{windowsoff} {   |               |                |                |                  |
| '{?}~{if LINE1="q"} {m}eALL~ {menubranh {menubranh E {branch \M} {PRNBRN}  |               |                |                |                  |
| {if @find(" ",LINE1,@find(" ",L {branch \M} {branch \M} {m}ci {type}s      |               |                |                |                  |
| {if @find(".",LINE1,0)} {beep} {s}wuERMS1-                                 |               |                | 1              | {windowson} {    |
| {if @cellpointer("contents")="" } {m}e~{branc                              |               |                | 1              |                  |
| {down} {branch INPLOOP}  |               |                | 1              |                  |
| {if @count(ALL)>5} {s}wuERMS3~{beep} {s                                    |               |                | 1              |                  |
| {if @count(ALL)<3} {s}wuERMS4~{beep} {s}wuINPUT~{m}eALL~{home} {branch INP |               |                |                |                  |
| {FORMAT} {branch INPLOOP}  |               |                |                |                  |

{windowsoff} {paneloff} {s}wuDATABASE~{home}  
{if @count(DBASE)=8} {branch SKIP}  
{if @count(DBASE)=16} {down} {m}rncDBASE~{down}~{branch SKIP}  
{end} {down} {down} {m}rncDBASE~{down}~  
{m}rvENTRY~  
{s}wuINPUT~{m}eALL~{home} {s}wi{windowson} {panelon} {return}

|      |         |         |         |
|------|---------|---------|---------|
|      | Err:502 | Err:502 | Err:502 |
| CITY |         | STATE   | ZIP     |

```

Form          Save          Quit          ##
Use SymphonySave worksheeExit worksheet (Have you saved your work?)
{s}wuFORMM{menubranç S{menubranç QUITMENU}          Address must hav
{s}wuFORMU{branç \M}  {branç \M}
1
1

```

```

'LOOP}
Use arrow keys to browse. Caution: You are l
Make changes prudently. Hold the <Alt> key :
Use arrow keys to browse. You are viewing re
criteria when you Extracted. Hold <Alt> and p

```

```

SORTMENU Go          Settings          Quit
Sort the databaIndicate on whReturn to main menu
{m}qraq          {menubranç S{windowson} {panelon} {branç
{windowson} {{branç \M}

```

```

SRTCHOICE 1st Key      2nd Key      3rd Key      RQuit
Select new priSelect new secSelect new tertDRReturn to sort r
{menubranç k{menubranç k{menubranç k{1{menubranç S
{menubranç S{menubranç S{menubranç S{1{branç \M}

```

```

KEY1          FIRST          LAST          TITLE          P          STREET
Use as primaryUse as primaryUse as primaryUUse as primary
{let SRT1,FIR:{let SRT1,LAS{let SRT1,TIT}{l{let SRT1,STR
{bs}          {bs}          {bs}          {l{bs}
~~          {right}~~          {right 2}~~          {right 4}~~
qq{windowsonqq{windowsonqq{windowsonqqq{windowson
{menubranç S{menubranç S{menubranç S{1{menubranç S

```

```

KEY2          FIRST          LAST          TITLE          P          STREET
Use as secondaUse as secondaUse as secondaUUse as seconda
{let SRT2,FIR:{let SRT2,LAS{let SRT2,TIT}{l{let SRT2,STR
{bs}          {bs}          {bs}          {l{bs}
~~          {right}~~          {right 2}~~          {right 4}~~
qq{windowsonqq{windowsonqq{windowsonqqq{windowson
{menubranç S{menubranç S{menubranç S{1{menubranç S

```

```

KEY3          FIRST          LAST          TITLE          P          STREET

```

Use as tertiary Use as tertiary Use as tertiary UUse as tertiary  
 {let SRT3,FIR:{let SRT3,LAS{let SRT3,TIT1}{let SRT3,STR  
 {bs} {bs} {bs} {l{bs}  
 ~ ~ {right}~ ~ {right 2}~ ~ {right 4}~ ~  
 qq{windowsonqq{windowsonqq{windowsonqqq{windowson  
 {menubran S{menubran S{menubran S{menubran S{menubran S

EXTMEN Extract View Settings CDelete  
 Extract addressView the extraSet criteria on \DDelete all recor  
 {m}qq {s}wuMESSA{s}wuEXTSE1{l{s}wuQDMES  
 {menubran I{s}wuVIEWX{s}wi {l{s}wuSPOT~  
 {?} {s}wI {s}wuCRITW~ {menubran C  
 {menubran I{menubran EXTSET} {menul

EXTSET FIRST LAST TITLE P STREET  
 Enter a first naEnter a last narEnter a title forEEnter a street a  
 {getlabel "Plea{getlabel "Plea{getlabel "Plea{{getlabel "Plea  
 {if FICR=""}}{if LACR=""}}{if TICR=""}}{if STCR=""}}  
 {calc} {calc} {calc} {calc}  
 {menubran I{menubran I{menubran I{l{menubran I

QDSURE No Yes  
 Don't delete mDelete matching records  
 {s}wuVIEWX{m}qdyq  
 {menubran I{menubran EXTMEN}  
 {branch \M} {branch \M}

VMENU Database Extract  
 Access the DatAccess extracted records for viewing or editing  
 {s}wuVMESS{s}wuVMESS1~{s}wi  
 {s}wuDATAB{s}wuVIEWXTRACT~

PRNBRN {menubran PRNMENU} {branch \M}

PRNMENU Go Align Settings Quit  
 Start printing tlResets top of pSelect betweenReturn to main n  
 {s}pagq {s}paq {menubran PRNSET}  
 {return} {branch PRNB{branch PRNBRN}

PRNSET Nine Envelope

Continuous forPause after each address for insertion of next e:  
{m}srmpRNLe{m}srmpRNENV~qq  
{s}pspwnpbnq {s}pspwypbnqq  
{branch PRNB}{branch PRNBRN}

SAVEMENU Yes No  
Save using curSave using current filename?  
{s}fs~y {menubranchn SVMN1}  
{branch \M} {branch \M}

SVMN1 Name Quit F\ADDRMAC  
Assign a new fReturn to main menu  
{getlabel Enter}{branch \M}  
{s}fs{esc}ADDRMAC~  
{branch \M}

QUITMENU No Yes  
Do not quit, retLeave the address database worksheet  
{branch \M} {s}ny

e three or more lines, please reenter.  
 Warning!! This will permanently erase all records which match the selected criteria. Perhaps you should EXTRACT and VIEW before committing to DELETE. Looking at your main database. and strike "M" to return to menu. Records which matched the selection press "M" to return to menu.

1 \M}

nenu  
 SORTMENU}

| CITY   | STATE          | ZIP                           |
|--|----------------|-------------------------------|
| Use as primary   | Use as primary | Use as primary sort key       |
| {let SRT1,CIT  | {let SRT1,STA  | {let SRT1,ZIP:string} {m}qss1 |
| {bs}   | {bs}           | {bs}                          |
| {right 5}~~  | {right 6}~~    | {right 7}~~                   |
| qq{windowsonqq{windowsonqq{windowson}{draw}{windowscZip              |                |                               |
| {menubranh S{menubranh S{menubranh SRTCHOICE}{menubranh SORTMENU}{br |                |                               |

| CITY   | STATE         | ZIP                           | 0     |
|--|---------------|-------------------------------|-------|
| Use as second  | Use as second | Use as secondary sort key     |       |
| {let SRT2,CIT  | {let SRT2,STA | {let SRT2,ZIP:string} {m}qss2 | First |
| {bs}   | {bs}          | {bs}                          |       |
| {right 5}~~  | {right 6}~~   | {right 7}~~                   |       |
| qq{windowsonqq{windowsonqq{windowson}{draw}{windowsc                 | First         |                               |       |
| {menubranh S{menubranh S{menubranh SRTCHOICE}{menubranh SORTMENU}{br |               |                               |       |

| CITY | STATE | ZIP |
|------|-------|-----|
|------|-------|-----|

1. Window above shows curr  
To clear individual settings

WILD CARDS:

Asterisk <\*> means all  
 ie: F\* means select a  
 Question Mark <?> me  
 ie: F??? means selec

First \_\_\_\_\_

Title \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

USE ARROW KEY

Name  
 First  
 Last  
 Title  
 Company  
 Street  
 City  
 State

First

```

Use as tertiary Use as tertiary Use as tertiary sort key
{let SRT3,CIT {let SRT3,STA{let SRT3,ZIP:string} {m}qss3
{bs}          {bs}          {bs}
{right 5}~~   {right 6}~~   {right 7}~~
qq{windowsonqq{windowsonqq{windowson} {draw} {windowsoff}
{menubranchn S{menubranchn S{menubranchn SRTCHOICE} {menubranchn SORTMENU} {br

```

Quit

Return to main menu

```
{branch \M}
```

```
DSURE} {menubranchn EXTMEN} {branch \M}
```

```
branch EXTMEN} {branch \M}
```

```

CITY          STATE          ZIP

```

Enter a city forEnter a state foEnter a zip code for selection

```
{getlabel "Plea{getlabel "Plea{getlabel "Please enter a zip code ",ZICR}
```

```
{if CICR=""} {{if STACR=""} {if ZICR=""} {blank ZICR}
```

```
{calc}          {calc}          {calc}
```

```
{menubranchn I{menubranchn I{menubranchn EXTMEN} {branch \M}
```

```
};
```

menu



nvelope

2.

ent selection criteria settings  
, select by field name and hit <enter>

3.

remaining characters  
all entries in field starting with "F"  
ans match any single character  
t all four letter entries starting with "F".

Last \_\_\_\_\_  
\_\_\_\_\_ Company \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

S TO BROWSE, HIT <RETURN> WHEN FINISHED

| Value    | Type  | Default |
|----------|-------|---------|
|          | L:15  |         |
|          | L:15  |         |
|          | L:25  |         |
|          | L:20  |         |
|          | L:25  |         |
|          | L:20  |         |
|          | L:7   |         |
|          | L:9   |         |
| anch \M} |       |         |
| Last     | Title | Company |
|          | 0     | 0 0     |
| Last     | Title | Company |
|          |       |         |
| anch \M} | Last  | Title   |
|          |       | Company |

anch \M}

Formula

Validity

Input

Street

City

State

0

0

0

Street

City

State

Street

City

State

+FIRST&" "&LAST  
@if(@if(TITLE="",1,0)=1#and#@if(COMPA  
@if(@if(TITLE="",1,0)=1#and#@if(COMPA  
@if(@if(TITLE="",1,0)=0#and#@if(COMPA  
@if(@if(TITLE="",1,0)=0#and#@if(COMPA  
SETTINGS Criteria determine which addresse  
labels. Only addresses that match the SETTIN

To print all addresses, select RESET on the EX

To view the selected addresses, choose EXTR  
to the extract range will not affect the main dat

To delete records from the database, SET criteri

You are on your own. Use any of Symphony  
peruse and edit your database. Please b  
Hold the <Alt> key and press "m" to re  
°Enter addresses as you wish them  
to appear when they are printed  
to mailing labels.

Prompt  
Enter First  
Enter Last  
Enter Title  
Enter Company  
Enter Street  
Enter City  
Enter State  
Enter Zip

Issue two consecutive carriage  
returns to start a new address.

Type "q" and hit <carriage  
return> to quit the input  
routine.

Model address:

Zip  
0  
Zip  
Zip

Clark Savage  
Dr. Of Physiology  
Mayfair University  
1143 West Brookes Street  
Habeus, MA 02165

Lines marked are optional. »

Type addresses in blocks; »  
no spaces between lines.

0

,

Current Sort-Keys

NY="" ,1,0)=1,STREET,@if(@if(COMPANY="" ,1,0)=1,TITLE,TITLE))  
NY="" ,1,0)=1,+CITY& " "&STATE& " "&ZIP,@if(@if(COMPANY="" ,1,0)=1,ST  
NY="" ,1,0)=0,STREET,@if(@if(TITLE="" ,1,0)=1,"",+CITY& " "&STATE& " "&  
NY="" ,1,0)=0,+CITY& " "&STATE& " "&ZIP,"")

s will be printed to address

GS criteria will print.

TRACT menu, then Print.

ACT then VIEW. Changes made  
abase.

ria and choose DELETE.

's FORM window commands to  
be cautious.  
turn to menu.

REET,COMPANY))  
ZIP))

## MAILING LABEL DATABASE WORKSHEET

Created by Daniel Gasteiger