PROGRAM,C,1(	FIELD,C,10
ADDMEM	ADDRESS1
ADDMEM	ADDRESS2
ADDMEM	ANIV
ADDMEM	BAPTIZED1
ADDMEM	BAPTIZED2
ADDMEM	BIRTH
ADDMEM	CITY
ADDMEM	FIRST_NAME
ADDMEM	FLIER_LIST
ADDMEM	GENDER
ADDMEM	HOME_PHONE
ADDMEM	JOINED
ADDMEM	LAST_NAME
ADDMEM	MARRIED
ADDMEM	MLAST_NAME
ADDMEM	OFFER_ENV
ADDMEM	POP_LIST
ADDMEM	SPOS_GEND
ADDMEM	SPOS_PHONE
ADDMEM	SPOS_STAT
ADDMEM	SPOUSE_BD
ADDMEM	SPOUSE_DJ
ADDMEM	SPOUSE_FN
ADDMEM	SS_LIST
ADDMEM	STATE
ADDMEM	STATUS
ADDMEM	VISIT_DATE
ADDMEM	WORK_PHONE
ADDMEM	ZIP
ADDMEM	ZONE
BIRTHDAY	END_BD
BIRTHDAY	INACTIVE
BIRTHDAY	MEMLFTMAR
BIRTHDAY	MISSIONARY
BIRTHDAY	PTRDISK
BIRTHDAY	REGATTEND
BIRTHDAY	SHUTIN
BIRTHDAY	START_BD
BIRTHDAY	VISITORS
CARDLIST	ENDNAME
CARDLIST	INACTIVE
CARDLIST	MEMHUSBAND
CARDLIST	MEMRLFTMAR
CARDLIST	MEMROLLINE
CARDLIST	MEMROLWDTH
CARDLIST	MISSIONARY
CARDLIST	PTRDISK
CARDLIST	SELRANGE

CARDLIST	STARTNAME
CARDLIST	VISITORS
CHILD_REC	BAPTIZED
CHILD_REC	BIRTH
CHILD_REC	GENDER
CHILD_REC	JOINED
CHILD_REC	LAST_NAME
CHILD_REC	NAME
CHILD_REC	STATUS
DATADUMP	MEMLFTMAR
DATADUMP	PTRDISK
DEL_CHILD	ANS
DEL_MEMB	ANS
DIRECT	INACTIVE
DIRECT	MEMLFTMAR
DIRECT	MISSIONARY
DIRECT	PTRDISK
DIRECT	REGATTEND
DIRECT	SHUTIN
DIRECT	VISITORS
LABELS	LABLSORT
LABELS	MEMHUSBAND
LABELS	MEMLABSIZE
LABELS	MEMLFTMAR
LABELS	PTRDISK
MEMBER	GCONDENSED
MEMBER	GNLQ
PICTDIR	MEMLFTMAR
PICTDIR	MULTSINGLE
PICTDIR	PTRDISK
PICTDIR	REGATTEND
PICTDIR	SHUTIN
PRNT_CARD	MEMHUSBAND
PRNT_CARD	MEMRLFTMAR
PRNT_CARD	MEMROLLINE
PRNT_CARD	MEMROLWDTH
PRNT_LABEL	MEMHUSBAND
PRNT_LABEL	MEMLABSIZE
PRNT_LABEL	MEMLFTMAR
REPT_SETUP	GCONDENSED
REPT_SETUP	GNLQ
SINGLECARD	TESTANS
VISITOR	MEMLFTMAR
VISITOR	PTRDISK
ZONE	MEMLFTMAR
ZONE	NOZONE
ZONE	PTRDISK
LABELS	SPCLSORT
REGISTER	REGISTRANT

REGISTER	PASSWORD
REGISTER	GIVINGWORD
MEMBROW	ADDRESS1
MEMBROW	ADDRESS2
MEMBROW	ANIV
MEMBROW	BAPTIZED1
MEMBROW	BAPTIZED2
MEMBROW	BIRTH
MEMBROW	CITY
MEMBROW	FIRST_NAME
MEMBROW	FLIER_LIST
MEMBROW	GENDER
MEMBROW	HOME_PHONE
MEMBROW	JOINED
MEMBROW	LAST_NAME
MEMBROW	MARRIED
MEMBROW	MLAST_NAME
MEMBROW	OFFER_ENV
MEMBROW	POP_LIST
MEMBROW	SPOS_GEND
MEMBROW	SPOS_PHONE
MEMBROW	SPOS_STAT
MEMBROW	SPOUSE_BD
MEMBROW	SPOUSE_DJ
MEMBROW	SPOUSE_FN
MEMBROW	SS_LIST
MEMBROW	STATE
MEMBROW	STATUS
MEMBROW	VISIT_DATE
MEMBROW	WORK_PHONE
MEMBROW	ZIP
MEMBROW	ZONE
MEMBROW	OFFER_ENV
MEMBROW	GIVE_DATE
MEMBROW	NAME
MEMBROW	GENERAL
MEMBROW	POP
MEMBROW	OTHER
MEMBROW	DESCRIPT
GIVEMOVE	STARTDATE
GIVEMOVE	ENDDATE
GIVEMOVE	TARGET
MOVEDRIV	MEMOLDDRIV
GIVEREPT	STARTDATE
GIVEREPT	ENDDATE
GIVEREPT	QUARTER
GIVEREPT	MEMLEFTMAR
GIVEREPT	PRTDISK
GIVEREPT	MEMADDLINE

GIVEREPT	MEMADDCOL
GIVEREPT	MEMTREASNA
GIVEREPT	MEMTREASTE
REGISTER	PASSWORD
REGISTER	REGISTRANT
REGISTER	GIVINGWORD
GIVE_WORD	INWORD
MEMBER	11
MEMBER	12
MEMBER	21
MEMBER	22
MEMBER	23
MEMBER	31
MEMBER	32
MEMBER	41
MEMBER	42
MEMBER	43
MEMBER	44
MEMBER	45
MEMBER	46
MEMBER	47
MEMBER	51
MEMBER	52
MEMBER	53
MEMBER	54
MEMBER	55
MEMBER	61
MEMBER	62
PRTREPT	1
PRTREPT	2
PRTREPT	3
PRTREPT	4
PRTREPT	5
PRTREPT	6
PRTREPT	7
PRTREPT	8
PRTREPT	9
PRTREPT	10
PRTREPT	11
PRTLABL	1
PRTLABL	2
PRTLABL	3
PRTLABL	4
PRTLABL	5
PRTLABL	6
GIVEMENU	1
GIVEMENU	3
GIVEMENU	2
GIVEMENU	4

ZAPDATA	1
ZAPDATA	2
ZAPDATA	3
ZAPDATA	MPASSWORD
UPGRADE	ANS
UPGRADE	GNEWDRIVE
PRT_STUFF	TESTANS
GIVING	ANS
GIVING	MENV_NUM
GIVING	MNAME
GIVING	NONUM
GIVING	MNAME1
GIVING	GENERAL
GIVING	POP
GIVING	OTHER
GIVING	DESCRIPT
GIVING	PANS
GIVINGPG	A
PRT_CARD	STARTNAME
PRT_CARD	ENDNAME
TALENT	GCONDENSED
TALENT	GNLQ
TALENT	11
TALENT	12
TALENT	21
TALENT	22
TALENT	23
TALENT	24
TALENT	25
TALENT	26
TALENT	27
TALENT	31
TALENT	32
TALENT	33
TALENT	34
TALENT	41
TALENT	42
TALENT	43
STRSRCH	SEARCH
STRSRCH	MEMLFTMAR
REPTMEMO	MEMLFTMAR
STRSRCH	PTRDISK
REPTMEMO	PTRDISK
STRSRCH	MVERIFY
STRSRCH	ADULTCHILD
PRT_STR	MWORDS
PRT_STR	MPRT
REPTMEMO	MTYPE
REPTMEMO	ADULTCHILD

PRT_STR   SAMELINE
SRCHMENU   1
SRCHMENU   2

HELP_NOTE,C,80
Type Street Address using both upper & lower case
Use this field for address information in addition to street
Use 'mm/dd/yy' for their Marriage Anniversary date
Use 'mm/dd/yy' for Member's Baptizm date (Spouse's Baptizm date below)
Use 'mm/dd/yy' for the date that the Spouse was Baptized
Use 'mm/dd/yy' for the Member's birthday (not spouse's birthday)
Type the City using both upper and lower case
Type First Name in both upper & lower case. Press Enter if you don't fill field
Type Y=Send flier or N=Do not send flier. This controls label printing
This field tracks the Gender. M=Male, F=Female
Home number example 788-2243 or 517-555-1212.   Start with UL if unlisted
Use 'mm/dd/yy' for the date the Member joined this Church (Spouse's date below)
Type Last Name in both upper and lower case. Press Enter if you don't fill field
Y = Married, Blank or N = Not Married
Type at least part of the desired Last Name. Case is NOT important.
If the member uses giving envelopes, type the envelope number
Number of envelopes or Y=Letter W/O envelopes, G=Give (no amt.) & Let. W/O Env.
This field tracks the Spouse's Gender. M=Male, F=Female
Spouse's work number example 788-2243.   Start with UL if unlisted
A=Active, I=Inactive, V=Visitor, R=Reg. Attender, S=Shutin, M=Mission, F=Flier
Use 'mm/dd/yy' for the Spouse's Birthday
Use 'mm/dd/yy' for the date the Spouse joined this Church
Type the Spouse's First name with both upper and lower case
Type Y=On Sunday School List or N=Not on Sundy School List
Type the State 2 letter code
A=Active, I=In Active, V=Visitor, R=Reg. Attender, S=Shutin, M=Mission, F=Flier
This field is to indicate the date that a visitor attended a service
Work number example 798-5303 or 517-555-1212.   Start with UL if unlisted
Type the ZIP code. This will be used to sort labels by ZIP Code
Type the 1 or 2 digit Church Zone Number
If you want all dates, leave blank (Ctrl/Y) - Or, type On or Before Date
N will skip the records where Status=I so Inactive Members won't print
Use 0 for no left margin spaces. Too much margin will cause double space lines
N will skip the records where Status=M so Missionarys won't print
S is handy to see report without wasting paper. D makes file for word processor
N will skip the records where Status=R so Regular Attenders won't print
N will skip the records where Status=S so Shut-Ins won't print
If you want all dates, leave blank (Ctrl/Y) - Or, type On or After Date
N will skip the records where Status=V so Visitors won't print
Enter the Last Name to end the range of selected Rotary File cards
N will skip the records where Status=I so Inactive Members won't print
If the husband is NOT a member, but you want him listed first, type Y
Use 0 for no left margin spaces. Too much will print off the Rolidex Card
Number of printed lines from the top on one card to the top of the next card
Enter the number of characters that can be printed across the width of the card
N will skip the records where Status=M so Missionarys won't print
S is handy to see report without wasting paper. D makes file for word processor
You can start and end printing Rotary File cards at selected Last Names

Enter the Last Name to start printing a range of Rotary File cards
N will skip the records where Status=V so Visitors won't print
Use 'mm/dd/yy' for the date that the Child was Baptized
Use 'mm/dd/yy' for the Child's Birthday
This field tracks the Child's Gender. M=Male, F=Female
Use 'mm/dd/yy' for the date the Child joined this Church
ONLY use this field IF the Child's Last Name if different from the Member's
Type the Child's First Name using both upper and lower case
A=Active, I=Inactive, Visitor, R=Reg. Attender, S=Shutin, M=Mission, F=Flier
Use 0 for no left margin spaces. Too much margin will cause double space lines
S is handy to see report without wasting paper. D makes file for word processor
Press Y=Mark this record for deletion
Press Y=Mark this record for deletion. ALL children records will be deleted!
N will skip the records where Status=I so Inactive Members won't print
Use 0 for no left margin spaces. Too much margin will cause double space lines
N will skip the records where Status=M so Missionarys won't print
S is handy to see report without wasting paper. D makes file for word processor
N will skip the records where Status=R so Regular Attenders won
N will skip the records where Status=S so Shut-Ins won't print
N will skip the records where Status=V so Visitors won't print
You will probably want a ZIP sort to save postage costs (Press Z)
If the husband is NOT a member, but you want him listed first, type Y
Number of printed lines from the top on one label to the top of the next label
Use 0 for no left margin spaces. Too much margin will cause double space lines
S is handy to see report without wasting paper. D makes file for word processor
N=Normal print 8 1/2 report. C=Wide report with condensed print. W=Wide print
Y=Turn on the printer's slow Near Letter Quality features. N=Fast draft
Use 0 for no left margin spaces. Too much margin will cause double space lines
M will print 4 or 5 lines per family. S will attempt to print all on one line
S is handy to see report without wasting paper. D makes file for word processor
N will skip the records where Status=R so Regular Attenders won't print
N will skip the records where Status=S so Shut-Ins won't print
If the husband is NOT a member, but you want him listed first, type Y
Enter the Left Margin for how your Rotary File card stock is positioned
Enter the number of 1/6 inch lines from top of one card to top of next card
Enter the number of 1/10ths inch for the width of your Rotary File card stock
If the husband is NOT a member, but you want him listed first, type Y
Number of printed lines from the top on one label to the top of the next label
Use 0 for no left margin spaces. Too much will print off the label
If possible, use C=condensed printing. Use W if you have wide carriage printer
If you want a better looking report, type Y. N will print faster draft quality
If the label stock needs adjusting press N. Esc=Abort printing
Use 0 for no left margin spaces. Too much margin will cause double space lines
S is handy to see report without wasting paper. D makes file for word processor
Use 0 for no left margin spaces. Too much margin will cause double space lines
N will supress several pages where the person(s) live outside any of the zones
S is handy to see report without wasting paper. D makes file for word processor
A=Active, I=Inactive, V=Visitor, R=Reg. Attender, S=Shutin, M=Mission, F=Flier
Enter the name and city of your church for the program opening screen.

Enter the Password for deleting and moving records. Don't forget the new one.
Enter the new Giving Password that allows you access to the Giving Data.
Type Street Address using both upper & lower case
Use this field for address information in addition to street
Use 'mm/dd/yy' for their Marriage Anniversary date
Use 'mm/dd/yy' for Member's Baptizm date (Spouse's Baptizm date below)
Use 'mm/dd/yy' for the date that the Spouse was Baptized
Use 'mm/dd/yy' for the Member's birthday (not spouse's birthday)
Type the City using both upper and lower case
Type First Name in both upper & lower case. Press Enter if you don't fill field
Type Y=Send flier or N=Do not send flier. This controls label printing
This field tracks the Gender. M=Male, F=Female
Home number example 788-2243 or 517-555-1212.   Start with UL if unlisted
Use 'mm/dd/yy' for the date the Member joined this Church (Spouse's date below)
Type Last Name in both upper and lower case. Press Enter if you don't fill field
Y = Married, Blank or N = Not Married
Type at least part of the desired Last Name. Case is NOT important.
If the member uses giving envelopes, type the envelope number
Number of envelopes or Y=Letter W/O envelopes, G=Give (no amt.) & Let. W/O Env.
This field tracks the Spouse's Gender. M=Male, F=Female
Spouse's work number example 788-2243.   Start with UL if unlisted
A=Active, I=Inactive, V=Visitor, R=Reg. Attender, S=Shutin, M=Mission, F=Flier
Use 'mm/dd/yy' for the Spouse's Birthday
Use 'mm/dd/yy' for the date the Spouse joined this Church
Type the Spouse's First name with both upper and lower case
Type Y=On Sunday School List or N=Not on Sundy School List
Type the State 2 letter code
A=Active, I=In Active, V=Visitor, R=Reg. Attender, S=Shutin, M=Mission, F=Flier
This field is to indicate the date that a visitor attended a service
Work number example 798-5303 or 517-555-1212.   Start with UL if unlisted
Type the ZIP code. This will be used to sort labels by ZIP Code
Type the 1 or 2 digit Church Zone Number
If the member uses Giving Envelopes, type the Envelope Number
This is the date that the Giving was actually made
This is the Last, First (& Spouse First) names. Be consistant between records
This is the amount given toward the normal giving pledge
This is the amount given toward the Building (or other special) Fund
This is any other gift (money or priced goods) and SHOULD include a description
Describe the special gift or goods given to the Church
All records ON or AFTER the Start Date (up to End Date) will be moved
Move the records starting at the Start Date UP TO and INCLUDING the End Date
Normally you will move (T)o the storage path for old out-dated Giving records
Enter the Drive Letter, a colon, a \ followed by the full path
The Starting Date for the Quarterly Statement to be printed
The Ending Date for the Quarterly statement to be printed
Enter 1, 2, 3 or 4 for Quarter detail plus YTD summary. Zero=Detail for all year
The number of spaces desired at the Left of the printed page
S is handy to see Statement without wasting paper. D makes file for word proc.
The starting line for the Giver's address to line up with envelope window

The starting column for the Giver's address to line up with envelope window
The name of your Treasurer to print on the Statement. "Save Defaults" to save
The Treasurers Telephone number for the Statement. "Save Defaults" to save
Enter your NEW Password to delete records. Ctrl/Y erases to right of cursor
Enter your Church's Name and City. This will appear on the Copyright screen
Enter your Treasurer's Password to access the Giving portions of the program
Enter the Giving Password to allow access to the Giving records part of the prog
Press Enter to create new Church Member records
Press Enter to post the days offering or giving. Also xfer to permanent file
Press Enter to modify an existing Member record
Browse/Add/Modify Member records with a handy browse screen
Enter to Browse and report statements from Giving data. Password is required
Press Enter to access the Sub-Menu to print various mailing label runs
Press Enter to access the Sub-Menu to print various reports
Press Enter and press C=Color Monitor or press M=Monochrome (non-color) monitor
Press Enter and then the Drive letter for the location of the .DBF & .DBT files
Enter and then type the Drive and Sub-Directory for your word processor files
Press Enter and use cursor keys to select your printer. See Appendix A for more
Press Enter to type your Church Name and Address. Used for the Statements
To change the name of several field titles to better fit your Church
Press Enter to save any changed defaults so they will be in effect in future
Press Enter to print a copy of the instruction manual for this program
Press Enter to physically remove records previously marked for deletion by you
Press Enter to re-create all of the necessary index (.NDX) files.
Press Enter to selectively ZAP (empty of records) the data files. DANGER!!
Use if you have received a new version of this program to update existing files
Press Enter to return to DOS prompt when ending the program
Place program "On Hold" in memory and access DOS prompt. DO NOT end with this
To print a report sorted by Zone. Can also print single Zone
To produce a simple directory that can be turned sideways for 2 to a page
Print complex directory to be used for a Pictorial Directory listing
Prints Edit Report showing EVERYTHING for the Church Secretary
Print a list of the Visitors whose Status = V
Print a report sorted by birthday. Can also print single month's birthdays
Print a report sorted by the date that Members joined or were confirmed
Print members sorted by Baptism date
Print report sorted by Wedding Aniversary. Can also print sorted by month
Print CHILD records sorted by School District or Graduation Date
Print all of the Giving Statements. Requires special password to access
Print mailing labels for your Flier
Print mailing labels for your Building Fund givers
Print mailing labels for your Sunday School list. Note - the name may be changed
Print mailing labels and/or box labels for the Offering Envelopes
Print rotary file cards of the Member records (or single record)
Print Report/Labels filtered on a SINGLE Status Code in the Member records
A Browse screen F2 sorted by Date or Name. View/Modify records & print Statement
After the Year-End Statements are printed, move old Giving records to backup
Used to specify the Drive (& Sub-Directory) for old/removed Giving records
Allows you to change the Giving Password. Be SURE you remember the new password

DANGER!!! - This will REMOVE ALL records from your member data file
DANGER!!! - This will REMOVE ALL records from your Child data file
DANGER!!! - This will REMOVE ALL records from your Giving data file
Before registration, the password is PASSWORD. Your password if registered
If NEW EMPTY files are in the TEMP sub-directory, answer Y. Otherwise, N
This is the location of the NEW empty files from your new PDS*MEMBER disk
If label NOT lined up on the label stock, press N and re-align the label stock
Y=Continue posting this days giving and/or transfer these to Permanent file
Enter the known Envelope Number or press Enter to search by Last Name
Type at least part of the Last Name (Enter). Then, PgDn or PgUp to actual name
No match on Number or Name. Y=Create a record by the Last, First Name
Type the Last (comma), First (& Spouse's First) Names and press Enter
This is the so called "pledge" or regular giving to Church General income
This is the POP Giving. You may have changed the name to other than POP
This is for special gifts to the Church that are to show on the Statement
This is the Description for the special "Other" gift
You have finished posting Weekly Giving. Y=Transfer to permanent data file
Find the desired Name with PgUp or PgDn and press Enter. Esc=Abort the search
Enter the at least the first several letters of the Starting Last Name
Enter at least the first several letters of the Last Name for the Last Card
N=Normal print 8 1/2 report. C=Wide report with condensed print. W=Wide print
Y=Turn on the printer's slow Near Letter Quality features. N=Fast draft
Press Enter to report all Notes for Members and Children records
Press Enter to Search and Report Notes that contain certain words
Press Enter and press C=Color Monitor or press M=Monochrome (non-color) monitor
Press Enter and then the Drive letter for the location of the .DBF & .DBT files
Enter and then type the Drive and Sub-Directory for your word processor files
Press Enter and use cursor keys to select your printer. See Appendix A for more
Press Enter to type your Church Name and Address. Used for the Statements
To change the name of several field titles to better fit your Church
Press Enter to save any changed defaults so they will be in effect in future
Press Enter to print a copy of the instruction manual for this program
Press Enter to physically remove records previously marked for deletion by you
Press Enter to re-create all of the necessary index (.NDX) files.
Use if you have received a new version of this program to update existing files
Press Enter to return to DOS prompt when ending the program
Place program "On Hold" in memory and access DOS prompt. DO NOT end with this
Press Enter to run the MEMBER.EXE program. You must be using the MEM.BAT file
Enter word or words to search the Member and/or Child Notes. Case unimportant
Use 0 for no left margin spaces. Too much margin will cause double space lines
Use 0 for no left margin spaces. Too much margin will cause double space lines
S is handy to see Notes without wasting paper. D makes file for word processor
S is handy to see Notes without wasting paper. D makes file for word processor
Y=View each set of Notes before deciding to print, or N=Print without verify
A=Adult Notes only are printed. C=Child Notes only, B=Both Adult & Child Notes
A=ALL words entered are required to print a Note. S=Match on ANY word to print
Y=Yes include these Notes in report. N=No. Do not print these Notes
Y=Print ONLY records containing Notes. N=Print ALL records (Notes or not)
A=Adult Notes only are printed. C=Child Notes only, B=Both Adult & Child Notes

If you want all words to be on the same line, answer Y. N=Different lines Ok
To list Member & Child record Notes. Can be limited to records with Notes
To search and optionally report notes with desired matching word(s)