

ADDENDUM

LIST PLUS™

Database Manager for the Apple IIGS

- The minimum memory requirement for List *Plus* is 768K RAM, not 512K as noted on page 3 of the manual.
- List *Plus* will read AppleWorks files automatically. To open an AppleWorks file, please follow these steps:
 1. Choose Open from the File menu, and open your file just as if it was a List *Plus* file.
 2. A dialog box will appear prompting the user: "The file is an AppleWorks file. Convert it?"
 3. Click OK.
 4. The file now appears in the List *Plus* screen. Fields are read in with an 80 character default and alphanumeric format. You can now modify your file just as you would any other List *Plus* file.
- List *Plus* contains eight templates in a folder called Templates. Templates are pre-designed forms set up with field names and formatted to display specific attributes such as dollar signs for money fields. All you have to do enter your data!

To use any of the templates, choose Open from the File Menu. A list of names will appear; open the folder named Templates. The eight template names will appear; double click on any one to open it. After you open the file, it's a good idea to save the file on your data disk under a different name. That way you'll always have the master template intact on your program disk.

Feel free to change the templates to suit your own needs. For example, add new fields when you have more information that you really want included. Some files have one or two forms already designed to print out specific information. In addition, you can custom design more reports to suit your needs.

Below is a list of the templates included in List *Plus*.

ADDRESSES - a file for keeping track of names, addresses and phone numbers of friends and associates. Form 1 is arranged in index card format and form 2 is for printing mailing labels.

CLASS.ROSTER - a file for recording student information. Form 1 is arranged in index card format and form 2 is for printing mailing labels.

CUSTOMERS - a file to record customer information including sales information. Form 1 is a master account list and form 2 is a Sales-to-Date report.

GRADES - a file for recording test grades for students. Form 1 is arranged in index card format.

HOME.INVENTORY - a file for organizing and recording data for home valuables. Especially helpful for insurance purposes.

INVENTORY - a file for tracking inventory items including cost, quantities and supplier information. Form 1 is arranged in index card format. NOTE: you must put valid data in the COST and PRICE fields, or the MARGIN field will show an error.

NUMBERS - a file for keeping track of numbers associated with important documents such as credit card numbers, car insurance, voter registration, bank accounts and social security cards. Form 1 is arranged in index card format and prints with a header/footer.

MEMBER.LIST - a file for recording lists of people belonging to an organization or those who make contributions to an organization. Form 1 is arranged in index card format and form 2 is arranged as mailing labels.

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