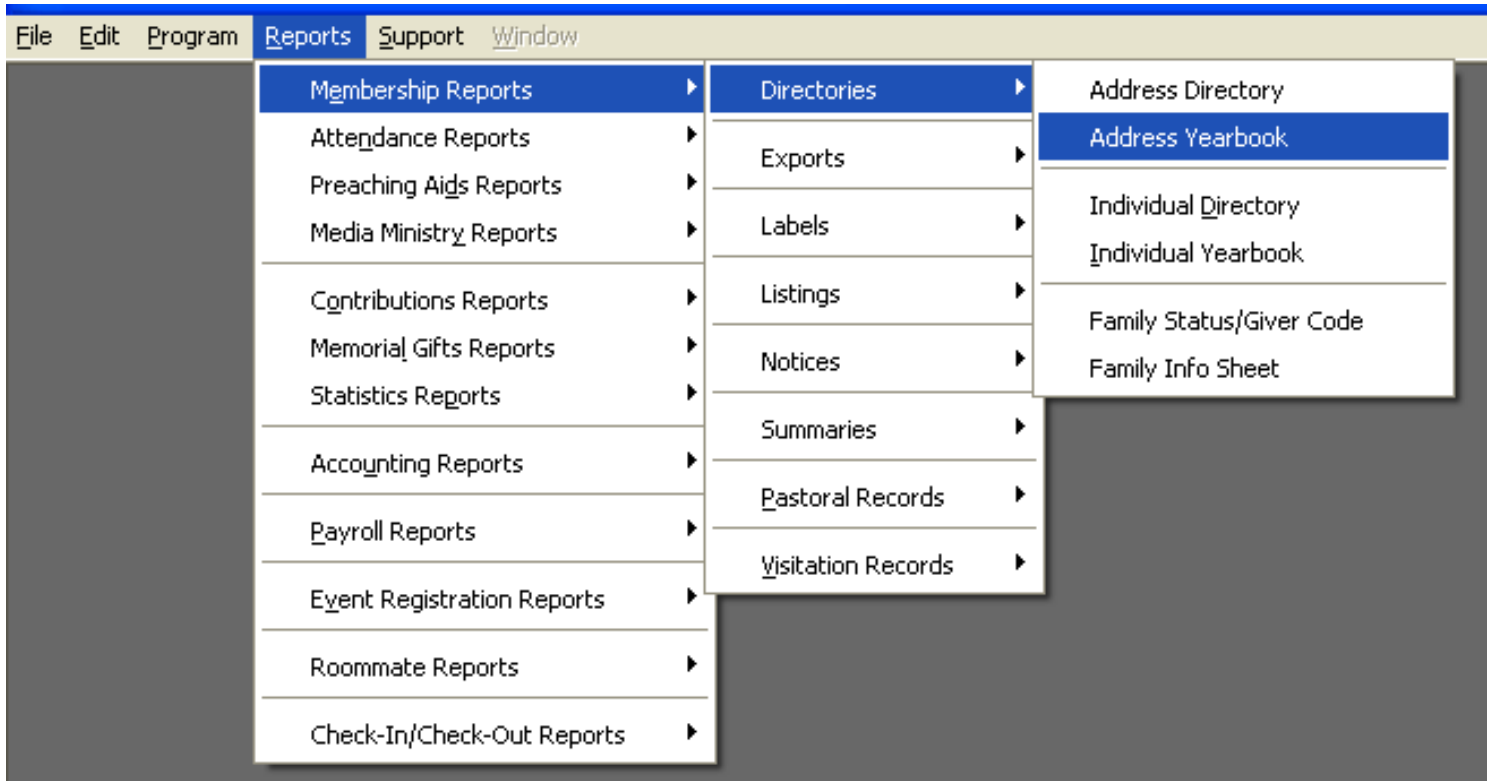
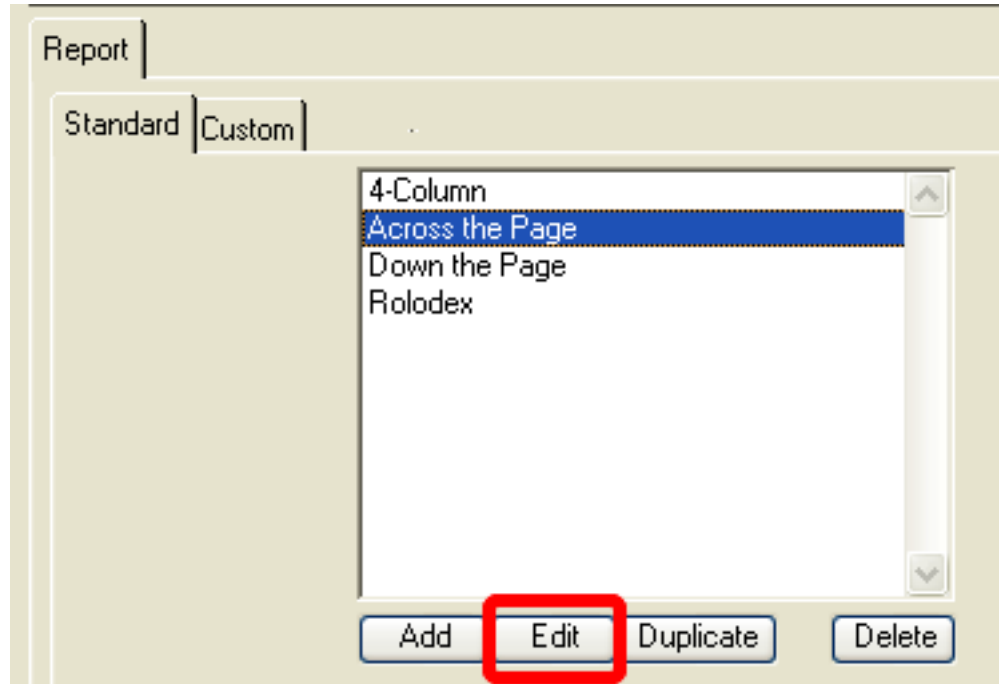


Adding E-mail Addresses to a Yearbook Directory

Open Address Yearbook Directory

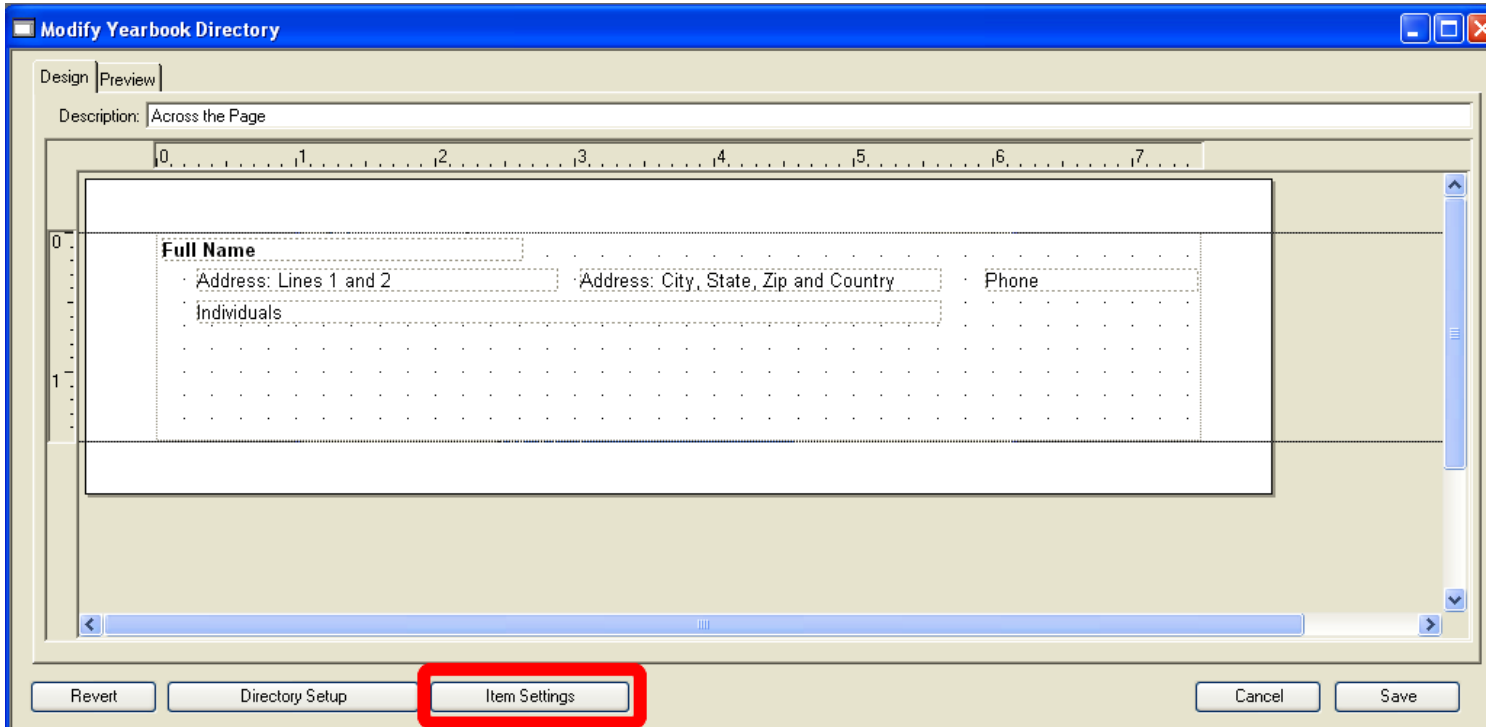


Select the Yearbook Directory



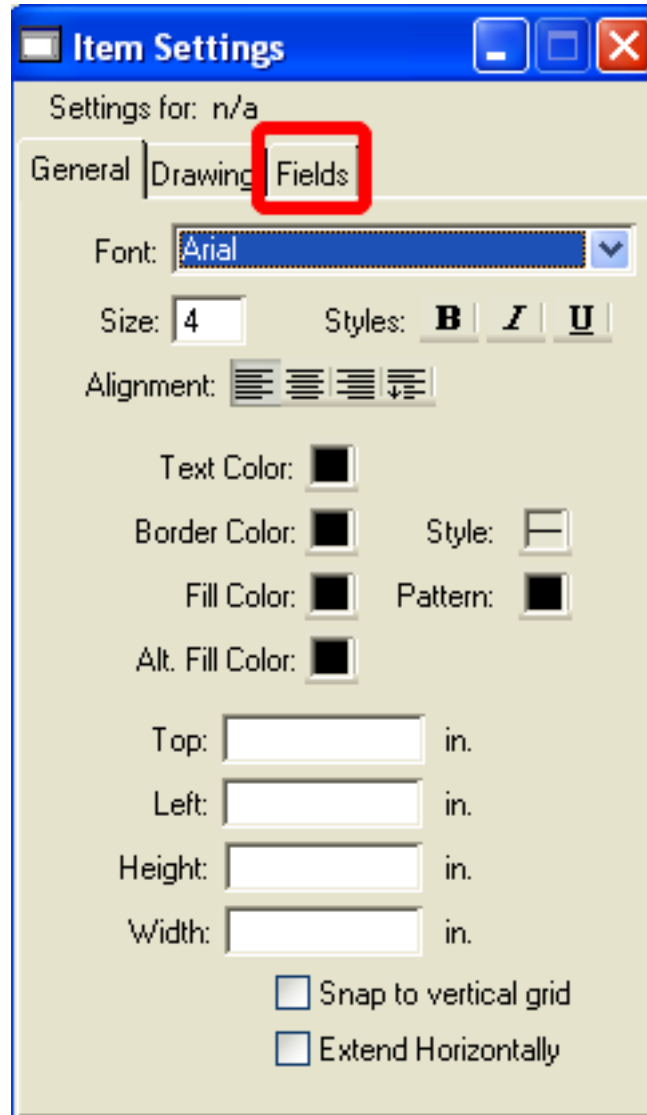
Select the Yearbook Directory format to which you want to add email addresses and click Edit.

Open Item Settings window



Click on the Item Settings button at the bottom of the window.

Select the Fields tab



Click on the Fields tab to display the fields that can be added to the Yearbook Directory.

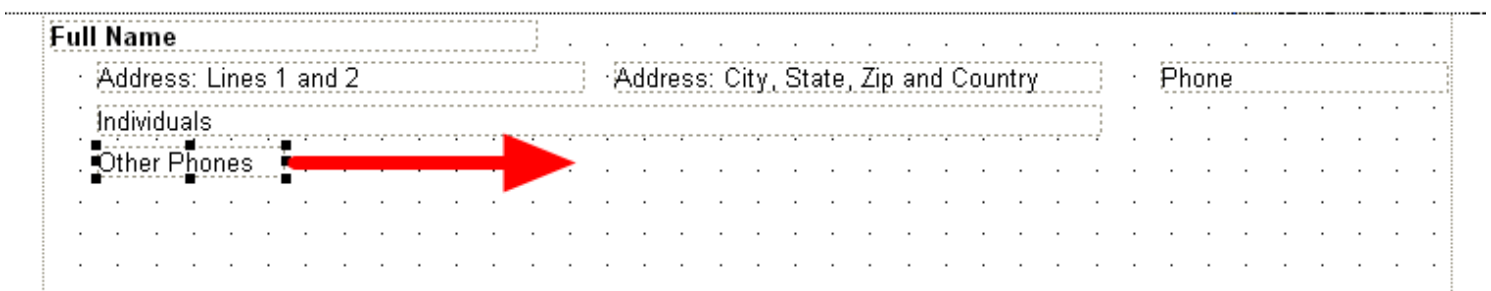
Add the Other Phones field to the Yearbook Directory



Click and drag the Other Phones field from the Item Settings window to the grid area of the Yearbook Directory. Locate the area where you want the field to show and release your mouse button. You can move the field anywhere in the grid area you wish by clicking and dragging.

Close the Item Settings window.

Increase the width of the Other Phones field



Clicking on the field displays little black squares (called selection handles) which allow you to manipulate the size of the field. For example, if you move your mouse to the right-center black square and click and drag to the right, the Other Phones field will get wider.

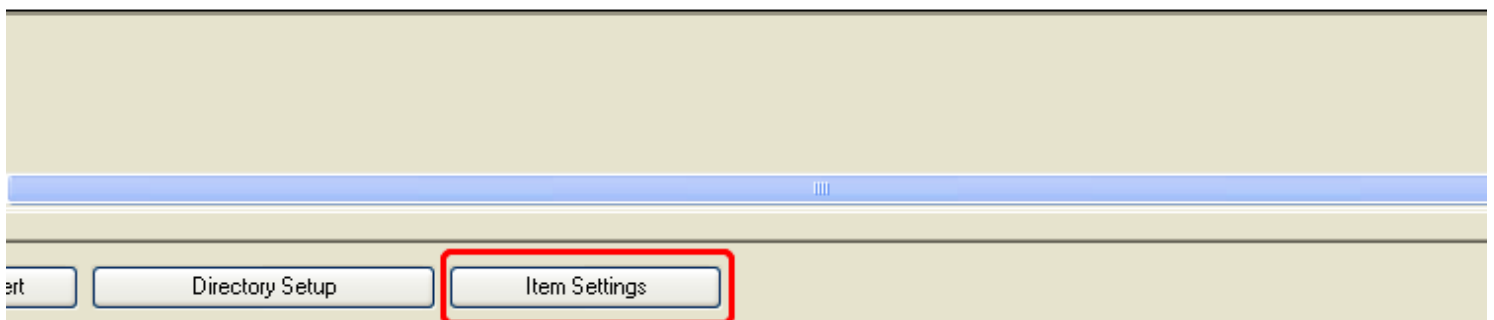
Increase the height of the Other Phones field.

The screenshot shows a form with several fields: 'Full Name', 'Address: Lines 1 and 2', 'Address: City, State, Zip and Country', and 'Phone'. Below these is a section for 'Individuals' with a sub-section for 'Other Phones'. The 'Other Phones' field is currently short. A red arrow points to a small black square at the bottom-center of this field, which is a selection handle for resizing.

Likewise, you can make the Other Phones field show more information down the page by clicking and dragging the bottom-center black square downward.

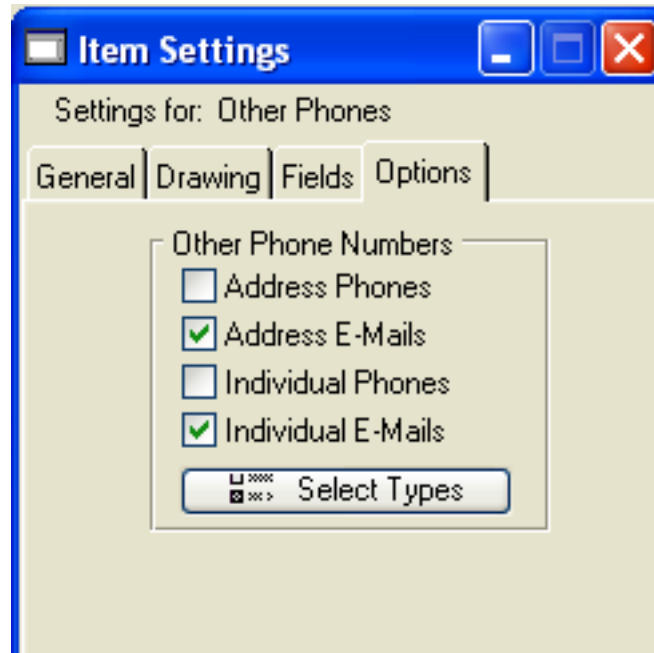
Open Item Setting Window

This screenshot is similar to the previous one, but the 'Other Phones' field is now taller. Small black squares are visible at the top-left, top-right, and bottom-left corners of the field, indicating that it is in a state where it can be resized or selected.



With the Other Phones displaying the Selection Handles, click on the Item Settings button and select the Options tab when the window opens.

Select the Other Phone Numbers you want to show on your Yearbook Directory

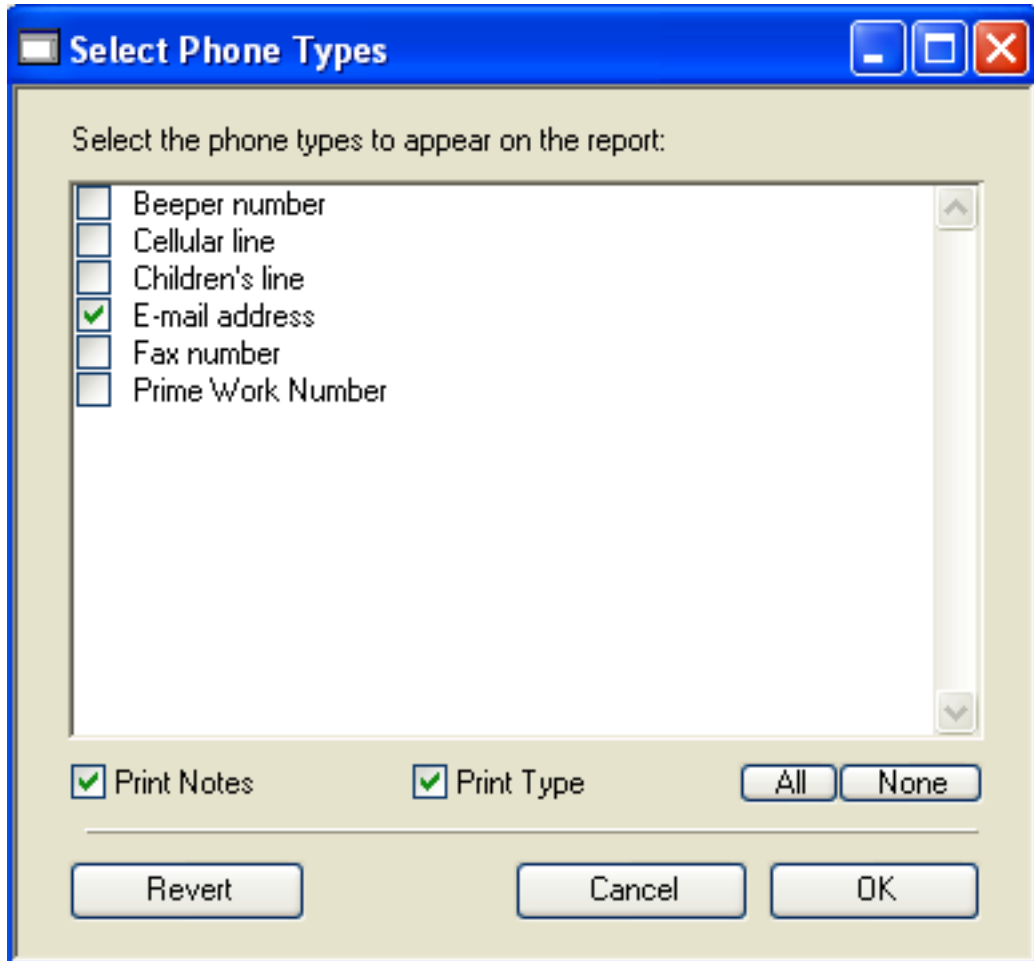


By clicking on the checkboxes, you can select the Other Phone Numbers you want to display. In our example, we will select Address and Individual E-Mails.

Click on the Select Types button.

Note: You may have to select all of the checkboxes and then de-select Address Phones and Individual Phones in order to have the Select Types button active.

Select Phone Types-Very Important!



You **must** select the Phone Types you want to display. We have selected E-Mail Address for our example. If you have setup other email types in the master coding system (for example, business e-mail or personal e-mail), they would be listed here. We have also left the Print Notes and Print Type checkboxes checked. These will print the phone type label and any notes that are associated with the phone type.

Click OK.

Close the Item Settings window.

Save your changes

The screenshot shows a software window with a form. The form has several sections: 'Full Name', 'Address: Lines 1 and 2', 'Address: City, State, Zip and Country', 'Phone', 'Individuals', and 'Other Phones'. Below the form, there are four buttons: 'Directory Setup', 'Item Settings', 'Cancel', and 'Save'. The 'Save' button is highlighted with a red rectangular box.

Now that you have properly set up your directory to display e-mails, click on the Save button.

Email Addresses in Yearbook Directory

Mr. & Mrs. Michael Disney		
107 Peachtree Dr Apt 2	Big City, KY 40123-2318	606/555-1739
Mike: E-mail address: mike.disney@suran.com (E-mail address)		
Susan:		
Mr. & Mrs. Mark Hunter		
3408 Rolling Terrace	Big City, KY 40123	606/555-9112

Set up the search and then click on Print. The e-mail address will display as shown.