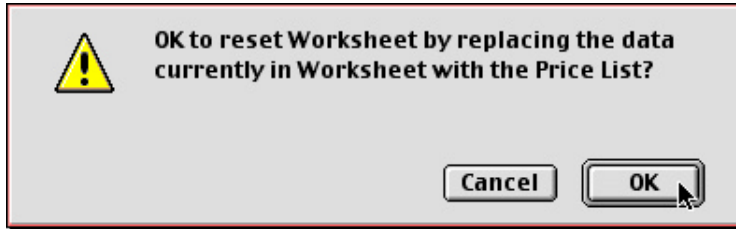


Change a Price List

To change or add items to your price list do the following:

First you need to open Worksheet. From the Functions menu choose Reset Worksheet. (If there's a report in Worksheet that isn't posted you should post it first.)

Functions	
Look Up Contact	⌘1
Report Header	⌘2
Worksheet	⌘3
Calculate Report	⌘4
Print Report	⌘5
Post Report	⌘6
Reset Worksheet	
Append Price List	



Click the Worksheet button located on the Report Header window or type Cmd/Ctrl-3 to access the Worksheet window.

Make your changes by editing or adding or deleting lines. (See pages 112 and 113, Add a Record, Delete a Record, Move a Record, in your HindSight User's Guide.)

It's advised to periodically do a Save from the File menu, but keep in mind that is saving the Worksheet file only. It does not save a new price list to your hard drive for future use. From the Functions Menu you must choose Save New Price List in order to replace the old Price List with the one you're currently editing in Worksheet.

Functions	
Look Up Contact	⌘1
Report Header	⌘2
Worksheet	⌘3
Calculate Report	⌘4
Print Report	⌘5
Post Report	⌘6
Reset Worksheet	
Append Price List	
Save New Price List	
Re-Apply Header Data	

Choose Save New Price List from the Functions menu.

You'll be asked if you want to completely replace the old Price List with what is currently in Worksheet. Answer yes if in fact your Worksheet does currently contain your correctly modified Price List, which it should if you followed instructions.

