Contacts

This command from the *Special* menu displays a window where you can edit contacts.



Contacts are usually associated with a name (a customer or supplier), and it is easier to edit such contacts using the “show suppliers…” or “show customers…” command.

If a contact is not associated with a name, you can edit details for that contact using this command.

Buttons in the contact list window:

**New: **Use to add a new contact.

**Report: **Presents the Quick report editor window. See Using the Query Search editor

**Find: **Use to find an individual contact

**Order by: **sort the contacts

**Print: **// clicking this button will present you with a dialog with two choices://

- If you click // list// a list will be printed of the records in the window.
- If you choose // labels,// you will be shown the label editor, allowing you to print a set of address labels for the current list of contacts. Note that you can save a particular label layout and then use the // load// command in the label editor to restore your layout.

**New: **To edit a contact, double-click on the line you want to edit. You will be shown the contact details:



// Previous: Names: Using, adding and editing Next: Merge two names….//

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