

# List Manager Tips

## Setup Form Tips:

- If you use an Access database, then there is no implied security mechanism.
- If you use a MSSQL database, then it is using integrated NT security.
- If you use a MySQL database, then it uses username and password authentication.
- If the pop-up help panels get annoying (and they probably will), you can turn them off with the “Show Help Pop-up Windows” checkbox.

## Explore Form Tips:

- By clicking the “Explore Members”/“Explore Lists” button you can switch between viewing all members and the lists that they belong to, or all lists and the members of them.
- You can click on the column headers to sort the results by any of the columns.

## Member Form Tips:

- In the lower-right corner are the “Save” options. “Selected” saves the currently selected member, and “All” saves all modified members.
- Members with modified information that haven't been saved yet will be highlighted yellow in the member list on the left.
- You can select an organization to associate the currently selected member with, but if you don't click the “bind” label the member will only have the organization's name. When you bind the member with the organization, then the member's address information will be synced with the organization.

## List Form Tips:

- Unlike the member form, the list form does not keep a list's modifications when you select a different list. You must save your changes before moving on to another one.

## Organization Form Tips:

- The organization form, like the list form, does not keep an organization's modifications when you select a different organization. You must save your changes before moving on to another one.

## Print Form Tips:

- You can get to the print form by clicking the “Print” buttons on any of the other forms. For example, if you're on the list form you can click “Print List” and it will take you to the print form.
- The upper-left section is to pick what you want to print. You can print all of the members of a list, all of the members bound to an organization, or you can select your own set of members from the list of all members.
- If you have “Envelopes” or “Labels” selected, then the “Fields” button lets you select what fields to show on them. The “Size” button lets you select the text properties as well as the layout and size of the labels or envelopes.