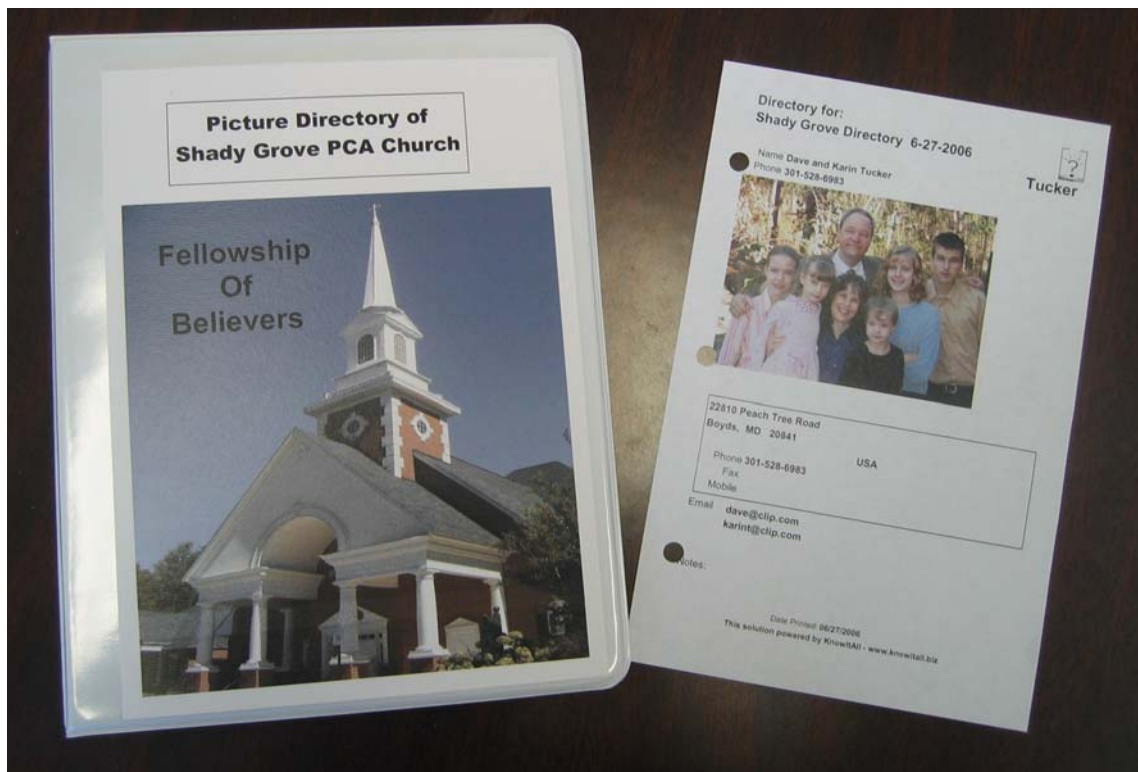
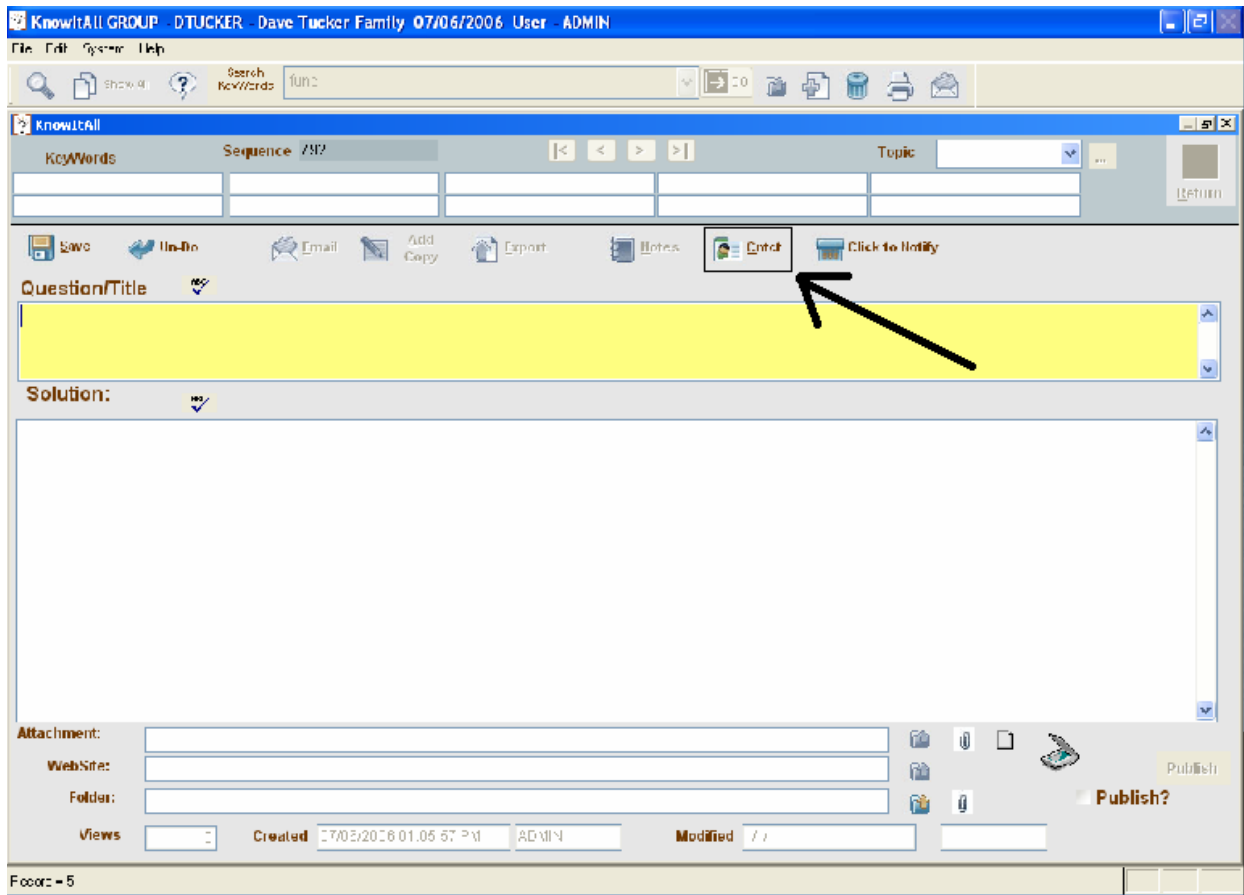


# HOW TO CREATE A PICTURE DIRECTORY

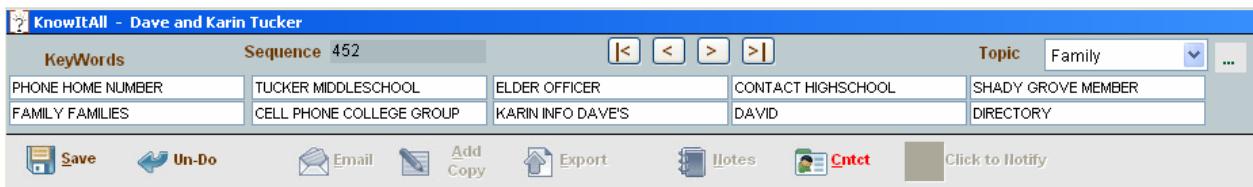


## STEP ONE: PUT INFORMATION INTO KNOWITALL

1. Go into KnowITAll
2. Create a new article and hit "Cntct":

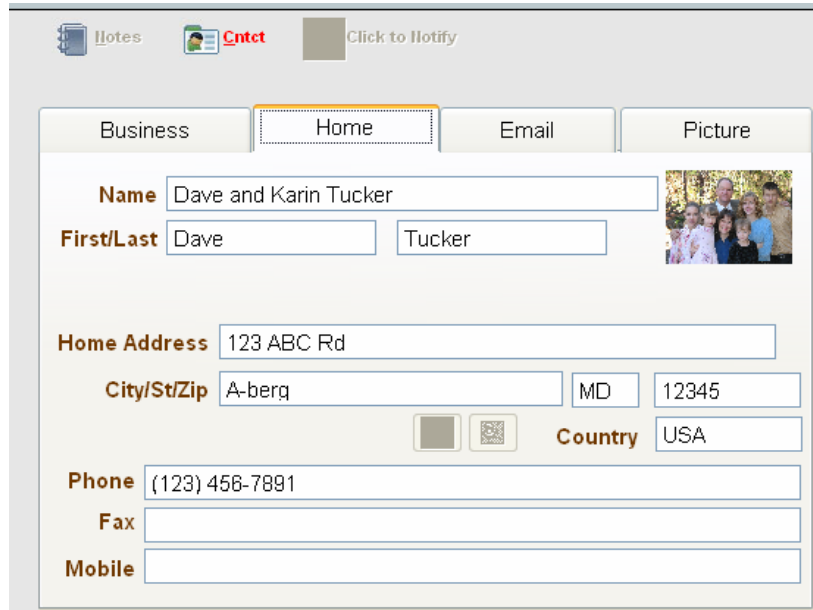


3. Add KeyWords that include "directory" and the person's name.



4. Type the name of the person in the "Question/Title" box.

5. Add the contact information to the contact box:



The screenshot shows a contact form interface with four tabs: Business, Home, Email, and Picture. The Home tab is selected and highlighted with a dashed border. The form contains the following fields:

- Name:** Dave and Karin Tucker
- First/Last:** Dave | Tucker
- Home Address:** 123 ABC Rd
- City/St/Zip:** A-berg | MD | 12345
- Country:** USA
- Phone:** (123) 456-7891
- Fax:** (empty)
- Mobile:** (empty)

A small thumbnail image of a family is visible to the right of the Name and First/Last fields.

6. Click on the Picture tab
7. Click the “Scan” button and place a picture of the person in your scanner.



The screenshot shows the same contact form interface, but now the Picture tab is selected and highlighted with a dashed border. The main area of the form displays a large photograph of a family of seven people outdoors. Below the photo, there is a caption field containing the text: "Dave, Karin, Charity, Dave II, Cherish, Cherie, Charissa". Below the caption field is a text box containing the file path: "LINK\davetuckerfamily01.jpg". To the right of the text box is a checkbox labeled "Copy to KnowItAll Folder on Attachment" which is currently unchecked. A black arrow points to a "Scan" button icon (a scanner with a document) located to the right of the text box.

8. Click “Save”
9. Repeat the process for each member for the directory.

## STEP TWO: PRINT INFORMATION OUT AS A DIRECTORY

1. Type “directory” in the KeyWord search.

KnowItAll SSI Office KIA 07/06/2006 User - CHARITYT

File Edit System Help

Search KeyWords: directory

Topic	Open	Question\Title	Solution	Date	Seq
CHURCH		Mauricio and Sandra Rodriguez	Mauricio and Sandra Rodriguez <i>Children</i>	12/16/2004	4440
CHURCH		Eric & Debi Hein	Eric & Debi Hein <i>Children</i>	12/30/2004	4564
CHURCH		Keith & Linda Harrison	Keith & Linda Harrison <i>Children</i>	12/30/2004	4566
CHURCH		Dudley and Bernie Davidson	Dudley and Bernie Davidson & Sarah <i>Children</i>	12/30/2004	4567

2. Click the Printer Icon.

KnowItAll SSI Office KIA 07/06/2006 User - CHARITYT

File Edit System Help

Search KeyWords: directory

Topic	Open	Question\Title	Solution	Da
CHURCH		Mauricio and Sandra Rodriguez	Mauricio and Sandra Rodriguez <i>Children</i>	12/16/

3. Select which directory format you want, Type in the “Title” you prefer.
4. Click “Home” for home address, and click “Proceed”.

**Print Options**

**Print Reports/Directories**

Detail (1 per page)  
 Summary  
 **Directory**

Title:

Picture Directory (1 Per Page)

2 Per Page with Picture     Company     **Home**

Half Page w/Picture     Company     Home     2 Copy

Quick Address and Phone     Company     Home

Phone - Co and Home

Phone and Picture     Company     Home

3 Column Phone Book     Company     Home

Condensed Phone List     Company     Home     Lndscape

Sort By:

**Last Name**  
 Company Name  
 Company Phone  
 Home Phone  
 Industry


    Label

5. Preview the directory, and hit the Print Icon.

**Directory for: Shady Grove PCA**

Print Preview

100%



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Dave and Karin Tucker


Name **Dave and Karin Tucker**

First **Dave** Last **Tucker**

123 ABC Rd  
A-berg, MD 12345

USA

Phone (123) 456-7891  
Fax  
Mobile



**Tucker**

Dave, Karin, Charity, Dave II, Cherish, Cherie, Charissa

Email **dave@clip.com**

*Update your directory page by page by simply putting the person's name in the keyword, and printing that contact out in the directory form.*



**1-800-635-8485**

*Find out even more ways to use KnowItAll at [www.knowitall.biz](http://www.knowitall.biz)*