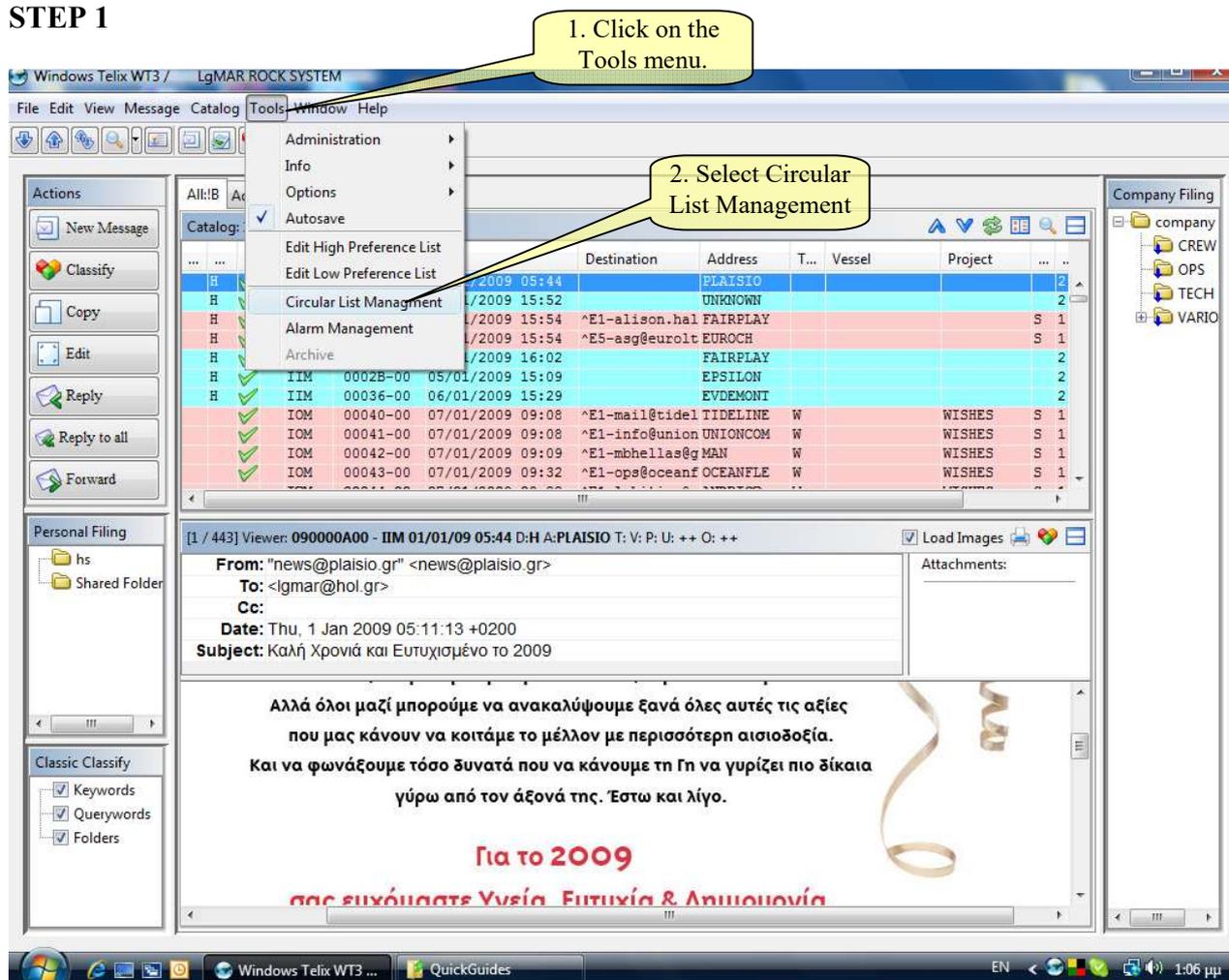


How to edit/create circular lists

Messages in catalog can be differentiated from other messages if colouring is used.

STEP 1

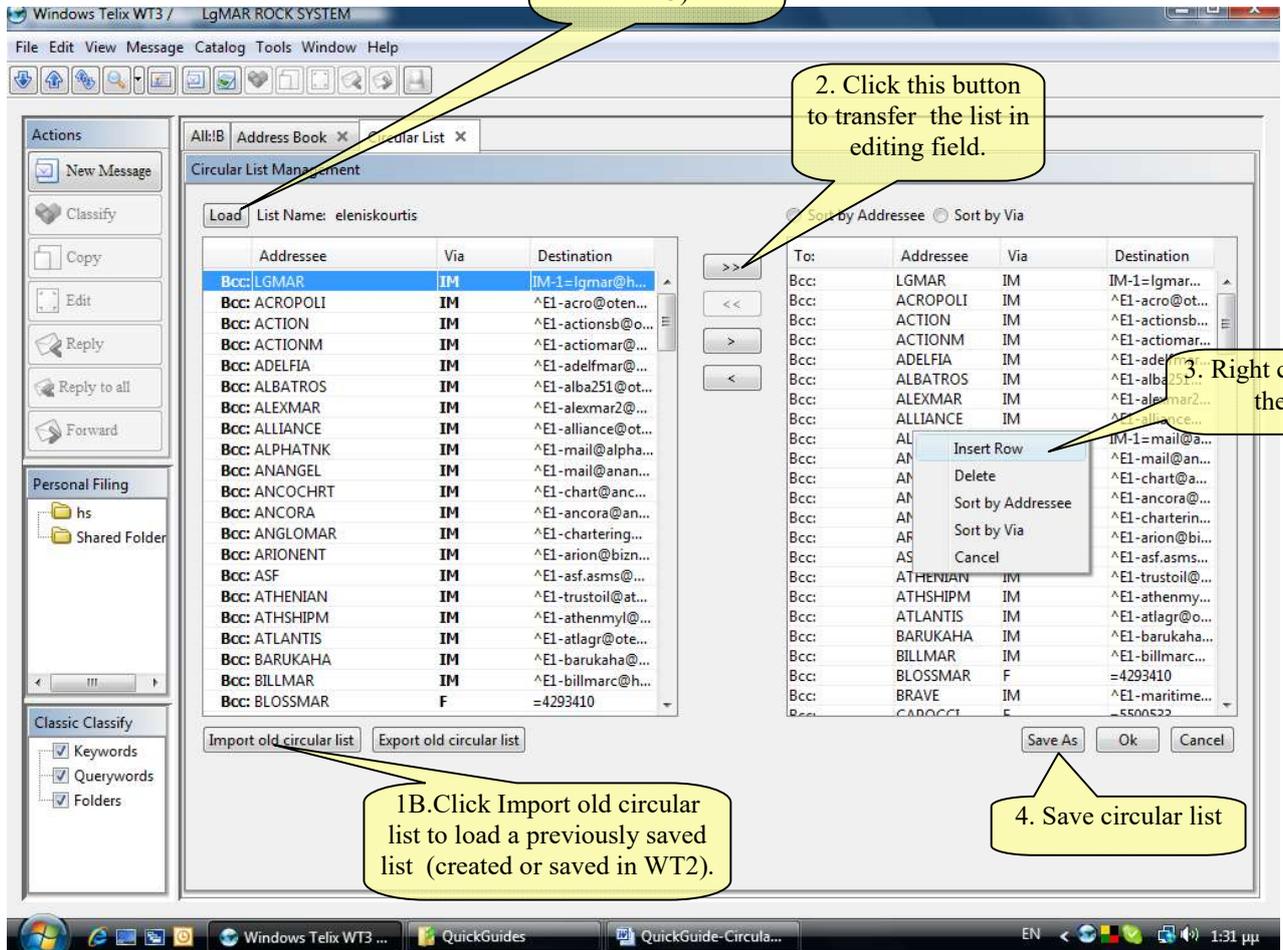


The screenshot shows the Windows Telix WT3 interface. The 'Tools' menu is open, and 'Circular List Management' is highlighted. The main window displays a message catalog with columns for Destination, Address, T..., Vessel, and Project. The selected message is from 'news@plaisio.gr' with the subject 'Καλή Χρονιά και Ευτυχισμένο το 2009'. The message content includes a New Year greeting in Greek and a red banner for 2009.

Explanation:

1.	Click on the Tools menu.
2.	Select the Circular List Management.

STEP 2



1A. Click Load a previously saved list (created or saved in WT3)

2. Click this button to transfer the list in editing field.

3. Right click to edit the list.

1B. Click Import old circular list to load a previously saved list (created or saved in WT2).

4. Save circular list

Explanation:

1A.	Click Load button to extract an already saved circular list (edited in WT3 application)
1B.	Click Import old circular list button to extract an already saved circular list (edited in WT2 application)
2.	Transfer the loaded list to the editing area.
3.	Right click to edit the list (delete or insert rows to delete or add correspondents).
4.	Save alterations in the circular list.