

## Lookup

Once you have some names in your database, you'll need to have a quick way to look them up. A few common lookup fields are available inside the Lookup menu, but you can right-click inside any field to generate a quick lookup on the selected field.

### ...look up a record

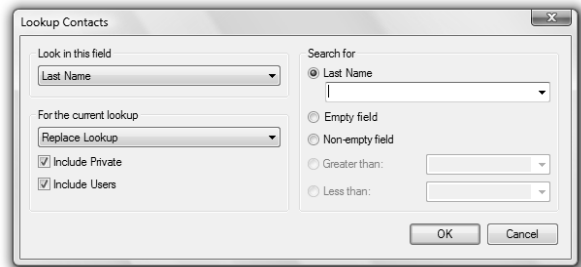
1. Choose **Lookup** from the menu and click the appropriate item.



You can also right-click any field and select **Lookup <current field>** from the shortcut menu.

How To...

**Note:** The **Lookup** dialog box confirms the field you chose (**Last Name** in this case). You can also use the drop-down arrow to the right to change the field to search on.



2. In the Search for area to the right, type part or all of the name or number you wish to look up. The lookup dialog box for some fields contains lists from which you may choose (**City** is an example of this).
3. Click **OK**.

You should type the *beginning* of the data for which you want to search. The more you type, the more specific the lookup.

- ✓ If only one record matches your criteria, it appears in Contact Detail view.
- ✓ If more than one record matches your criteria, the results are displayed in **Contact List** view.
- ✓ If no Contacts match your search criteria, then ACT! offers you the option of... **Lookup again** or **Create new contact**.

ACT! scans all available records and displays only those records that fit the lookup.

If necessary, double-click the Contact you want to display in Contact Detail view.

