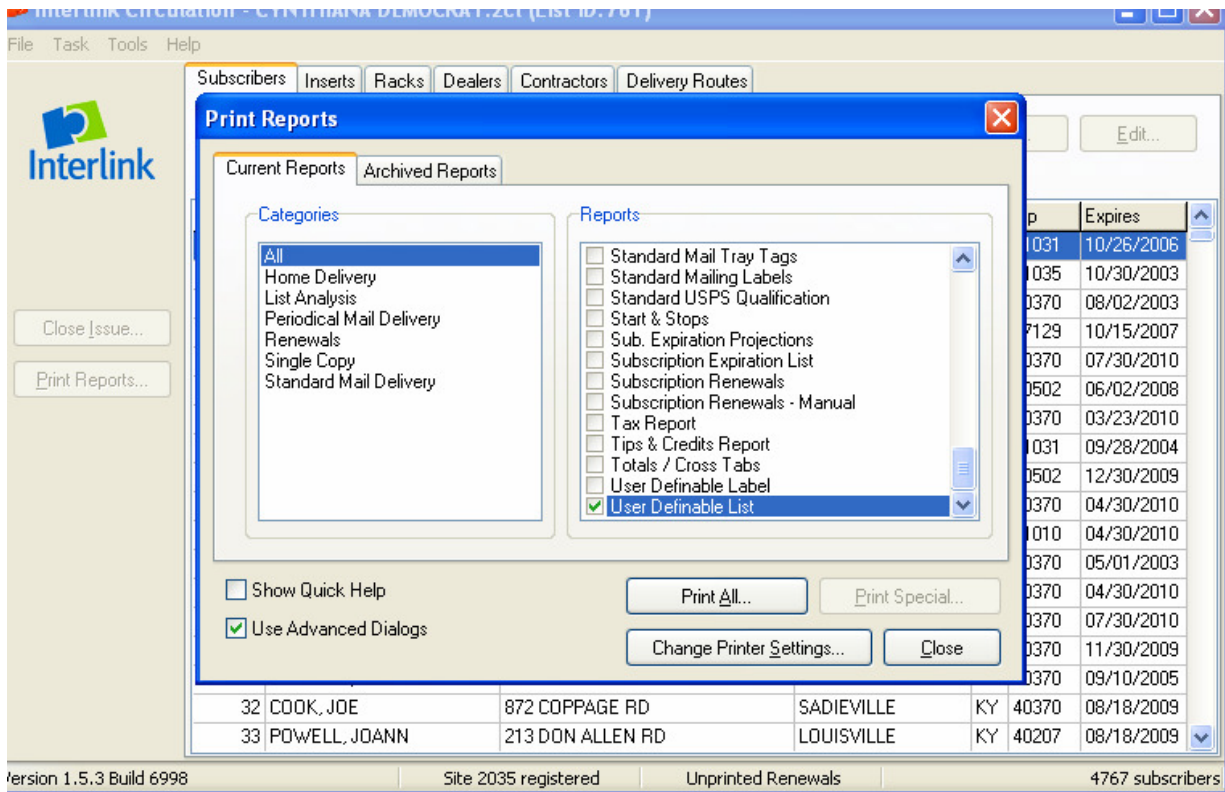
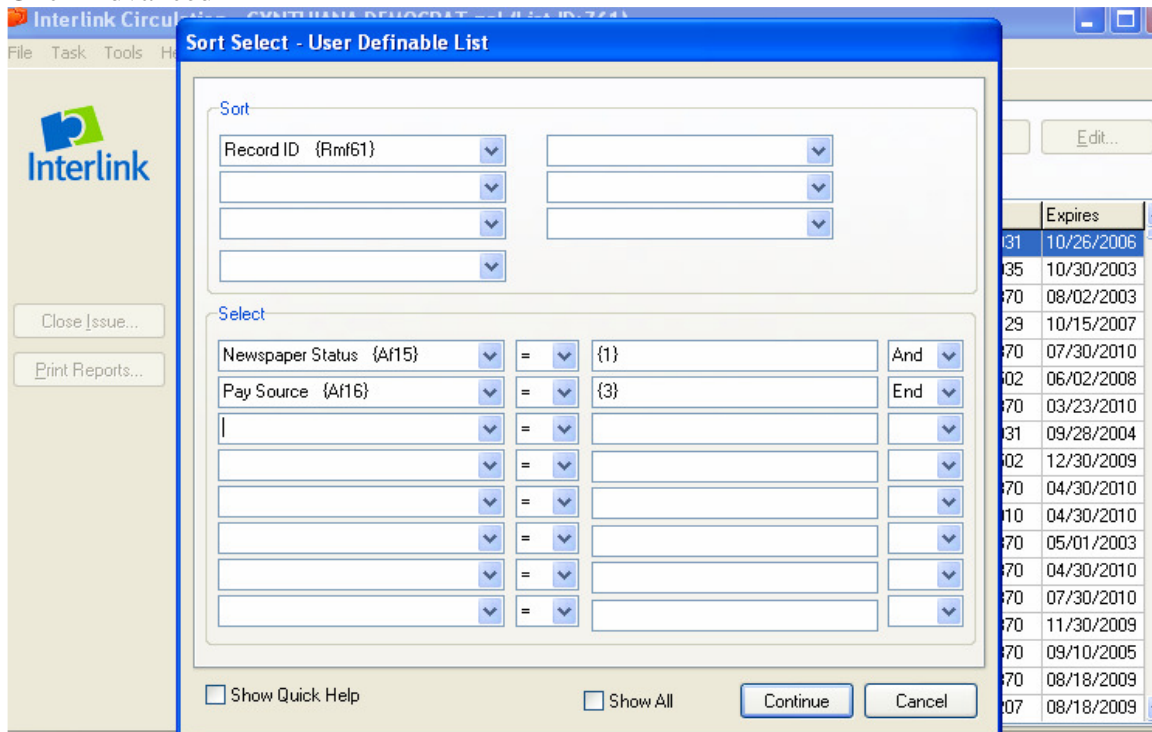


Save a list of Complimentary Subscribers to a PDF File.
 This report may be requested before an audit performed by Central Office



Print Reports/User Definable List

Make sure Use Advanced Dialogs box is checked (bottom left-hand corner) and then click Print All.
 Click Advanced



Select

Newspaper Status Af15 = Lets you select the Status

- 1 = Active
- 2 = Expired
- 3 = Inactive

Pay Source Af16 = Lets you select the Pay Type

- 1 = Office
- 2 = Carrier
- 3 = Complimentary
- 4 = Sample

Click Continue twice

Save the file to your desktop when the Save As box appears.

You can also view your Active Complimentary subscribers from the main subscriber window. Change the drop-down box next to Show to: Active Complimentary. You can do a print screen and save the file as a Word document.

The screenshot shows the 'Interlink Circulation' software interface. The title bar reads 'Interlink Circulation - CYNTHIANA DEMOCRAT.zcl (List ID:761)'. The menu bar includes 'File', 'Task', 'Tools', and 'Help'. The main window has several tabs: 'Subscribers', 'Inserts', 'Racks', 'Dealers', 'Contractors', and 'Delivery Routes'. The 'Subscribers' tab is active. Below the tabs, there is a search area with a 'Find:' input field, 'Search', 'Reset', and 'View Change Log...' buttons, and 'Add...' and 'Edit...' buttons. A 'Show:' dropdown menu is set to 'Active Complimentary'. Below this is a table with columns: ID, Name, Address, City, St, Zip, and Expires. The table contains six rows of data. On the left side of the window, there are two buttons: 'Close Issue...' and 'Print Reports...'. At the bottom of the window, the status bar shows 'Version 1.5.3 Build 6998', 'Site 2035 registered', 'Unprinted Renewals', and '4767 subscribers (6 shown)'.

ID	Name	Address	City	St	Zip	Expires
2336	FALMOUTH OUTLOOK	PO BOX 111	FALMOUTH	KY	41040	12/31/2010
2718	KPA ADVERTISING DEPT.	101 CONSUMER LN	FRANKFORT	KY	40601	12/31/2010
3098	HOAG & SONS' BOOK BINDE	127 RAILROAD ST	SPRINGPORT	MI	49284	12/31/2010
3988	KY. STATE POLICE	4265 DIXIE HWY	DRY RIDGE	KY	41035	12/31/2010
5292	THE NEWS ENTERPRISE	408 W DIXIE AVE	ELIZABETHTOWN	KY	42701	12/31/2010
7024	CARLISLE MERCURY	PO BOX 272	CARLISLE	KY	40311	12/31/2010