

# ***What Mailing List?***

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## **DISCLAIMER OF WARRANTY**

By using this software and documentation ("WML") you must accept this disclaimer of warranty:

WML is provided "as is" without any warranties or conditions, expressed or implied, including, but not limited to, those concerning merchantability and fitness for a particular purpose. By using WML, you are expressly releasing the author, Angel Babudro, from any liability resulting from the use of this software and documentation. You must assume the entire risk of using WML. Please test and supervise WML thoroughly before relying on it.

## **COPYRIGHT**

WML is owned and copyright (c) 1989-1993 by Angel Babudro, all rights reserved. You may only use and/or distribute WML under the License terms below.

## **LICENSE**

1. WML is being distributed as Shareware; it is not free. WML is licensed for individual personal use and evaluation for an unlimited time. Use and evaluation by businesses, corporations, governments, consultants or professionals of any type, or individuals in any kind of organized or commercial activity is limited to 60 days, after which time the REGISTERED Edition of WML must be purchased or the use of Unregistered Edition of WML must be discontinued.

2. You may keep as many backup copies of WML as you wish. The Registered Edition is limited to simultaneous use on the number of computers indicated by your registration level. The Unregistered Edition may be used on any number of computers. You may share WML with others in complete and unmodified form. REGISTERED USERS may NOT distribute the separate file CONFIG.WDT nor the font files ending in SFP and SFL.

3. You MUST NOT charge any fee or receive any consideration for distributing the WML files and you MUST NOT include WML with another business transaction (e.g., a hardware sale) unless you have express written

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consent from the copyright holder, Angel Babudro. You MAY charge a fee of not more than US\$6 (six dollars) for the disk and/or service of distribution.

## **TECHNICAL SUPPORT (HOW TO REACH ME)**

If you have questions or need help, just drop a note to me or send mail to a BBS listed below. Registered users, vendors, and sysops may contact me via telephone as well. Sysops and shareware vendors please see VENDOR.DOC for distribution information.

Mail	Angel Babudro, "Organic Computer Wizardry", 28 Mulberry Street, Clinton, NY USA 13323-1506
Phone	(315) 853-6942 9am - 5pm Eastern Time, Mon-Fri
BBS	Angelo Babudro (to avoid gender confusion)
West Coast	Researcher's BBS, So Cal (805) 949-8151 USR DS
East Coast	Nite-Air, Central NY (315) 339-8831 USR 14.4

## **INTRODUCTION**

*What Mailing List?* provides a simple and flexible way to easily manage and print mailing lists. My focus has been providing the tools to track relatively small amounts of information (500 to 2,000 names per list in up to 250 lists). WML is ideally suited for those times when you want a good-looking envelope or label, or maybe a hundred, but not fifty thousand. Software that is made to handle huge lists tends to be horribly complicated to use. WML is different.

I use WML regularly: when I need an envelope I print it on my laser, and when I need labels I switch to the dot matrix printer. It's very fast and easy for me, and I hope you find WML just as easy and fast to use.

Learning WML can probably be done as you are using it, with little or no help from this manual. Keep an eye on the bottom of the screen since that is where I put special function keys. If you use a mouse, many of these commands can be accessed with the mouse as well. Many of my clients' greatest fear is losing data, so I'd like you to know that I use WML almost every day and my information is safe, plus WML will always warn you before it erases or abandons information so you can't lose anything without knowing

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about it first. Guarantees are impossible to make (actually, they're easy to *make* but impossible to keep), but I can say that WML is as "safe" as any other high quality PC software product. I've never lost a byte of information nor have I heard of anyone else who has.

This shareware manual is intended for people with some knowledge of computers, MS-DOS, and data bases. A detailed manual is available to registered users which is more thorough, covering elementary and advanced topics not covered here.

Any trademarks I happen to mention here are, of course, property of their respective owners.

Thanks to The Researcher's BBS sysop Skip Taylor for all his beta testing and being a great friend. Thanks to HDM IV author Jim Hass for his support, feedback, and excellent hard disk menu. Many thanks and good karma to sysops Dan Healy, Mike Halley, and Tom McElvy who have been very helpful in shaping the future of WML — it makes my day every time one of you calls. :)

### **UPDATES, ORDERING METHODS, AND REGISTRATION FEES**

I hope that you are so happy with WML that registering will be reward enough in itself, but I think it's more fun & exciting to get something new. I do so much programming on this machine of mine that there are always updates happening, so you will definitely get an updated version. I realized that if I'm always updating my software some people will want to wait for that day when it's "done." So I thought about a way around that...

#### **Updates Are Free**

Register yourself for WML version 2 and your registration is valid for **ALL** releases of WML version 2. You can download updated versions from a bulletin board or get a copy from a friend or shareware vendor and over-write the old files with the new ones. The new version will recognize your registration "stamp" in your CONFIG.WDT file (which is NOT distributed with the Unregistered Edition). If you can't find WML on a bulletin board in your area, tell a sysop you want it and maybe s/he can get it for you.

I will also provide updates on disk for \$7.00 (add shipping outside the

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U.S.). You may also send me a disk with return postage, a return label, and \$2.00; I'll re-use the envelope and mail the update to you.

How often is WML updated? At this stage I am releasing a new version about every other month with a major update happening every six to eight months. There are a couple of major updates in the works (like bar codes on dot matrix labels), but most of the updating I've been doing lately is refining the documentation and fixing bugs with what's already there. If **you** find a bug, please let me know about it (be as thorough and specific as you can, please) and I will fix it and send you an update.

I would like everyone to find my software a bargain, so I want to keep prices low. I'm still new at this shareware thing, though, so I hope you understand if I need to fine-tune things. If this document is more than nine months old it would be a good idea to check with me before ordering.

### **How To Order**

U.S. customers please send cash, check, or money order. Canadian customers please send cash or Canadian International Money Order (CIMO). Customers in other countries please send U.S. funds drawn on a U.S. bank. If you send cash use a "security" no-see-through envelope and you may want to send it via Registered mail, too.

If you prefer to use a credit card, you can order WML from Public (software) Library with your MC, Visa, AmEx, or Discover card by calling 800-242-4PsL (from overseas: 713-524-6394) or by FAX to 713-524-6398 or by CompuServe to 71355,470. THESE NUMBERS ARE FOR ORDERING ONLY. I CANNOT be reached at those numbers. To contact me for information about dealer pricing, volume discounts, site licensing, the status of shipment of the product, the latest version number, or for technical information, call 315-852-6942 or write me at 28 Mulberry Street, Clinton, NY USA 13323-1506. Shareware is "try before you buy" so please understand that product returns are not allowed.

When ordering from PsL ask for product #10800 and please note that PsL will add \$3 for shipping & handling to U.S. as well as Canadian orders.

### **Pricing**

**Registration with Disk** — A single copy costs \$29. You will receive the

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latest Registered Edition of *What Mailing List?* with automated installation, the latest version of this documentation on disk, some PCL soft fonts that I have put together, and notification of updates. See below for printed & video manuals.

**Multiple Copies / Wholesale** — If you would like to resell *What Mailing List?*, have multiple locations at which you would like to install WML, etc., you may receive a discount on the price of WML as follows:

- 2-4 disk copies on the same order 40%
- 5 or more disks on the same order 50%

**Site License** — use WML on as many computers as necessary at a **single location of a single business**. Purchase a single copy (see above) and add the appropriate site license fee below:

Up to 4 computers	\$30.00 per site
Up to 10 computers	\$70.00 per site
Up to 20 computers	\$150.00 per site
Any number of computers	\$400.00 per site

**Manuals** — printed on my laser printer and bound in a flexible 3-ring binder, these manuals contain graphics & detailed descriptions of each screen, some basic computer & data base lingo, and an index. I want people to have and use these manuals, but I am very concerned about deforestation. Experienced users will probably have no need for a manual.

- One copy \$8.00
- Multiple copies on same order \$6.00 each

**Video Manual** — I am creating a video manual so you can learn by watching someone else do it. The video manual will be available around June 1, 1993. I can provide tapes in HiFi VHS, 8mm, or Beta formats. I'm going to start by dubbing all the tapes myself and see how it goes; the prices below are good until January 1, 1994. After this date please contact me before ordering a video manual.

All formats have a standard audio track so they can be played on any videotape machine, HiFi or not.

**Complimentary Registered Editions** - I would like to give you a complimentary registration if you will give me a bit of marketing assistance:



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1. Write a review of one of my packages and post it on a bulletin board, send me a copy of it showing the BBS's header and the name and phone number of the BBS. Just give me your honest praise and criticism in a decent review. Your review will be most helpful to me if it mentions your best & worst-liked features and any ideas you have for improvement. If you have any experience with other mailing list managers, please include your opinion of how they compare to each other. This will help me decide the future of WML and for that help I will send you a complimentary registered disk.
2. Upload a package to at least five public ("open") BBSs, fill in the Complimentary Registration form below, and I'll send you a complimentary registered disk. It's nice if you upload to time-share systems, private ("closed") BBSs, or part-time BBS, but please do **not** use these to apply for a complimentary registered edition.
3. If you are a consultant or other type of computer professional and your recommendation leads to one or more of your clients purchasing WML, just send me a note with your client's registration or have them mention your name when they register. I will send a complimentary registered edition or an update for every registration you get for me. This is in lieu of a multiple copy discount; I intend it for consultants who choose not to deal with sales tax.

One complimentary registration per person or company. A complimentary registration is just like a paid one - you can upgrade it with a site license, purchase manuals, etc. It helps when you send back disks to be re-used - even the envelopes can be re-used. When you order a complimentary registration please fill in the appropriate blanks below PLUS the Invoice so I know what size disk you need, and please send me a couple of dollar bills for shipping expenses. Thanks.

I will promise these complimentary offers until at least 12/31/93 - after that date please check with me first.

### **COMPLIMENTARY REGISTRATION APPLICATION**

# What Mailing List?

Date \_\_\_\_\_

Please also fill in the Invoice on the following page (put \$0 for the disk). Include \$2.00 for shipping within the U.S. or the amount indicated for addresses outside the U.S. Remember to order printed manual(s) if you so desire.

Review posted on (BBS name & number) \_\_\_\_\_  
Include a copy of the review, please.

I uploaded (archive name, like WML21i.ARJ) \_\_\_\_\_  
to these five 24-hour public ("open") BBSs:

	<u>BBS Name</u>	<u>Phone number/Modem speed</u>	<u>Sysop Name</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

These offers subject to withdrawal or change at any time without notice. All prices are subject to change without notice. Bulletin Board Sysops please see the file SYSOP.DOC for special pricing and information; vendors & sysops please see VENDOR.DOC.

Angel Babudro — "Organic Computer Wizardry"  
28 Mulberry Street, Clinton, NY USA 13323-1506  
(315) 853-6942 Mon-Fri 9-5 Eastern Time  
(home phone, so remember east coast is 3 hours later than west)

**Please register the Shareware you keep.**

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## INVOICE & REGISTRATION FORM

For Credit card orders see "How To Order" above

Your Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip code \_\_\_\_\_

**Registration** Reg & disk - \$29 x Qty \_\_\_\_\_ \$ \_\_\_\_\_

**Multiple/ Wholesale** 2-4 disks -- deduct 40%  
5 or more -- deduct 50% ( \_\_\_\_\_ )

**Site License** Up to 4 CPUs add \$30; Up to 10 add \$75  
(add to above) Up to 20 add \$150; Unlimited add \$400 \_\_\_\_\_

**Printed Manuals** One copy \$8; 2 or more \$6 each  
Qty \_\_\_\_\_ x \$ \_\_\_\_\_ each = \_\_\_\_\_

**Video Manuals** \_\_VHS \_\_8mm \_\_Beta \$10 ea avail 6/1/93 \_\_\_\_\_

**Shipping & Expenses** Canada, AK, HI, VI, PR add \$3 \_\_\_\_\_  
Other countries add \$9 per copy \_\_\_\_\_

**\*\* TOTAL \*\*** \_\_\_\_\_

Disk size & quantity  3½"  5¼"  
Drive density  Low (DD) required  High (HD) ok  
Extended densities  FDFORMAT extended densities okay

Printer make(s) & model(s) \_\_\_\_\_

Which version are you using now? \_\_\_\_\_

Where did you get it (BBS name)? \_\_\_\_\_

WML has been delivered to and accepted by customer. Upon receipt of this paid invoice the latest Registered Edition disk and any options chosen above will be sent. Send cash, cheque, money order in U.S. funds; Canadians send

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Cdn\$ or CIMO. NYS residents add sales tax. Mail this page with your cash, cheque or money order to Angel Babudro, 28 Mulberry Street, Clinton, NY USA 13323-1506. Allow 1-3 weeks for the latest version to land on your doorstep. Thank you for your order!

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## **SYSTEM REQUIREMENTS**

The bare minimum you will need is:

1. Any IBM-PC-compatible with a 720k floppy or better
2. At least 370k of free RAM
3. MS/PC-DOS 3.3 or 5.0

I recommend you use:

1. An 80286 or faster computer
2. A hard disk with at least one megabyte of free space
3. At least 512k free RAM (use CHKDSK to check your RAM)

WML has been tested on MS-DOS 3.3 and 5.0 and with 4DOS. It should work properly under PC-DOS or MS-DOS version 3.1 or later. You will need 400-600k of disk space for WML and its files, depending on which optional files you decide to keep on your disk, plus space for the files you will create.

WML will detect whether you have a monochrome or colour card installed, but it cannot detect what type of monitor you have. If the screen is difficult to read, try starting with the "/M" switch (for "M"onochrome) like so: "WML /M".

## **Storage Requirements (Disk Drives)**

Although WML has a theoretical limit of 5.5 million names per mailing list file, you would need a supercomputer or a lot of time to manage it. A 386dx/20 handles 2,000 names or less well; a 386dx/40 can handle 3,000; a PC/XT gets bogged down at around 400 names or so. I imagine that a 486dx can probably handle 4,000 to 7,000 names per list without much trouble. Remember, you can have hundreds of files; these are just practical limits for each of those files. Duplicate Checking slows things down, so if you have a huge list or a very slow computer, you might want to turn Dup Checking off.

## **Printers**

WML supports two types of printers -- a laser printer and a dot matrix printer on LPT1, LPT2, or LPT3. The laser printer must be a PCL 1-5 printer (compatible with H-P LaserJet I, II, or III). WML has been tested on Panasonic 4450 (H-P LaserJet I-compatible) and H-P LaserJet III laser printers. If I read the ads correctly, WML should work with the LaserJet IV as well. I'm sure

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there are some lasers which could be better supported, so let me know if you own one of them. LaserJet III owners will be happy to know that they can use the PCL 5 scalable fonts.

If your printer is not on the list check in your printer's manual for its compatibility. Most dot matrix printers are compatible with Epson or IBM, so try these if you can't find a proper match. If you have trouble, send me a note with your printer model & the problem.

### **Networks**

With version 2.1 I have placed file "locks" to test WML on networks which use the DOS SHARE utility. I know LANtastic uses SHARE, and I think the majority of networks do, too. Prior to version 2.1 every file was opened with exclusive access, meaning that it could not be shared over a network. This would not allow the configuration, group, abbreviation, or zip code files to be shared which would need to happen on a network.

I don't have a network nor the resources to put one together, so please tell me your experiences. My intent at this point is to allow WML to run on a network but only allow one station to open a particular file, and allow the configuration, abbreviation, group, and zip codes files to be shared by more than one station unless they are being updated. I wonder what will happen if two stations try to update the configuration at the same time or even try to open the same mailing list file. Will someone please try some things like this and tell me what happens?

A future plan (which will happen sooner if I get requests for it) is to use record locking (versus locking the whole file) so that more than one station can share a file as long as they work on different records within the file. This will take a fair amount of programming time and coordination with someone who can test it for me, so I'm giving it a low priority until/unless that special "someone" comes forward...

### **FILES WHICH MAKE UP THE PACKAGE**

*What Mailing List?* is made up of the following files:

WML.EXE	The executable file
WML.HLP	The help file

--

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WML.TXT	The ASCII text file of this document [*]
WML.WP	The WordPerfect file of this document (so you can format it for your printer) [*]
POSTAL.DAT	Zip codes file
PRINTER.DAT	Printer definition file
MAILCODE.SFL	PCL landscape USPS postal bar code font
READ.ME	A text file of late-breaking news. Read this first. [*]
ORDER.FRM	Order form for all of my software
VENDOR.DOC	Information file for BBS Sysops & Shareware distributors/disk vendors [*]
SYSOP.DOC	Special deals for BBS sysops & co-sysops [*]

These are the files which are provided with the unregistered package. Additional files will be created in the same directory as you use WML. Files marked with [\*] are **not** needed to run WML so they may be erased if disk space is a premium (I would appreciate, however, if you would keep ORDER.FRM around until you decide whether or not to order).

The **Registered Edition** contains extra files which are for use by the registered owner only. So if you share WML with friends and BBSs, please **ERASE** these files:

*.SFP	Portrait soft fonts
*.SFL	Landscape soft fonts
CONFIG.WDT	Registration stamp & configuration info

### **RUNNING What Mailing List? FOR THE FIRST TIME**

#### **Quick Start**

Type "WML" from the DOS prompt, press "P" to open the Preferences menu. Go down the list and fill in each preference window as necessary. Then use File/New to create a file, and enjoy. You can run WML from any directory, but WML expects the data (mailing list) files to be in the current directory.

Before you can start entering addresses you will need to create at least one mailing list file. Do this by selecting the "New" option under "File" (described below). Before you can print anything you will have to set your Preferences, at the very least defining your printer(s).

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## **More Details**

WML should be installed in its own directory under the root. This helps keep things organized and can improve file access. You might use "\WML", or maybe you put all of your business programmes under "\APPS" so you might use "\APPS\WML" instead.

Let's say you put WML.EXE and all of its files in a directory C:\WML. To start WML from the DOS prompt just go your data directory (for example, "CD \LISTS\BUSINESS") then type "C:\WML\WML" and press ENTER. If you want to keep your data files in the same directory as the programme, that makes it even simpler: Just go to that directory (e.g., "CD \WML") then type "WML" -- you don't need to type the path name because you are in the proper directory already.

Highlight "Preferences" and press **<Enter>** (or press the letter "P", or point & click with your mouse) — you will see a list of choices. Select each item by pressing the highlighted letter or by highlighting it using the arrow keys and pressing **<Enter>**.

After you are done setting your preferences, press ESC to close the Preferences menu then press "F" for the File menu. If no files are on disk, the only option available will be "New" and "Exit". Press "N" and type a name for your mailing list file. In a couple of seconds the list will be created and you'll be ready to go. That's all there is to it!

## **Using an LCD or Monochrome Monitor with a Colour Card**

If you have a monochrome (aka Black & White) monitor connected to a colour adapter card or a laptop or notebook computer with an LCD screen, you will see shades of grey instead of colours. This may not be very readable. You can force WML to run in monochrome mode by using the "/M" switch like so:

```
WML /M
```

You may want to put the "/M" in WML.BAT using a text editor. There are a few screens which do not "listen" to the /M switch — it's a low priority, but I am working to fix this.



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## **Using the Menus**

I have used what I understand to be an SAA-compliant (Standard Applications Architecture) menu system. Most folks know it better as the Macintosh or Windows menu standard. Basically, there is a horizontal menu of choices -- File, Data Entry, etc. Under each of the horizontal choices is a menu of functions pertaining to that item -- it is a two-dimensional menu, in other words. The last item of the left-most menu is always Exit, to end the programme or the sub-menu you are on.

There are two ways to select an item from the main menu:

1. Press the letter which is highlighted in the option description
2. Use the Up/Down/Right/Left arrows to highlight the option you want then press **<Enter>** (a.k.a. RETURN or CR).

Some menus do not have highlighted options. On these menus you must use the arrow keys to highlight your choice then press **<Enter>**.

If you want to cancel an operation you selected, just press the Esc ("Escape") key.

## **Status Line**

At the top of your screen is WML's title followed by the WML file you have open (if any). At the bottom of the screen is a bar which looks like this:

Total | Selected | Bad/Omit | Pack | Index | 01-01-1980

From left to right the items are:

1. Total records in the open file
2. Total records selected for printing
3. Total records bad or excluded from mailings
4. The word |Pack| if there are entries to be erased
5. Selected indexing method (name, company, address, or zip).
6. To-day's date (so far as the computer knows). If you have a filter chosen, this will be replaced with "**Filter**" followed by:

- \* "**Sel**" for Selected records only,
- \* "**Del**" for Deleted records only, or
- \* "**SelDel**" for both.

If the filter message is **bright** the selection is unchanged,

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otherwise changes have occurred. For example, suppose you have set the filter to "Selected Only" then cleared the selection status of a record. The filter message would change to dim since the filter is no longer accurate.

## **MANAGING & PRINTING YOUR FILES**

The "File" menu contains options to use and manage your files and to print entries from these files. Here is a summary of the choices under the File menu:

- New - Create a new mailing list file
- Open - Open an existing mailing list file
- Close - Close the open file
- Delete - Erase a file from the disk
- Back-up - Make a back-up copy of data files
- Restore - Restore data files from a back-up copy
- Format Floppies - Format floppy disks (for back-up use)
- Index - Change the order in which entries are displayed and printed or specify which entries you would like displayed (called "filtering")
- Pack - Remove entries which are flagged to be deleted
- Import - Bring data into the open file from another file format
- Export - Send data to a different file format
- Print/Select/Query - Menu of ways to print your list, choose which entries are to be printed or otherwise operated upon, and search the file
- Exit - End WML and return to DOS

Many of these options cannot be used at certain times (e.g., if you have an empty mailing list file the Print option is useless so WML won't let you use it). Valid options have a bright white letter; non-valid ones are "gray" with no highlighted letter.

## **Creating a New File**

Up to 250 files can be managed by *What Mailing List?*. When you choose this option you will be asked to enter a name and description for the new file. The name will be checked for proper DOS syntax and you will be warned if the file name you entered already exists. If everything is okay your new file will be created and opened for use.

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## **Opening an Existing File**

Just like using a filing cabinet, you have to open a file before you can see what's in it. **File/Open** lets you open a file which has been previously created.

After you select this option you will be presented with a list of the WML files in the current directory. Use the up and down arrow keys to highlight the file you wish to use, then press **<Enter>**.

Note that entries will be displayed and printed in the order indicated on the bottom status line. To change the sort order use the Index menu.

## **Saving/Closing a File**

WML saves your information every time you change something. If you enter information and press the Esc key or click on a "Cancel" button with your mouse a message will warn you about losing any changes you have made. The only danger comes with a power outage or anything else that causes WML to end improperly (e.g., the reset button or Ctrl-Alt-Del are used). However, even in this case the only thing you would have to do is re-index the file — no information would be lost.

Just the same, it's always safest to Close a file when you will be away from your computer for a while. That way if anything happens while you are away your information is saved. The other use for Close is when you want to delete the open file. The Delete function (below) will not let you delete an open file, so you must close it first.

## **Deleting a File**

WML contains all the tools you need to manage your mailing list files. The **File/Delete** function gives you a convenient way to remove files from your disk. When you select this option you will get the same file list you see with the "Open" option.<sup>1</sup> Highlight a file and press **<Enter>**, and the computer will read the name back to you (to be sure you picked the right one) and ask for permission to continue. If you press **<Enter>** (or click on "Ok") then the file will be erased from the disk (along with its indices) and

---

<sup>1</sup>The list will **not** contain the name of the open file (if any), only the files which are "put away."

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will no longer appear on lists.

### **Making Back-up Copies of Your Files**

**F**ile/**B**ack-up protects your information by allowing you to copy it to another disk. On the **P**references/**O**ther screen you should have indicated how you want to perform back-ups -- using the DOS COPY command, ARJ, LHARC, or PKZIP (the default is DOS COPY).

After choose this option you will see a summary window and the system will pause for you to enter the back-up destination (which is typically a floppy disk drive, but you may decide to back-up to another hard disk, a network drive, etc.). All WML data files will then be backed-up to the destination disk and directory using the method shown in the window.

Please see also the section on choosing a back-up method under Preferences.

### **Restoring Files from a Back-up Copy**

If you ever need to recover data files from a floppy disk you made using the Back-up command (above), just place the floppy disk in its drive, if applicable, and select **F**ile/**R**estore. The method used to restore the files will be the one specified on the **P**references/**B**ack-up window. The system will pause for you to enter the source drive -- the one you used when backing-up, which is typically a floppy disk drive, but may be another hard disk, a network drive, etc. All WML data files will then be restored from the back-up copy to the WML directory.

Please see also the section of choosing a back-up method under Preferences.

### **Formatting Floppy Disks**

This option is for those times when you have decided to make a back-up copy of your data but don't have a formatted disk handy or want to re-format a disk to check for any bad spots. **F**ile/**F**ormat **F**loppies lets you format a floppy disk to your computer's standard density without exiting WML. By "standard density" I mean that if you have a high density drive you can only format high density disks (in other words, WML doesn't pass any parameters to DOS FORMAT). There is an exception to this:

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If you have *What Floppy Format?* (WFF.EXE) available somewhere in your DOS search path, WML will automatically access it for formatting floppy disks so you can format any kind of disk using FDFORMAT. (You will receive a complimentary copy of the latest version of WFF with your WML registration. FDFORMAT is a Freeware product by another author and can be found on my support BBSs.)

## **Fixing Damaged Index Files (Re-Indexing)**

Sometimes a data base's index files can be damaged. This can typically happen with a power outage, Ctrl-Alt-Del while in WML, etc. **File/Re-Index** allows you to re-build the indices for a mailing list. Just open a file then select this option; everything is automatic.

## **Removing Records Which Are Marked for Deletion (Packing)**

**File/Pack** is used to remove deleted records from the mailing list data base which is currently in use. Entries which are marked for deletion remain in a mailing list file the file is Packed. This can be handy if you accidentally mark a record for deletion because you can "un-mark" it; or you could use this feature to mark all the records you want to delete then review the records on the screen before actually packing the file.

## **Importing Data from Other Software**

**File/Import** allows you to read data from other files to become a part of the mailing list file you are using. Once you select import, you will be shown a menu of file types:

- ASCII
- What Mailing List? 1.3 file
- What Mailing List? 2.x file
- Another dBase file

Highlight the type of file you would like to import and press **<Enter>**.

### Importing ASCII Files

An ASCII file must have commas delimiting each field and one record per line (i.e., CR/LF or ASCII 13 10 terminates a record). A

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completely definable ASCII import (just like the DBF import) will be released soon. For now, WML will import ASCII files generated by itself or CP/M NAD files (both of which are practically identical). The structure of an ASCII record must be:

- First name (up to 30 characters when combined with the surname)
- Surname (last name) (up to 30 characters when combined with the first name)
- Company name (up to 35 characters)
- Address line 1 (up to 35 characters)
- Address line 2 (up to 35 characters)
- City (up to 21 characters)
- State abbreviation/Province (two upper-case letters in American mode or up to 15 characters in Canadian or International mode)
- Zip code (up to 9 numbers (no dash) in American mode or up to 10 characters in Canadian or International mode)

Anything beyond the zip code on a line will be ignored.

### Importing WML 1.x Files

If you have been using version 1 of WML (or earlier versions called "List Manager") you can import these files into WML 2. List Manager files need to be imported into a WML file since there were structure changes between these versions. So use your old WML to create new files & import any of those List Manager files, **then** bring up WML 2 and select this option.

After you select **File/Import/WML 1.x** you will see a list of DBF files in the current directory. I have not yet figured out a good way to allow disk drives to be navigated in this window, so you are limited to the current directory.

After you select a file to import you will see a graph showing progress and the number of records imported will be shown on the status line.

### Importing WML 2.x Files

This option is handy for consolidating several files into one. Just

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select **File/Import/WML 2.x** and you will see the file list box. Choose a file, then choose whether to import all of the records or just those which are selected for printing, and away it goes. As usual, you will see a progress graph and the record number count on the bottom status line will be updated.

This is a handy way to separate a group of entries which have grown too large. For example, let's say you had a list of clients grouped by occupation and one occupation became so large that you wanted to put them in a separate file. You could select all of the records with that particular group for printing. Then, create a new file and import the selected records. Back in your old file you can delete all of the selected records. Now you have a new file with just the records you want in it.

### Importing Other dBase Files

WML's DBF import can handle any file made by dBase, FoxBase, dB XL, dB Fast, QuickSilver, Clipper, or any other dBase clone. Many information organizers (including other mailing list managers) use the DBF file format. Chances are, if the file ends in DBF you can import it into WML.

When you select this option from the menus you will be asked to enter a file specification and "\*.DBF" will be the default answer. Type the name of the DBF file you want to import or use the DOS wildcards to scan a file list. For example, you might type "C:\DBASE\\*.DBF" to see a list of files in that directory or you might type the whole file name something like, "C:\DBASE\MYFILE.DBF".

Once the DBF file is established you will see two windows with field names. On the right are the WML field names. On the left are some or all of the DBF field names for the file to be imported.

Use the arrow keys to highlight a WML field in the right-hand window then press **<Enter>** to define it and you will see a pop-up menu of DBF field choices. Highlight the DBF field and press **<Enter>**. You will see the field you chose highlighted in the left window as you move between the WML fields. Press the F10 key to begin importing records from the DBF file.

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If the dBase file you are importing does not have a field corresponding to one of WML's you do not need to define it.

## **Export**

### WordPerfect Merge

First you will be asked for a file name for the exported data. Enter the full file name you wish to use, including drive and path if necessary. Once you finish with this function you will have an ASCII file which contains WordPerfect's merge codes. To prepare the file for use, start WordPerfect, import the ASCII file (Ctrl-F5, 1, 2) then save it in WordPerfect format.

### Microsoft Word Merge

Just like with the WordPerfect Merge file, this option will make you an ASCII file which is in Word's merge format. I don't use Word regularly, but I believe there is no special preparation needed to use the file. The most you might need to do is import the file and save it.

### Ventura Publisher

This is an ASCII text file with a "TXT" extension. Each line of the data begins with an "at" sign (@), the name of the field, a space, an equal sign (=), another space, and then the data. For example:

```
@NAME = ABC Company  
@ADDRESS_1 = 123 Main Street
```

Lines are double-spaced in the file since this is how VP determines end-of-paragraph.

## **PRINT/SELECT/QUERY**

Choosing this option under the File menu brings forth a whole new pull-down menu which lets you select or clear the records you wish to print and print labels/envelopes/etc.

Under the Print submenu are options to print and exit back to the top



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menu. Before printing you must first select the records to be printed, so I'll go through the select/query options first then the printing options later.

### Selecting entries to be printed

Notice that the second item on the status line at the bottom of your screen shows the number of entries which are selected to print. This number will change as you use the options on this submenu.

"All" lets you mark or un-mark all records in the data base. "Group" lets you select or clear records according to the groups to which they belong. "Date/New" will mark or un-mark records which have never been printed (i.e., the number of last mail date = 0); "Date/by Date" will select or clear records based on a specific date you provide. "Individual/All" will allow you to scan the entire data base, marking and un-marking records one at a time; "Individual/Selected" will allow you to scan only those records which are currently selected. City/State/Zip options let you select or clear options based on exact matches in these fields.

### Acting upon selected entries

The "Action" submenu lets you perform actions on the selected records. Once you have selected records you can reset the group settings for the records, flag them as deleted, or clear the delete flag. The Group function **replaces** existing group definitions with the new definition(s).

### Selection Examples

WML's Select feature may seem limited at first glance, but it is actually very comprehensive. At the time of this writing I found myself thinking that WML couldn't do a certain type of query and then realizing that it **could**, so I think some examples are in order.

Let's say you have two groups defined in a mailing list: Team A and Team B. Of the entries on file, some are part of Team A, some Team B, and some are both.

Now, let's say you want to send a mailing to all Team A members. First you may want to choose All/Clear to clear any

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existing selection, then you would choose Groups/Select and flag the group Team A in the Groups Window.

For another mailing you want to include all members of Team B who are **not** members of Team A. First, clear any existing selection. Second, use Groups/Select to flag all members of Team B. Finally, use Groups/Clear to clear all members of Team A from the selection.

For another mailing you may want to include all members of Team A who have not yet received a mailing. Use the Date/New option to select these. Or you can use Date/by Date to select members who last received a mailing on a certain date.

Whatever you need to do, chances are WML will do it. If you can't figure out how to get what you want, please let me know!

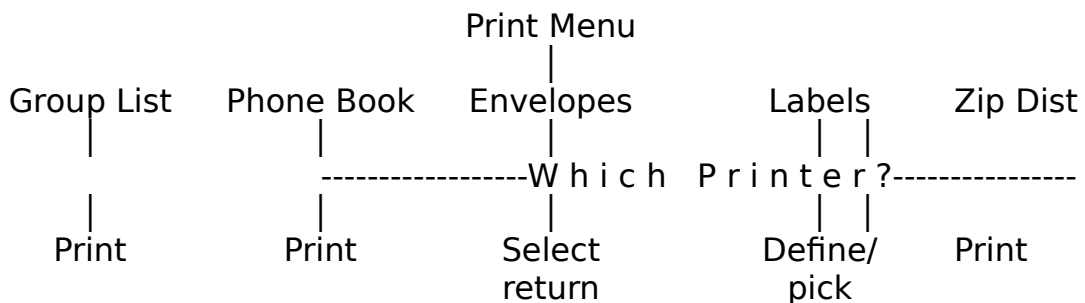
## Printing

**Note:** You must define at least one printer and its fonts on the Preferences/Printer screen before you can select any printing options.

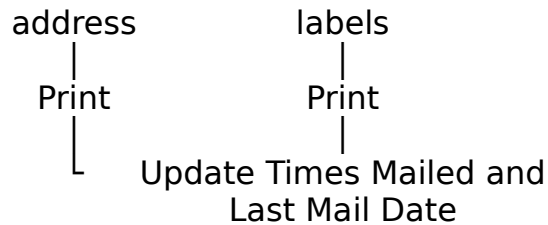
Some or all of the printing options on the "Print" submenu may be "grayed-out" and unavailable for use depending on certain conditions. For example, if you have not selected any entries for printing then all of the options except for "Group List" and "Exit" will be gray and you will not be able to select them.

**Note:** The number of records which are selected for printing appears on the status line at the bottom of the screen.

Here is an overview of the sequence of events for printing:



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## Group List

The **Group List** option lets you print a list of the groups you have defined. If you have two printers defined you will be asked to choose the one to use.

Group List only appears if you have defined groups, and does **not** update the times mailed or last mail date.

## Envelopes

If you defined two printers on the Preferences/Printers screen you will first be asked on which printer you want to print the envelopes.

Next, you will be given a menu of return addresses to print on the envelopes. Select "None" if you do not want any return address to be printed or use the arrow keys to highlight the one you want and press **<Enter>** to select it.

When printing envelopes on a laser printer, any soft fonts you defined (on the Preferences/Printers screen) will be downloaded for printing then the postal bar code font will be downloaded, if present. Finally, the envelopes will be printed.

Note: If you are using an impact printer and have set the "Pause" field to "yes" then you will be prompted to load each envelope and press **<Enter>** before the data is sent to the printer. All dot matrix printers, with a few rare exceptions, have a sensor switch which detects when the paper has run out. Some dot matrix printers, especially older models, stop printing when the paper moves past the sensor, rather than printing to the bottom of the form. With envelopes this is a problem since the form is very short (typically about 4.5-inches long) and you want to print the return address about

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2-inches from the bottom.

If your printer has this problem with single-fed envelopes, one trick you can try is to put a business card or other piece of paper against the sensor so it will print to the bottom of the envelope. This defeats the paper-out sensor, though, so it's up to you to make sure everything is okay.

After all envelope data has been sent to your printer WML will ask if you want to update the Times Mailed and Last Mail Date for the records printed. Answer by pressing the **<Enter>** key for "Yes" or the Esc key for "No." Answering "Yes" will change the Last Mail Date of the selected entries to today's date and the Number of Times Mailed field will be incremented by one.

A laser printer tip -- if the print density is uneven try changing the left or top offsets (on the Preferences/Define Envelopes screen) so all of the return address is on a constant thickness of paper. Laser printers have trouble printing on uneven surfaces. You might also try using a different brand of envelope. As far as national brands go I have found that Meade recycled-fibre "security" envelopes work very well, but the Stuart Hall ones do not (too thick); Nobility recycled envelopes have a flat sealing edge which is perfect for lasers.

During envelope printing you can press Esc to cancel printing.

If the soft font MAILCODE.SFL is in your WML directory then postal bar codes will automatically be printed on laser envelopes which have U.S. zip codes. Bar codes on dot matrix envelopes & labels is coming soon.

### Labels

If you defined two printers on the Preferences/Printers screen you will first be asked on which printer you want to print the labels.

- For laser labels, you will be asked for the specifications of your label sheet -- the number of labels across and inches (vertically) between labels.

- For impact printer labels, you will be given the menu of label

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types from which to choose the one you are using.

Note: During label printing you can press Esc to cancel printing.

You can change the left offset for impact printers on the Preferences/Label Types screen. Some impact printers, such as the NEC P5300, have the paper sensor a few inches from the left margin. If you use a narrow strip of labels, such as the common 3.5 x 15/16 labels, the printer will not "see" the labels and will, therefore, not print.

This is where the left offset comes in handy. You can set a left offset of, say, 1.5 inches, then load your labels 1.5-inches from the left margin.

Got something for everybody in here... :)

### Phone Book

You can print the phone book on your dot matrix or laser printer. A 12cpi to 17cpi mono-spaced (fixed) font will work best for the phone book, although the entries themselves work quite well with proportional fonts. If you use a proportional font for the titles you will find that the index at the top right of the page "floats." Short of figuring out how to do width tables, this was the best I could come up with. So just use Courier 12 or something like that. Experiment to find the best method to print the phone book on your equipment.

The phone book will only include records which have been selected for printing, and does **not** ask to update the Times Mailed and Last Mail Date. Entries without a phone number will just show the name & address (no trailing dots after the name).

### Zip/Postal Code Distribution List

Here is a useful report for people who do bulk mailings. It shows each of the zip codes included in the open file's Selected records along with a count of the total number of entries in that zip/postal code. U.S. zip codes are classified by the 5-digit zip even if the entry has a 9-digit zip. When you print your bulk mailing, just bring this report with you to the Post Office. It is my understanding that they

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will use the report rather than count each envelope bundle by hand.

The Zip/Postal Code Distribution does not update the times mailed or last mail date since it does not print any entries.

## **DATA ENTRY**

This menu lets you enter data into a mailing list or define groups and abbreviations.

### **Names**

This is the main data entry screen of WML since it is where you enter and change your mailing list information. You can only use this function when you have a mailing list file opened for use. When you choose Names a window will open which has room for all of the information for a single entry. If the open file has any entries the window will be filled with the first entry on file. If the file is empty, a blank form will be displayed.

As you move through a mailing list file, a file position indicator on the right side of the screen will change to show you the displayed record's position in the file. When you are entering a new record the indicator turns yellow (or bright white on a monochrome monitor) and is positioned at the bottom.

### Special Keys and Key Combinations

While on the Names screen there are several special keys (such as **PgDn**) and key combinations (such as **^PgDn**) shown at the bottom of the screen.

**PgDn** Move forward (down) through the file. If you press **PgDn** on the last record on file, What Mailing List? will beep.

**PgUp** Move backward (up) through the file. If you press **PgUp** on the first record on file, What Mailing List? will beep.

**^PgDn** "Control-PageDown" — hold down the key marked **Ctrl** and press the **PgDn** key. This tells WML to begin adding new records.

**^Home** "Control-Home" — moves to the first entry on file. Hold down the **Ctrl** key then press the **Home** key.

**^End** "Control-End" — moves to the last entry on file. Hold down

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the **Ctrl** key then press the **End** key.

## Function Keys (F-Keys)

On the bottom of the screen you will see several function keys defined. Function keys are labelled "F1" through "F10" along the left side of your keyboard, or "F1" through "F12" along the top of your keyboard.

## Using Filters

If you have selected one or more filters from the Index menu the entries you see will be only those included in the filter at the time the filter was set. The Names screen will begin with the first entry with the filter criteria (e.g., the first deleted record on file may actually be the fifth record).

When records within a filtered set of records change, those records remain within the filtered set of records. To illustrate, if you have the filter set to show you only those records which are selected for printing, then you go to the Names screen and change the Select flag for a record. Since this record is no longer selected for printing it doesn't "belong" in the filtered set of records any more, but WML leaves it there so you can review the changes you have made to the records which were originally filtered.

To reset a filter (e.g., using the above example, to eliminate the records which were changed from the filtered set), just toggle the filter setting OFF then back ON again.

As you use the PgUp and PgDn keys the display will jump to the next or previous entry with the filter criteria. The **F2** (Find) key will display only those selections included in the filter.

**Note:** I decided that filters are more useful if they do not change dynamically. That is, if you have the filter set to Selected records then you Clear (or un-select) a record, that record will still be in the filtered list until you reset the index or filter options. Think of it this way: if you are reviewing a bunch of records you had marked for printing to make a final decision, it would be really a pain if, every time you changed a Select status flag, entries disappeared from your

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review list so you couldn't see which ones you had Cleared from being printed.

If you **want** to reset the filtered list after changing many records, just go to the Index menu and turn the filter off and back on.

### Getting Help (F1/Help)

When you see the "F1/Help" message at the bottom left of your screen it means there is context-sensitive help available for the field on which the cursor is sitting. Whether or not the message is displayed you can press the "F1" key for help. If there is no specific help for the item you are on you will get the Help Index.

In the State/Province field pressing F1 brings up a list of U.S. State and Canadian Province names from which you may browse and select one. The abbreviation for the selected State or Province will be placed in the record.

### Locating Another Entry (F2/Find)

Use this function key to navigate through your mailing list. F2/Find opens a window showing all of the entries on file, one line per entry. You can browse through the list to jump directly to the entry you want.

You will notice new function keys at the bottom of the screen while the Find function is active. You can press a letter or number to go directly to the index-key entry beginning with that letter or number (if you are using the Zip index press a "9" to jump to the first entry with a "9" zip code; if you are using the Company Name index you could press "K" to jump to the first company beginning with "K")<sup>2</sup>. Use the arrow and PgUp/PgDn/Home/End keys to move around the list. Press **<Enter>** to use the entry which is highlighted.

### Grouping Entries Together (F3/Group)

---

<sup>2</sup>The index is determined by the setting of the Index menu. If the index is set to Address, then the entries will be sorted by whatever is in the first address line — starting with blanks, then numbers, then letters. The current index is displayed on the status line at the bottom of the screen.



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F3 opens a window showing all of the groups defined with arrows next to ones to which this record belongs. You define groups by using the Data Entry/Groups screen (defined below). Basically, just highlight a group and press **<Enter>**; the arrow will appear and disappear (toggle) next to it — an arrow means that the entry belongs to this group.

When you press the **F3/Group** key a window appears showing the groups defined. Inside the window all of the group descriptions for this mailing list file are displayed (up to 255 groups). You can move through the list using the up/down arrow keys, the PgUp/PgDn keys, or by pressing the first letter of the group description you wish to find. When a group is highlighted, press **<Enter>** to select it or clear the selection. Selected groups have an arrow to the left of them. When a group is Selected for an entry, it means that this person or business is a part of that group. For example, if you have a group called "Christmas List" you can Select this group for all people you want to be on your Christmas list.

### Adding New Records

When you first use the Names screen on a new (empty) file, WML will automatically place you in Add mode. Once the file has information, however, you are initially placed in Edit mode (i.e., existing information is displayed for you to view and/or change).

To add a new record to the file just press **^PgDn** (hold down the **Ctrl** key then press the **PgDn** key). This places you in Add mode. You will see a blank data entry form and the file position indicator will go to the bottom and turn yellow (or bright white on a monochrome monitor).

While adding new records What Mailing List? checks for duplicate names and addresses. If you have duplicate checking enabled (on the Preferences menu) you will see an information window telling you about any duplicates and asking permission to continue. An entry must contain something unique in personal and company name. You can't enter two records with the same personal names and company name. The only time I can think that you might need to enter a duplicate is if the same person & company has two offices. I may

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figure out a way around this soon...

When you are finished entering new addresses you can change modes in one of three ways:

1. Press ESC on a **blank form** to return to the menu (if you press ESC and have changed any information on the screen you will be given a message and an opportunity to save it -- don't worry)
2. Press PgUp to move "up" to the existing records in the file (i.e., switch to "change" mode)
3. Press F2 (Find) to locate an existing record

To abandon new information (i.e., if you have started entering something on the screen and decide you don't want to save it), press the **Esc** key **before** you finish the screen.

## Changing Existing Records

While an existing record is displayed you can change information, mark it for deletion, exclude it from being printed, or mark it as being a bad address.

You can use your mouse to go to the field you want to change or use the arrow keys to move around. After you have made changes just press F7 (Save), or press Esc (Cancel) to abandon any changes you made.

## Using the Delete/Omit/Bad Address Flags

On the right side of the Names data entry window you will notice four lines which have square brackets [ ] to the left of them. These are called **flags** (since they flag a condition) or **toggles** (since they act like toggle switches, being turned on and off). If there is a check-mark (✓) inside the brackets then this item is selected, otherwise it is not. For example, if a check-mark is next to the "Delete" flag then this record is marked for deletion and will be removed from the file the next time it is Packed.

You can set the toggles either with a mouse or the keyboard. To use a mouse just place the mouse cursor anywhere on the item you want to change and press the left button. The check-mark will turn on

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and off as you click on the option. To use the keyboard just press the Alt key (Menu); this will bring up a menu of the toggles. Just highlight the one you want to change and press **<Enter>**. Press Esc to cancel the menu.

The **Delete** toggle indicates whether a record is to be removed from the file the next time the File/Pack option is used. The **Bad Address** toggle indicates that the entry is a bad address and should not be printed. Likewise, **Exclude** indicates an entry which should not be included in print-outs. Records marked Bad or Exclude cannot be selected for printing. The **Select** flag indicates whether the entry is selected for printing. Only those entries which are selected for printing will print.

### Using Smart Zip

Release 2.0g of WML brings Smart Zip -- a feature which can save a lot of typing if your mailings tend to target a region. Using Smart Zip is easy -- it's automatic, there's nothing to do. Every time you type in a zip/postal code, WML will look for it. The state/province will always be filled in for you, although it is not always 100% accurate since some states overlap (according to the information I have). If the exact zip code is on file (5 digits checked for U.S. zips) the city will also be filled in. Otherwise, the city and state/province you enter will be remembered and the next time you type that zip code the city & state/province will be filled in automatically.

### Macros & Key Words

Some mailing list packages use function key (F-key) macros to save you typing and let you define "key words" for entries. *What Mailing List?* does all this, too, but in a slightly different way.

The use of macros can be simulated using WML's Abbreviations (described below). A simple 1-5 letter abbreviation can expand to whatever you need. For example, you can define an abbreviation "POB" which expands to the full text, "P.O. Box" or even "Post Office Box."

Note: Abbreviations are used on the address, comments, and city fields (although the city is usually automatically filled in via Smart

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Zip).

"Key words" are usually one or more short fields in which you can put short key words (like "PRO" for "Prospects", "XMAS" for "Christmas List", etc.). WML gives you two flexible ways of accomplishing this same goal without cluttering the screen with extra fields:

1. Define group names into which your entries fit (such as "Service companies," "Christmas list," etc.). While entering a new name or viewing an existing entry just press the F3 key to pop-up the Groups window. An entry can belong to none or as many as 20 groups. When you want to print your Christmas list just use Select/Query (under the "File" menu, described above): Under the "Groups" menu choose the "Select" option. You will see the familiar pop-up window showing all group definitions. Select as many groups as you want then press F7. All entries in those group(s) are now selected to print.

2. Place key words or phrases in the comment lines. Let's say you had a customer list and in the comment lines you liked to keep track of which computer equipment your client's owned. You might put things like XT, AT, 386, Laser, Tape, VGA, DTP, etc. in your comments. When you want to mail a notice to all of your desktop publishing clients ("DTP" people), just use Select/Query (under the "File" menu, described above): Under the "Phrase" menu choose the "Select by phrase in comment" option; enter the key "DTP" and press **<Enter>**. All entries with "DTP" somewhere in the comments are now selected to print.

## **Groups**

Use this screen to define and change up to 255 group descriptions. Grouping entries together makes it easy to select just the people you want for mailings. For example, if you are setting up a mailing list for your business which will contain retail stores and service companies you might want to make groups for each type of business. You might also want to set up groups to identify the people who have responded to a mailing and those who have not.

**Note:** Groups are an **optional** part of each record. An entry may belong to no groups at all, or it may belong to a maximum of 20 groups.

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Use the Up and Down Arrows to highlight existing entries and press **<Enter>** to edit. Press the **Ins** (Insert) key to insert a new entry. Press the **Del** (Delete) key to delete (erase) an entry.

**Note:** When you tag a mailing list entry as belonging to a particular group, WML remembers the record number of the group, not the actual name. So if you change the name of a group all entries will reflect the change. If you delete a group, any entries which were part of that group will remember the record number; next time this record gets used for a new group these entries will "belong" to the new group. The reason for this is that it could be a very slow process to have WML search through every mailing list file to remove a group codes from all files -- if you had many large mailing lists it could take minutes or hours to delete a group code. I didn't think that was a good way to do things...

### **Abbreviations (Macros)**

This handy feature lets you define abbreviations to be used in entering your data. This is the same concept as a macro. Abbreviations will be used on the address, city, and comment lines of entries.

Use Ins/Del to insert and delete abbreviations, or use the Up/Down arrows to highlight and change existing abbreviations.

An abbreviation entry consists of an abbreviation and the full text for the abbreviation. For example, an abbreviation might be "LA" and the full text "Los Angeles." Any time you put "LA" on the city, first address line, or any of the comment lines it will be expanded to say "Los Angeles."

### **INDEXING (CONTROLLING THE SORTING SEQUENCE OF ENTRIES)**

This menu lets you change the order in which the entries in your mailing list are displayed and printed. There are four indexing options and two filter options from which to choose:

1. by Name — will sort entries by Surname plus First Name plus a portion of the Company Name.
2. by Company Name — will sort entries by Company Name plus

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Surname plus a portion of the First Name.

3. by Address — will sort entries by the first address line plus a portion of Surname plus a portion of First Name plus a portion of Company Name.

4. by Zip/Postal code — will sort entries by zip/postal code plus a portion of Address.

5. Filtered to include Selected records only. This option, when activated (a dot appears to the left), allows only the records which are selected for printing to be displayed and modified. To state the reverse, any records which are not selected for printing will seem to be gone -- they will not show up on the screen nor on the F2 (Find) window.

6. Filtered to include Deleted records only. When activated (a dot appears to the left), only records which are marked for deletion will show up on the Names data entry screen, including the F2 (Find) window.

Any potential conflicts of keys (as noted in earlier releases) have been removed (if you don't know what I'm talking about, don't worry about it - it's fixed).

### **Changing the Index**

The active index has a dot to the left of it. To select a different index and/or to clear any filters (on the bottom section of the Index menu), just highlight or press the first letter of the index you would like to use. Only one index can be active at a time.

### **Filters**

A filter is a way of limiting what you see, just like a camera filter. This makes it easier to review certain entries, especially in very large mailing lists.

#### Setting a Filter

Let's say you selected all records in Group A for printing and then wanted to browse that list, eliminating a few here and there to reach a goal of 75 mailings. Just use the Index menu to set the "Selected filter" ON (a dot will appear to the left when it is ON). You will see a bar graph as the open file is filtered (on smaller files it may fly by so quickly you'll barely know it was there). Now, when you go to the

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Data Entry/Names screen you will see the first record on file which is selected for printing (which may not necessarily be the first actual record on file).

Pressing the PgUp and PgDn keys will move you around with the filtered list. If you press the F2 (Find) key, the window will contain only the filtered list. It may seem as if the other records are gone, but a quick look at the status line at bottom of the screen will tell you that the number of records in your file has not changed.

### Clearing a Filter

To clear a filter just select it again from the Index menu. Filters are toggles — select once to turn ON, again to turn OFF, again to turn ON, etc. etc.

## **PREFERENCES**

The Preferences menu contains options which help you customize the operation of WML and set necessary parameters, such as the type(s) of printer(s) you have. Preferences are in two groupings on the menu, separated by a horizontal line. The upper options are screens; the bottom two options are toggles (i.e., they are either "on" or "off"). A dot next to any of the bottom three toggles indicates that it is "on."

Please check each Preferences screen before making full use of WML, otherwise something might seem wrong with the software whereas it is due to the set of conditions under which WML is operating.

### **Setting Your Return Addresses**

You can set up to two return addresses which you would like to print on laser envelopes. Each address may contain up to four lines, and can include punctuation, even quotation marks and commas.

When you are finished with this screen you can click on "Ok" to save the information and exit, "Cancel" to ignore any changes and exit, or use the keyboard keys F7 to Save or Esc to cancel.

### **Setting Envelope Size**

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I expect that most folks, like me, tend to use the same kind of envelope time and again, and it's probably a #10 "business" envelope. So I decided to keep this screen simple and just have a single definition for an envelope which can be changed from time to time, if necessary.

There are just three numbers to fill in: The width of the envelope (left to right), the length (top to bottom), and the left margin for the return address. Enter fractions of an inch as decimal figures (e.g., 1/2 is .5, 1/8 is .125, etc.). The left margin adjustment can be negative or positive. A negative number will move the return address to the left, a positive number will move it to the right.

### **Selecting Continuous (Dot Matrix) Label Types**

Version 2 brings a vastly enhanced label system. Now, instead of picking two labels from a list, you always have access to the entire list of defined label types. And instead of only one user-defined label type, **ALL** label types are now user-definable.

WML is pre-configured for a few common label types, such as the ever-popular 1-across 3½-inch by 15/16-inch labels which are commonly sold in boxes of 5,000. There are several blank, undefined label types which you can set up yourself. In addition, you can even change the pre-defined labels to whatever you need.

First you will see the menu of label choices. Highlight the one you want to change and press **<Enter>**. A window will open showing the name of the label and all of the measurements. Type a short name (such as "Mailing", "Shipping", "Disk", etc.) to indicate the type of label. Enter the width of the actual label (i.e., how much room there is upon which to print), the vertical distance from the top of one label to the top of the next, the horizontal distance from the left side of one label to the left side of the next, and the number of labels across.

You can use the Up and Down Arrow keys to move between lines, or point and click with a mouse. When you are finished click on "Ok" to save or "Cancel" to abandon any changes, or use the keyboard keys **F7** to Save or **Esc** to cancel.

### **Back-up, Country, & Directory Display (Other Settings)**



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## **Back-up & Restore Method**

Under the File menu are options which allow you to back-up and restore your data to/from other disks for safety. These operations will use the DOS COPY command unless you use this option to change it.

You will see a menu of four choices of methods to use when backing-up and restoring: DOS COPY (the default), ARJ, LHARC, or PKZIP. In order to use ARJ, LHARC, or PKZIP compression software you **must** have the compression programme available in your DOS PATH. In addition, you will also need enough free memory (RAM) to run both WML and the compression software.

## **Mailing to Various Countries (Country setting)**

WML has been designed to validate data differently for U.S., Canadian, and other (International) addresses. By using the proper country setting you will have the following abilities and features:

- ◆ The U.S. setting will only allow numerical zip codes in the format #####-####, telephone numbers in the format (###) ###-####, dates in the format MM/DD/YYYY, and state two-letter abbreviations. If you enter a full State name (properly spelled, of course) WML will find its abbreviation for you.
- ◆ The Canadian setting allows postal codes only in the format A#A #A# (where A is a letter and # is a number), telephone numbers as (###) ###-####, dates in the format DD-MM-YYYY, and province abbreviations. If you enter a full province name WML will find its abbreviation for you.
- ◆ The U.S. & Canadian setting accepts data in either of the formats mentioned above. Dates are presented in the format "## AAA #####". For example, "17 Sep 1992".
- ◆ The International setting does the least "work" for you: it does not format zip codes or telephone numbers and does not look up state/province abbreviations. Everything you enter is treated as literal information. Dates are displayed in yyyy-mm-dd format.

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## **Directory Display Format**

Some of the options under the File menu, such as Open and Erase, display files on your disk. You can choose one of three ways to display these files:

1. The DOS file name followed by the size, date, and description
2. The DOS file name only
3. The description (long name) followed by the DOS file name, size, and date.

WML sorts the files from left to right, so format #1 and #2 will be in the same order, but #3 will be sorted according to the descriptions of each file.

## **Defining your Printers**

WML can use two printers, a laser and a dot matrix. The laser can be used to print envelopes and laser labels. The dot matrix can be used to print continuous labels. Either printer can be used to print group lists and phone books. Until you define your printer(s) and font(s) there will be a flashing message at the bottom of the screen and you will not be able to use the File/Print option.

The Printer definition window shows the current settings. Use the arrow keys to move around, and press the **F3** key to change anything. For example, to set your dot matrix printer move the cursor to that line then press **F3** and a menu of choices will appear. Highlight your printer (or one compatible with it) and press **<Enter>**. Then move down to the font definition and press **F3** again. Highlight your font selection and press **<Enter>**. When you are finished, highlight the "Ok" button and press **<Enter>**. Alternately, you can press **F7** to save the screen and exit.

## Laser Printer Soft Fonts

You will need landscape (SFL) fonts for envelopes and portrait (SFP) fonts for everything else. You decide which fonts to use once — on the Preferences/Printers screen — and, from then on, WML automatically uses these choices.

Consider an example: When you set the font for the envelope

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return address you may choose any of your printer's built-in fonts or a soft font. If you select the first item in the font list, "Select a soft font," you will first be asked for the drive and/or path containing the files. The last directory you used will be the default.

After you enter a correct path you will be shown a list of the landscape soft font files (\*.SFL) in that directory. Use the arrow keys and PgUp/PgDn keys to move around, highlight the one you want, and press **<Enter>**. The soft font file name will now be shown on the screen.

### Scalable Fonts

A scalable font is a single font (e.g., CG Times, Helvetica, etc.) which can be printed in practically any size. I have yet to see how a scalable *soft* font works and I have no idea how one would work with WML (try it and see) (then tell me!).

Printers like the H-P LaserJet III and IV have scalable fonts built in. This means you can pick a font, such as Roman, and print in practically any size you want.

When you select a scalable font WML will prompt you for the pitch (cpi) or the point size, depending on whether it is a fixed-pitch or proportionally-spaced font. In general numbers between 8 and 14 work best. My favourite font for both my laser and dot matrix is a Helvetica-type (sans serif) font at 12cpi or 12 points.

### **Duplicate Checking**

If you want to have WML check for duplicate personal names, company names, and/or addresses while you are entering information, just select any or all of these toggles. A dot to the left of the toggle indicates that it is turned on. You can toggle them on and off as desired, their setting will be saved.

Duplicate checking helps avoid duplicate entries which have different personal names or ones which have identical addresses but a different name. The drawback is that dup checking can slow your computer down, so if you are working on a very large mailing list or a very slow computer you might want to try turning some or all of the duplicate checking options OFF to

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increase speed.

### **HELP**

The Help menu has three options: Index, About, and Settings.

Help/About gives you some information about your memory and how to reach me.

Help/Index gives you a list of help topics from which you may choose. This is like a brief on-line manual. To use it just highlight a topic and press **<Enter>** -- a helpful window of information will appear.

Help/Settings shows you the Preferences settings on a single screen so you can review them.

That's about all I can think to babble about. Enjoy!