JobHunt for Windows Help Contents

Main Menu

The Main Menu may be used as the control center for JobHunt (tm) for Windows (tm).   From here you select which company Address List you wish to use and other parameters to sort and condense the list.   Once you have made these decisions, you may use the menu or button bar to jump to the other functions of JobHunt.

Menu Bar / Button Bar
> View/Edit Data
> Create Letters
> Print
> Export
> Order
> Title
> Exit

Main Menu Fields
> Address List
> Sort (Range)
> Count Records / View Summary
> State
> Type of Industry

Address List

JobHunt stores the company information in two Lists: Scope's Targeted List (a ready-made database of over 6000 companies which saves you a tremendous amount of research effort) and the Additional List (that you create yourself).

Sort (Range)

The records may be displayed or printed in alphabetical sequence (by name of company) or by Serial Number.   The Serial sequence is especially helpful when you have just added some records to the Additional List (say, from today's newspaper) and want to write to only those records that were added today.   Since the records will be appended in alphabetical order as you type them in, it may be difficult to display or select "all of today's records only" if you displayed alphabetically.   However, each time you add a new record to the Additional List, the program automatically increments the serial number by one and attaches a serial number to each record being added.   Thus, if you display them serially and know the serial number where you started typing in records today, then you can display or select "just today's records" easily.

In the **Begin** and **End** fields in the **Range** section, you may type from one to five characters where you want to start and end searching company names.   If you are sorting serially instead of alphabetically then the program expects you to type a number instead of a letter.

For example, if you wish to search beginning with General Motors and ending at Xerox corporation, you would enter GENER in the **Begin** field and XEROX in the **End** field.

If you wish to search on one company, Xerox, then you **Begin** AND **End** at Xerox by entering the same word, XEROX, in both fields.   You may also search serially, beginning and ending with the same serial number.

Count Records / View Summary

Select this option to have JobHunt check the address list you have selected against the sort criteria, State, and Industry Type.   JobHunt will count how many records it finds and indicate how many are printable (Unlocked) and how many are not printable (Locked).

State

This list box is used to limit your selection list to certain states.

JobHunt lists the HOTTEST 6000+ companies in the USA, including every Publicly Traded company (NYSE, AMEX, NASDAQ), the Top Private companies, the Top Fastest Growing companies, and also the Top Foreign companies with U.S. operations. If you do not find enough companies of a certain type in your part of the country, then that is NOT a shortcoming of the program, but a reflection of the nature of that particular industry.   In that case, broaden your search to all states and/or types of industry.

Types of Industry

This list box is used to limit your selection list to certain types of industry.

JobHunt lists the HOTTEST 6000+ companies in the USA, including every Publicly Traded company (NYSE, AMEX, NASDAQ), the Top Private companies, the Top Fastest Growing companies, and also the Top Foreign companies with U.S. operations. If you do not find enough companies of a certain type in your part of the country, then that is NOT a shortcoming of the program, but a reflection of the nature of that particular industry.   In that case, broaden your search to all states and/or types of industry.

View / Edit Data

From this part of the program, you may view the employer records that are stored in the database.   Use the buttons at the bottom of the screen to move about through the data, edit records, dial the employer's phone number, and so forth.

*Please note that only the companies in the **Additional List** can be edited.*

Menu Bar / Top Button Bar

Create Letters

Print

Export

Order

Title

Main Menu

Bottom Button Bar

Up 1, Down 1, Up 3, Down 3, First, Last

Lock, Lock All, Unlock, Unlock All

Add

Remove

Edit

Dial

Main Menu

Create Letters

The JobHunt built-in word processor is all that you will need to create highly professional-looking letters.   You will be able to quickly print thousands of mail-merged, personalized letters to the employers in your database.   There is an sample letter provided with JobHunt. Open "SAMPLE.LET" in the word processor function to see this letter.

Information
> Mail-Merge
> Fields
> Keystroke Shortcuts
> Title

Menu Bar
> File
> Edit
> Search
> Font
> Format
> Options
> Title
> Main Menu

Create Letters - File Menu

New
Open
Save
Save As
Insert
Delete
Print Sample
Print All Letters (Mail Merge)
Printers
Go To
View Edit
Print List of Employers
Print Address Labels / Envelopes
Export
Order

New
Select this to create a new (blank) letter.

Open
Select this to open an existing letter.

Save
Select this to save the current letter.   If the letter does not have a name, you will be prompted to give it a name.

Save As
Select this to save the current file under a different file name.

Insert
Select this to insert a file into the current document.   It is highly recommended that only text (ASCII) files and other letters created with JobHunt be inserted.   Unpredictable results may occur if you try to insert files from other word processors.

Delete

This option will allow you to delete files on your computer.   Be very careful not to delete your JobHunt program and data files!

Print Sample
This will plug sample data into the fields on your letter and print one copy of your letter.

Print All (Mail Merge)
This will your letter, one for each company you selected at the main menu.   Company data will be plugged into the fields in your letter as it prints.

Printers
This will allow you to select the print to which you wish to print your letters.

Create Letters - Edit / Search / Font Menus

Edit

Cut

Copy

Paste

Clear

Select All

Search

Search

Search and Replace

Continue Search

Font

Use these options to select the style of text (normal, bold, underline, etc.) to use for the letter.   The **Choose Font** option will present you with a list of available fonts. The **Choose Color** option will allow to set the color of the text used in the letter.   *If you printer can only print in black, do not change the font color.*

Cut
Cuts the selected text from the letter and places it in the Windows clipboard.

Copy
Copies the selected text from the letter into the Windows clipboard.

Paste
Pastes text from the Windows clipboard into the letter at the current cursor position.

Clear
Erases the selected text from the letter.   The text is not placed in the Windows clipboard.

Select All
Selects (highlights) all text in the letter.

Search
Use this option to search the letter for specific text.

Search and Replace
Use this option to search the letter for specific text and replace it with new text.

Continue Search
Use the option to continue a previous search.

Create Letters - Format / Options Menus

Format
     Insert Fields
     Margins
     Align Left
     Align Center
     Align Right
     Justify
     Single Space
     1.5 Spacing
     Double Space
     Format Text

Options
     Set Print Date
     Automatic Linebreak
     Show Paragraph Marks
     Show Tabs
     Show Spaces

Margins
Use the option to set the printing margins for the letter.

Text Alignment

Align Left	Left justifies the text.
Align Center	Centers the text.
Align Right	Right justifies the text.
Justify	Right and Left justifies the text.

Line Spacing

Single Space	No spacing between the lines.
1.5 Spacing	A blank, half-line between lines.
Double Space	A full blank line between lines.

Format Text
Use this if you have made many changes to font sizes, margins and line spacing.   This will ensure that the text has been properly formatted for your letter, based on your font(s), margins and line spacing.

Set Print Date

Use the option to set the date that is placed in the **Date** field when letters are printed.   The date defaults to today's date.

Automatic Linebreak
Select this option to have the word processor automatically skip to the next line while you are typing.   This option is selected by default and you should not need to change it.

Show Paragraph Marks, Tabs and Spaces
If selected:

Paragraphs are indicated by the (**¶**) symbol.

Spaces are indicated by a (·) symbol.

Tabs are indicated by an arrow pointing to the right.

Keystroke Shortcuts

When creating letters, you may always choose options from the menu bar at the top, or use keystroke shortcuts such as:

Keystroke	Function
Ctrl + F	Choose font, size, style and color. ***You may only use colors if you have a color printer!***
Ctrl + B	Bold
Ctrl + U	Underline
Ctrl + I	Italic
Ctrl + N	Normal
Ctrl + C	Center Text
Ctrl + L	Align Text to Left Margin
Ctrl + R	Align Text to Right Margin
Ctrl + J	Justify Text to Left and Right Margin

Mail Merge

You may automatically place the Name of the person (to whom the letter is addressed), Salutation, Title, Company, Address Line 1, Address Line 2 and Date anywhere on the letter. This is especially helpful when you want to print a large number of personalized letters quickly for targeted mass mailings.

Once you have inserted the desired fields into your letter and entered the appropriate text, you are now ready to perform the mail merge.   Ready your printer for printing and click on **File**, then click on **Print Sample**. This will merge sample data into your letter and print out one copy.   Examine the printout to be sure of field placement.   Once you are satisfied, click on **File**, then click on **Print All Letters**.   This will start the mail merge process.   The data from each record you selected at the main menu will be merged into your letter and printed. Please be aware that only **unlocked** records will be printed.

Important Note:
> *Please ensure that the letter with which you wish to perform a mail merge is currently on the screen in the word processor.   When you select **Print All Letters**, the program automatically merges data into the letter on the screen and begins printing.   Please be sure to have a letter on the screen in the word processor before you begin a mail merge.*

Fields

You may automatically place the Name of the person (to whom the letter is addressed), Salutation, Title, Company, Address Line 1, Address Line 2 and Date anywhere on the letter. This is especially helpful when you want to print a large number of personalized letters quickly for targeted mass mailings.   The following fields are available when you choose to insert a field into your letter:

> **Name**
> **Salutation**
> **Title**
> **Company**
> **Address 1**
> **Address 2**
> **Date**

Salutation
> Use this field with the word "Dear" before it and a comma or colon following it to create the salutation for the letter.   An example might be:
> **Dear {Salutation}:**
> JobHunt will automatically fill in the field with the data from the company record.   If the company record has a "Mr.", "Ms.", "Dr.", or "Sr." and a last name, the salutation field will use those values.   For instance, if the company record contains the name **Ms. Mary Smith**, then   the salutation field would be **Ms. Smith**.   If either the identifier ("Mr.","Ms.", etc.) or the last name is missing, then the salutation will default to **Executive**.   Also, the Title settings have a direct effect on the **Name** and **Salutation** fields.

When combining fields and text on the same line, be sure to leave sufficient space on the line for the full size of the field or your result may be unpredictable.

To place a field into the letter, simply position the cursor where you would like the field to be placed, click on **Format**, then click on **Insert Field**, then click on the desired field.   Field names are placed into letters surrounded by the curly braces.   For example, the **Date** field would appear as **{Date}** in a letter.

Print

This selection gives you the option of printing mailing labels or printing a detailed or condensed listing of the employers in the database.

Print List of Employers
Print Address Labels / Envelopes

Print List of Employers

Select to either print the **Condensed List** or the **Detailed List**.   The **Condensed List**
prints one company per line, showing the company name, phone number, city, state and zip.
The **Detailed List** prints all company information.   The **[N]**, **[E]**, and **[I]** boxes stand for **N**o
Opening, **E**valuating and **I**nterview, respectively.   Use the blank lines for notes on the
progress of your job search / sales effort.

Print Labels / Envelopes

In the **Print Option** section, select the desired label or envelope to be printed.   If you select one of the label options, select the **Label Type** depending on what kind of printer you have. The **One-up Dot Matrix Labels** and the **Two-up Dot Matrix Labels** are only for dot matrix printers and are 3-1/2" by 15/16" labels.   The **Three-up Laser Printer Labels** are designed to print on Avery® 5160 Laser Printer Labels, which are 1" by 2-5/8" in size.

If you select Envelopes or a label option that includes return address labels, be sure to enter your address in the **Return Address** fields.   This data will be saved automatically for future printing.

You may also select the **Printer**, **Font**, font style, size, and color.

Export

Use this option to export the employer data in the database to an ASCII file that can be used with Microsoft Word®, WordPerfect® and other word-processors and databases.

JobHunt can also directly export a WordPerfect 5.1 compatible merge file (also known as a "secondary file").   Thus, you may either use the powerful mail-merge facilities of JobHunt to print personalized letters , labels, or envelopes, or you may use WordPerfect.   If using WordPerfect, create a "primary file" such as a cover letter and merge your primary file with the secondary file to perform a mail-merge.

Please refer to your word processor manual for more information and instructions concerning mail-merges.

A special note for WordPerfect 6.0 for DOS and Windows:
The WordPerfect merge file that JobHunt creates is in WordPerfect 5.1 format. WordPerfect 6.0 will automatically convert the file to 6.0 format when your try to perform the mail-merge.   WordPerfect 6.0 will prompt you at the time of the mail-merge as to whether or not you wish to convert the file to6.0 format.   Once it is converted, WordPerfect 6.0 will be able to properly perform the mail-merge. WordPerfect for DOS and Windows versions 5.1 and above can also use the comma-delimited, ASCII files that JobHunt can export.

The order of fields in exported files is as follows:
1. Name of Person	2. Title	3. Company
4. Address Line 1	5. Address Line 2	6. Salutation
7. Phone	8. Fax	

The sixth field, the Salutation, is derived as follows:
> If the name contains a "Mr.", "Ms.", "Dr.", or "Sr.", and the last name is   present, then the Salutation field will be "Mr. LastName".   Otherwise, the Salutation will default to "Executive".

Order

Select this option and you will have the choice of printing an Order Form for JobHunt, or the Joint Venture Agreement.

Please feel free to print the order form for your friends.   If the version of JobHunt that you are running is more than three months old, please contact Scope International to see if a revised edition is out.   We are constantly improving the program and provide updates every calendar quarter (3 months).   It is important to use the most recent edition for maximum effectiveness.   Please complete and mail your Warranty Registration/Update form within 14 days of purchasing this software.

Title

All of the employer information provided in JobHunt contains the Chief Executive Officer's name and title.   Use the **Title** option to override **ALL** title information in the employer records if you wish to write to someone other than the CEO.   The title you enter will be used in **ALL** display and print functions until you tell the system not to use it (via this same menu option).

As an example, suppose your database contains the names and title of the company CEO's but you wish to do a mailing to the Human Resources Manager, Sales Manager, or the Purchasing Manager.   Whatever text you enter in the title option will be used in place of the normal name and title in all functions (letters, labels, exported files, and so forth).

Up, Down, First, Last

Use these buttons to move around within the list you are viewing.   The **Up** and **Down** buttons will scroll the list the described number of records (1 or 3) towards the beginning or end of the list respectively.

The **First** button will scroll the list to the first entry and make it the current record.

The **Last** button will scroll the list to the last entry and make it the current record.

Record Locking

Use these buttons to lock and unlock the records in the list.   The **Lock** and **Unlock** buttons lock and unlock the current (middle) record.   The **Lock All** and **UnLock All** buttons will affect all records in the list, not just the ones you have selected for viewing!

Locking a record will prevent printing and exporting of that record.   For instance, if your list contains three entries for the XYZ company, but you only wish to mail a resume to one of them, lock the other two and they will not print.   The record will not be deleted, but you must unlock it before it can be printed or exported.

Remove
This button will permanently remove (delete) the current (middle) record from the database.
This button only appears when you are viewing the **Additional List**.

Add Record / Edit Record

If you are viewing the **Additional List**, you will have the option of adding new records or editing existing records.

Add will display an empty screen where you may enter company information.   Click on the **Save New Record** button to save the record when you have entered in you data.   The fields will be cleared so that you may enter another new record.   If you are finished adding new records, click on **Cancel**.

Edit will display the current (middle) record on an edit screen so that you may make changes to each field.   Click on **Save Changes** when you have finished making changes.

Dial

If you have a Hayes-compatible modem, select this option to dial the phone number listed in the current (middle) record.

To dial, set you **Long Distance Options, Dialing Command, Prefix**, and **Modem Port**, then click on **Dial the Number**.   JobHunt will attempt to tell your modem to dial the selected phone number.   Once the modem has dialed the number, pick up your phone receiver, then click on **Hang Up Modem**.   If you do not click on **Hang Up Modem**, JobHunt will hang up your modem for you when the timer display counts down to zero.

Exit
Use this to exit JobHunt.   You will be asked to confirm your selection to exit.

Main Menu
Select this to return to the JobHunt main menu.