Swift Platinum

Holiday Mailing and Gift Database

By Cosmi Corporation

Contents

Welcome

Main Menu

We are pleased that you have selected Swift Platinum All Holidays Clipart Plus. This program allows you to maintain a Christmas or other holiday mailing list and gift database. Our goal has been to create a program which is as simple as is possible. As a result we have made a very streamlined system that is simpler to use than most databases and mailing list programs available.

After starting the program, you will see the following main menu screen:

This screen is also the main menu. There are two controls that you will deal with- the navigator for data entry and the FILE and HELP menu selections.

Information which you can store in the database

Our database allows you to save the following information:

First name- this is the first name of the person that you send mail to

Other family names- a space in which you can put the names of children, spouses and others in the household.

Last name- the surname of the family.

Address first line- we provide two lines for addresses. The first is normally only needed for a business address.

Address second line- the street address of a family or individual.

City- The name of the city where the person or persons in that record get mail. Use the correct post office city name.

*State-* The state or province where the person or persons in that record live.

Postal code- The zip code or other postal code.

Telephone number- The telephone number. There is sufficient space for the area code and local number.

Comments- This is where you can place any notes, gift ideas or other information about the person or person(s) in that record. This has a length of many, many, many pages available to you for your use.

The Navigator

Immediately below the title bar is the "Navigator."
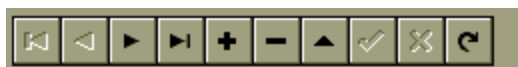
The navigator allows you to view, add, edit and delete the information in the database. The navigator has help available for each button. To get help, just rest your cursor over the button in question.

You will need to be familiar with the navigator to add, edit or delete information. The buttons are very similar to those on a VCR.

The last button on the left takes you back to the beginning of the database.

The second to last button on the left moves back one record. (Both of these are grayed out if you are at the beginning of the database and viewing the first record.)

The next button moving left moves you forward on record.

The fourth button from the left goes to the last record.

The '+' sign inserts a new record into the database. If you have the records in any special order, please note that the record is inserted right after the record that is displayed on the screen, and not to the end of the database.

The - sign deletes the present record. When it's deleted, it's GONE.

The small triangle pointing up (the fourth from the RIGHT) allows you to edit a record. You might need to edit a record if someone moves.

The check mark posts your changes.

The "X" cancels any changes made to a record.

Finally, the curvy checkmark "refreshes" the data on screen.

<h2 align="center">Using the database for the first time</h2>

To begin using the program, delete all but one of the example records which are provided with the program. To do so click on the "-," which is the second to the last control on the navigator. Then move to the next record and delete it as well. We provide the "dummy records" so that you can see an example of what a complete form appears like. Removing them will not harm the database. After you have made your first entry, you can delete the other dummy entry.

You may add in 2 billion records. (That's a BIG Christmas card list.) As a practical matter you'll run out of time to type long before that.

To use the database, just enter in the information you want to on each person or family, and then click post. To add another record click the checkmark button.

Special note- you do NOT need to enter all of the information which is provided. You can pick and choose as you see fit.

Mailing Labels and Reports

To prepare mailing labels or a report of the information contained in the data base, click on the REPORT SMITH icon in the program group.

The report names, except for GENERAL refer to Avery Label types. *This program is not endorsed or affiliated with Avery Labels. Label layout is based on the best possible information available when this program was created.*

Many labels made by other manufacturers indicate which Avery label type they may be substituted.

The following types are offered:

L2160- 1 column, 4 down
2162- 1 column, 3 down
2163- 1 column, 2 down
5389- Postcard
5160- 3 columns, 10 down
5161- 2 columns, 10 down
5162- 2 columns, 7 down
7166, 2 columns, 3 down
L7651, 5 columns by 13

For more information on the operation of the Report Program, please consult the on-line help for the program.

General Information

We encourage all of our users to provide comments and suggestions about this program. This program is supported by voice, fax and Internet e-mail.

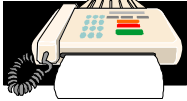<h3 align="center">Voice Support</h3>

For telephone support, call Cosmi Customer Service at 1-310-886-3510:
Monday through Thursday, 8:30 am - 12:00 noon and 1:00 pm - 4:00 pm. Pacific time.
Friday, 8:30 am - 12:00 noon. Pacific time.

E-mail

Support questions may be addressed to cos550@aol.com

Fax

You may fax any customer support questions to: 310-886-3517.

Acknowledgments

Team Cosmi, the only fully integrated software developer and publisher in the budget software industry, wishes to give special thanks to Team Cosmi members who made special contributions to this program:

Executive producer: Herb Kraft
Programming: Dave McLaughlin

Copyright

This program is © 1997 Cosmi Corporation.

Glossary of Terms

reports

Output of a database formatted for a useful purpose. In this database our reports prepare mailing labels, or, print out the contents of the database in columns.

report

A printed or on screen view of records in a database, usually arranged to be useful. This database has reports which print the name and address persons in your database on labels and as a straight print out.

posts

Writes to the database. If you hit the post button when you are working on an existing record, the information on the screen overwrites and replaces the information that was in the database before you started. If you are adding a new record, when you click POST the record is then placed in the database and is saved for future use.

record

A set of information within a database. The listing which you make of every family is a "record." Each time you move forward or backward one screen on the data entry form, you are moving back and forth by one record.

Navigator

The buttons near the top of the forms used to move through the database.

database

A collection of information on a computer. This database contains address and other information on persons or families.