What Mailing List?

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DISCLAIMER OF WARRANTY

LICENSE

TECHNICAL SUPPORT (HOW TO REACH ME)

Thanks for trying my software. Please throw your comments, suggestions, criticisms, etc. my way. Check out the Registration section below for ways to get a free registered copy of WML. Sysops and shareware

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vendors please see VEND-BBS.DOC for distribution information and sysop pricing.

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28 Mulberry Street, Clinton, NY USA 13323-1506
        Phone   (315) 853-6942 9am - 5pm Eastern Time, Mon-Fri

        BBS   Angelo Babudro
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                        Odie's PCBoard Central NY (315) 339-6713 USR DS

INTRODUCTION

        Introducing **What Mailing List? version 2.0**. Since it's beginning in the summer of 1989, WML was written using QuickSilver. I gave the dBase world my best go, but it's too slow and bulky, so WML has been re-written in PDS/BASIC 7.1. Thanks to Researcher's BBS sysop Skip Taylor for all his beta testing and for urging me back to BASIC, and a strong recommendation for EZ-Windows by John Strong to other QB/PDS programmers. Thanks to HDM author Jim Haas for checking out WML and reporting bugs, as well as for HDM, my favourite of the dozen or so menu shells I've ever tried.

        What Mailing List? provides a simple and flexible way to easily manage and print mailing lists. I made WML to keep track of customers, friends, family, etc. and print envelopes or labels. My focus has been providing the tools to track relatively small amounts of information (on the order of 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, laser-printed envelope or dot matrix label -- but just one or two, not a thousand. I print single envelopes on my laser and labels on my dot matrix using WML regularly; it's very fast and easy to do.

        Learning WML can probably be done as you are using it, without 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, most of these commands can be accessed with the mouse as well. You cannot unknowingly erase anything -- WML will always warn you before you erase any information and ask your permission to continue.

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This shareware manual is intended for computer-literate people who have a good understanding of computers, MS-DOS, and at least a theoretical understanding of what a data base is. A typeset manual is available to registered users which is more thorough, covering subjects for the computer novice as well as more technical topics not covered here.

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

REGISTRATION

Registration entitles you to many benefits. You will get the latest version of WML, some soft fonts, and there is no reason to wait because version 2 upgrades are free!

Upgrades Are Free

That's right. Register yourself for WML version 2 and your registration is valid for **ALL** releases of WML version 2 . You can download the latest version from a bulletin board and it will run in "Registered Mode" for you. If you cannot find WML on a bulletin board in your area, tell your sysop you want it and give her/him my address and/or BBS contact numbers.

If, for some reason, I must provide a new registration file due to programming considerations, or if you want to get a new disk through the mail, I will provide upgrades from any prior version of WML on disk for seven dollars (US$7), including shipping, to U.S. addresses; Cdn$14 to Canadian addresses; other countries please contact me. Prices are subject to change, but basically I just want to cover all my costs and give the upgrade for free.

The Other Five Benefits of Registration

1.   You will receive **free soft fonts** for use with WML and a PCL laser printer, including a postal bar code font.
2.   You may order the complete manual, printed & bound or on-disk/ready to print for your laser printer.
3.   The 7-second pause at start-up will go away.
4.   Technical Support: My 4-month-old son handles all the tech support calls ;), but for everything else you will have a **real person** who is 100% knowledgeable about WML whom you can contact with suggestions,

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comments, questions, problems, etc.

     5.   You'll have helped one of the little guys — someone who isn't a huge corporation. (Thank you...)

How Much Does Such a Priceless Gem Cost?

Single Copy — A single copy costs $25 in U.S. or Canadian funds; I wish there weren't any exchange rate, so I'm willing to forget that there is one... You will receive the latest, Registered Edition of What Mailing List? with automated installation, the latest revision of this documentation on disk, some PCL soft fonts that I have put together (including a postal bar code font), and notification of updates. See below for detailed manuals on paper or disk.

Multiple Copies / Wholesale — If you would like to resell What Mailing List?, give it to clients as a promotional item, have multiple locations at which you would like to install WML, etc., please send:

Qty. 2-4	$15.00/disk
Qty. 5-8	$12.50/disk
Qty. 9 or more	$11.50/disk

Site License — purchase one copy of WML and use it on as many computers as necessary at a **single location of a single business**.

Up to 4 computers	$50.00
Up to 10 computers	$100.00
Up to 20 computers	$150.00
Any number of computers	$400.00

Manuals — these are typeset with Ventura Publisher, printed on a laser printer, and bound in a flexible binder (very nice looking). Every screen is shown and explained, basic computer and data base terminology are discussed, and an index is included to locate topics quickly. Although I want people to have and use these manuals, I am concerned about our planet hurting from deforestation, so I would like to encourage people to only order manuals if necessary. Experienced users will probably have little need for these detailed manuals; they are intended more for the occasional or novice computer user. Purchasing multiple copies or a Site License gives you the right to photocopy the manual yourself, if you prefer, for the number of copies purchased or number of computers licensed.

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Pricing for manuals is as follows:
● First copy $8.00
● 2nd through 4th copies on same order $7.00 each
● 5th copy and beyond on same order $6.00 each

● Formatted output of the detailed manual for your printer
from Ventura Publisher (many megabytes, hard disk required)
$5.00

How to Get a FREE Registered Edition

My Shareware career is just getting started, and I know I need some help from all of you BBS users to be successful. So here is how I'd like to thank you:

1. Write a review of one of my packages and post it on a bulletin board. Send me a copy of the review with the BBS's header on it and the name and phone number of the BBS. Just give me your honest criticism and praise in a good review (not a one-liner), and I'll send you a registered copy.
2. If you upload a package to at least five BBS's, send me the names and phone numbers of the BBSs you uploaded to and I'll send you a registered copy. Please be honest, folks; I want your help, but this costs me money, after all...
3. If you have an idea that would make my software better please send it to me. If I use your idea I will send you a registered copy with your idea in it.

These offers subject to withdrawal or change at any time without notices. Prices are subject to change without notice. Bulletin Board Sysops please see the file VEND-BBS.DOC for special pricing and information.

Angel Babudro
28 Mulberry Street
Clinton, NY 13323-1506
(315) 853-6942

Please register the Shareware you keep.

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What Mailing List?   **INVOICE**

Your Name_____

Company Name_____

Address_____

_____

City_____ State/Prov_____ Zip code_____

WML disks	Single copy - just $25	
	2-4 copies Qty _____ x $15 each	
	5-8 copies Qty _____ x $12.50 each	
	9 or more Qty _____ x $11.50 each	_____
Site License	Up to 4 computers = $50.00	
	Up to 10 computers = $100.00	
	Up to 20 computers = $150.00	
	Unlimited license = $400.00	_____
Printed Manuals	One copy is $8	
	2-4 copies Qty _____ x $7 each	
	5 or more Qty _____ x $6 each	_____
Disk Manuals	Full manual output from Ventura Pub.	
	Circle PCL or Postscript. $5.00	_____
Shipping & Expenses	Please add $2	$2.00
	Please add $3 for 8" disks	_____
	Shipping to Canada add $5 extra	_____
	** T O T A L **	_____

Disk size & quantity   [__] 3½"   [__] 5¼"   [__] 8"
Drive density   [__] Low (DD) required   [__] High (HD) ok

NOTE that WML has been delivered to and accepted by customer. All prices are in U.S. or Canadian dollars. Please contact me for orders to other countries. Orders to New York State please add sales tax for your area or

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provide a copy of your resale certificate.

Mail this page with your cash (use Registered mail), cheque or money order to Angel Babudro, 28 Mulberry Street, Clinton, NY 13323-1506. Thank you!

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SYSTEM REQUIREMENTS

Any IBM-PC-compatible with a 720k floppy or better amd at least 350k of free RAM will work. I recommend an 80286 or faster, a hard disk, and MS/PC-DOS 3.3 or later. WML has been tested on MS-DOS 3.3 and 5.0. It should work properly under PC-DOS or MS-DOS version 3.1 or later. You will need about 400k of disk space for WML and its necessary files plus disk space for the files you will create. PCL laser printers are supported, including the LaserJet III and its scalable fonts. Epson-type printers are supported at this time. Please let me know your printer type when ordering so I can make sure I have it in the printer file.

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

WML was designed to manage relatively small mailing lists. Although the system is capable of handling 5.5 millions 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 700 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.

WML supports two printers concurrently — 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). The dot matrix printer should be Epson- or IBM-compatible. Please let me know which printer you have when you register and I will be sure to include it. Also, please let me know of any troubles you may have. I test everything on my NEC P5300, but that's no guarantee that it'll work for you. So check with me first if you have problems. Thanks!

FILES WHICH MAKE UP THE PACKAGE

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

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WML.EXE   The executable file
WML.HLP   The help file
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
READ.ME   A text file of late-breaking news; read this first
ORDER.FRM   Order form for all of my software
VEND-BBS.DOC Information file for BBS Sysops & Shareware
distributors

These are the files which are provided with the unregistered package.
Additional files will be created in the same directory as you use WML. The
Registered Edition also contains:

*.SFP   Portrait soft fonts
*.SFL   Landscape soft fonts
MAILCODE.SFL   Landscape USPS postal bar code font

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.

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).

Here's a more detailed explanation: Highlight "Preferences" and press
RETURN (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!

WML should be installed in its own directory. This not only help keep things organized on your hard disk, but it also speeds up execution as there is not as large a directory to search.

If you have old List Manager files or files made with WML prior to 6/30/90 please refer to the section on Importing WML 1.x Files. If you decide to place WML 2 in a different directory you should move or copy all of your DBF files into the new directory. Again, refer to the Importing WML 1.x Files section.

To start What Mailing List?, go to the disk and directory which contains the programme (e.g., "C:" <Enter> "cd \WML" <Enter>) and type "WML". In a second or two you will see the welcome screen and the menu will appear. On unregistered copies some licensing information is displayed and a 9-second reading pause is enflicted upon the unregistered user...

Using a Monochrome Monitor with a Colour Card

If you have a monochrome (aka Black & White) monitor connected to a colour adapter card then WML will use colours which may not be very readable. CGA adapters are the worst, VGA may look fine. In any case, you can start WML in monochrome mode by using the "/M" switch like so:

WML /M

Add the "/M" to your WML.BAT file using a text editor. An even better way is to use a menu, such as HDM. There are a few screens which do not "listen" to the /M — it's a low priority, but I am working to fix this. Please let me know if you have difficulty.

Using the Menus

I have used what I understand to be an SAA-compliant (Standard Applications Architecture, an IBM slogan) 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-

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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

WML has two status lines: at the top & bottom of the screen. At the top is the title of the programme and 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,
>   otherwise changes have occured. 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.

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MANAGING FILES

The choices under the File menu are New, Open, Close, Delete, Back-up, Restore, Format Floppies, Index, Pack, Import, Export, Select, Print, and Exit. Many of these options cannot be used at certain times (e.g., you have an empty mailing list file so the Select option is useless). When an option is not valid it will be "gray" with no highlighted letter.

Creating a New File

File/New let's you create new mailing list files. Up to 250 files can be managed by What Mailing List? (if anyone ever has a problem with this, let me know and I'll increase it). When you press RETURN while this option is highlighted you will be asked to enter a name for the new file. The name you enter will be check for proper syntax. In addition you will be warned if you enter the name of a file which already exists. A few seconds after you enter a valid name, your new file will be created, opened, and ready for use.

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** let's 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 a File / Close

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.

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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.[1] 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 it's indices) and will no longer appear on lists.

Making Back-up Copies of Your Files

File/Back-up protects your information by allowing you to copy it to another disk. Under the Preferences menu you should have decided how you wanted to perform a back-up -- using the DOS COPY command, ARJ, LHARC, or PKZIP. After you select this option you will see a summary of the files to be backed-up. If you have more than one floppy disk drive you will be asked to select one. All WML data files will then be backed-up to the floppy disk.

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 and select **File/Restore**. If you have more than one floppy disk drive you will be asked to select one, then the data files will be copied from the floppy disk onto your hard disk.

Formatting Floppy Disks

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

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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. **File/Format Floppies** lets you format a floppy disk to your computer's standard density without exiting WML. 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).

If you have What Floppy Format? (WFF.EXE) available somewhere in your search path WML will automatically access it for formatting floppy disks (so you can do whatever you want). You will receive a complimentary copy of the latest version of WFF with your WML registration.

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. When an item is marked for deletion from a mailing list file the records are not removed from the data base until this option is chosen. 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

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Highlight the type of file you would like to import and press RETURN.

<u>Importing ASCII Files</u>

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). The structure of a record is:

- First name (up to 15 characters)
- Surname (last name) (up to 15 characters)
- 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)
- Phone (up to 10 numbers)
- Phone Extension (up to 4 numbers)
- FAX phone number (10 numbers)
- BBS or other phone number (10 numbers)
- Group definitions (20 characters, ASC(1) through ASC(255) representing group #1 through 255)
- Comment #1 (up to 76 characters)
- Comment #2 (up to 76 characters)
- Comment #3 (up to 76 characters)
- Number of times this record has been printed (integer)
- Last mail date, Year (integer, ####)
- Last mail date, Month (integer, ##)
- Last mail date, Day (integer, ##)
- Bad address flag (integer True/False)
- Exclude from mailings (integer True/False)
- Selected for printing? (integer True/False[2]

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[2]Versions of WML prior to 6/26/90 had the Selected flag as the first item of a record. If you have files created with these older versions you can convert them with your old version of WML 1.x by creating a new data base and then importing the original file (File/Import/WML File). Then you can import the newly created file into WML 2.x and delete the old files.

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That's a lot of fields! Well, don't worry. You don't have to include them all. If your ASCII file only contains names and addresses, that's fine. Just put each entry on a separate line in the file. For example, your ASCII file might contain:

    John Doe,123 Main St,,Anywhere,CA,0000
    Jane Doe,321 Side St,Apt. 5,Somewhere,WV,0000

NOTE: Version 2.0 is only able to import the first 8 fields. Anything past these will be ignored. Version 2.1 will have complete flexibility in ASCII importing.

If you are importing another What Mailing List? file, you can choose whether to import all the records in the file or just those records which are selected for printing. This is a very handy way to separate a group of entries which have grown very large. For example, let's say you had a list of clients grouped by occupation and one occupation became very large. 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 WML 1.x Files

If you have been using version 1 of WML (or earlier versions of List Manager) you can import these files into WML 2. Please note that 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 haven't figured out a good way to allow disk drives to be navigated in this file lookup window, so you are restricted 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.

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Importing WML 2.x Files

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

Importing Other dBase Files

To import another dBase file What Mailing List? needs to know a few things. Once you type the name of the file you will see a screen of field names. These are the field names in the dBase file you are trying to import (only the first 40 fields will be shown). One at a time, What Mailing List? will ask for a corresponding field to its own fields. For example, it will first ask for the "NAME" field. Enter the number for the field which will be read into the "NAME" field (and subsequent others).

If the dBase file you are importing does not have a field corresponding to one of What Mailing List?'s, just press RETURN. If more than one field corresponds to one of What Mailing List?'s (e.g., the file you are importing has two fields for the name: first name & last name) just separate the fields with a plus sign (+). For example, you might enter "1+2" to combine field #1 and #2.

The fields you will need to define are the same as those shown for the ASCII Import specifications (above).

Export

Export is the reverse of Import: It allows you to send information to these file formats:
- ASCII
- WordPerfect merge
- Microsoft Word merge
- Ventura Publisher

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Most commonly information is exported to an ASCII file and then imported into a word processor, spreadsheet, or other programme. All export types except for WordPerfect and Word merge place all fields in the export file; the mail merge formats place only the name, address, city, state, zip code, attention, and phone information in the file.

WordPerfect Merge

When you select this option you will be asked for a file name. 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 use the file, run WordPerfect, import the file (Ctrl-F5, 1, 2) and save it.

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. To use the file, run Word then import the file.

Ventura Publisher

This is a special form of an ASCII text file. The resulting file will be given a "TXT" extension and each line of the data will begin 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

The file will be double-spaced since this is how VP determines end-of-paragraph in an ASCII file.

SELECT

This option lets you select or clear the records you wish to print. After you choose it, a new menu will appear with the options: Select, All, Group, Date, City, State, Zip, Individual, and Actions. "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-

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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.

The "Action" submenu lets you perform actions on the selected records. This is somewhat of a "query" function, if you like data base terminology. Once you have selected records you can reset the group settings for the records, flag them as deleted, or clear the delete flag. Please note that if you use the Group function it will **replace** existing group definitions with the new definition you specify.

To exit the Select menu, use the "Exit" option under "Select" (which is the only option available) or press the Esc key.

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 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

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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!

PRINT

This is the area of the programme which is really useful, because is puts your work on paper. This menu has options to print envelopes, labels, a group list, or to select the records you wish to print. 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:

Print Menu
|
Group List   Phone Book   Envelopes   Laser Labels   DM Labels

↳ Which printer?Select
                              return
                              address

Which Font?
Group List &
Phone Book:
Print & End   Define   Pick
                                                   labels   labels

Print
|
Update Times Mailed and
Last Mail Date
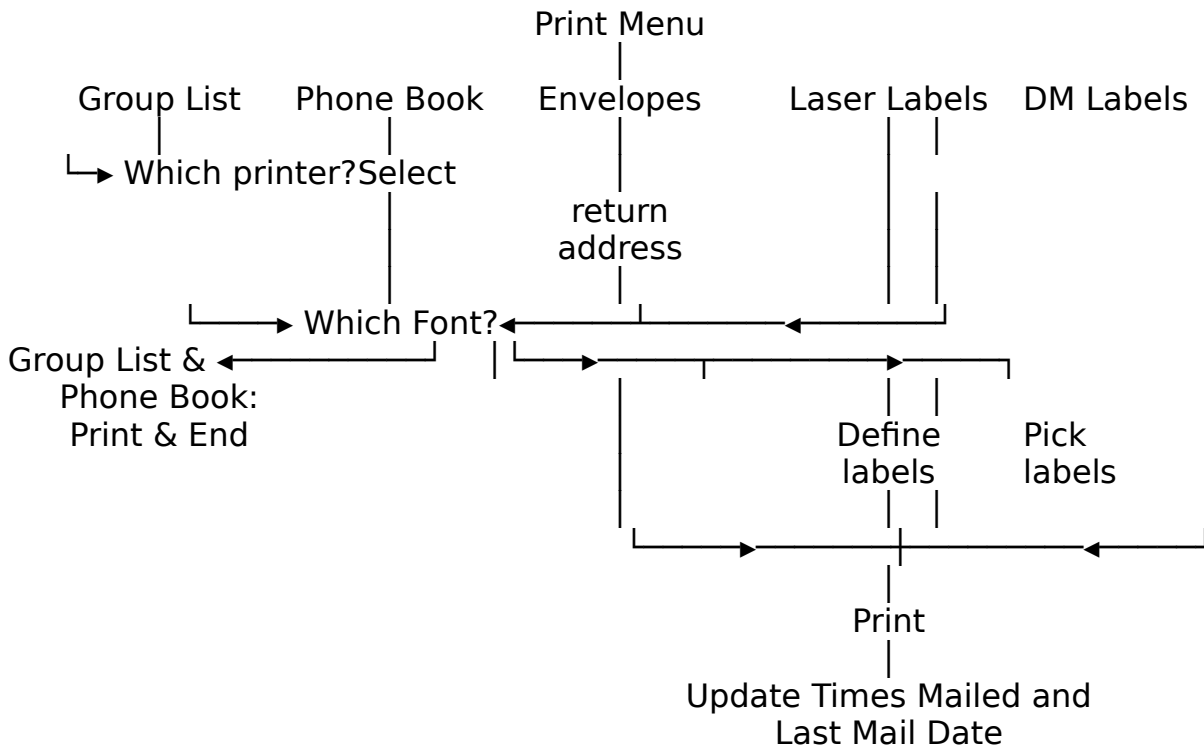
Group List

The **Group List** option lets you print a list of the groups you

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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.

Phone Book

Since WML can track phone numbers, it would be nice if it could **print** them, wouldn't it? Sure! A nice 2-column phone book, suitable for folding into one's pocket.

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).

Laser Envelopes

Laser Envelopes lets you print envelopes on your laser printer (I know WML works with a Panasonic KX-P4450 and a LaserJet III, and it should work on any PCL 1-5 laser printer).

First you will be given a choice of return addresses to print on the envelopes if any have been defined. If you did not set up at least one return address this menu will not appear and no return address will be printed. Otherwise you will see a menu of three choices: None, the first address, and the second address you defined. Select one and press ◀┘**Enter**.

Next you will be asked to select the font you wish to use for printing. If you opted to print a return address you will be asked twice

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for a font selection — for the return address and addressee. Use the up and down arrow keys to highlight a font then press RETURN. If you want to use a **soft font** just select the first option, "Select a soft font" and you will be prompted for a drive and path name, with the default being that which you set on the Preferences/Laser Fonts screen. Once you enter the drive and path you will be given a list of soft fonts ending in SFL (landscape fonts). Highlight a font and press RETURN, or press Esc to cancel the print operation.

Following font selection any soft fonts will be downloaded (including the postal bar code font, if present) and the envelopes will be printed. After they are printed you will be asked if you want to update the Times Mailed and Last Mail Date for the records printed. Answer by pressing the RETURN key for "Yes" or the Esc key for "No."

Laser Labels

Select this to print sheets of labels on your laser printer. You will be asked for the specifications of your labels (number across and inches (vertically) between labels), and the font you would like to use.

Continuous Labels (dot matrix)

Select this to print continuous-feed labels on your dot matrix printer. You will be given a list of label types from which to choose, followed by a list of your printer's fonts.

Please note that the default set-up for 1-across labels includes a left margin setting of 1½-inches. I set it this way because my printer's paper sensor is 1½-inches in from the left. You can use Preferences/Label Types to change this if necessary.

DATA ENTRY

This menu of What Mailing List? lets you enter data into a mailing list or define groups and abbreviations. "Names" accesses the mailing list entry screen. "Groups" accesses the group definition window. "Abbreviations" accesses the abbreviations definition window.

Names

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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 file in use has any entries the window will be filled with the first entry on file. If the file is empty, a blank (new) record 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 Moving Through the File

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

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

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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 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.

Help, Find, and Group (F1/F2/F3)

On the bottom of the screen you will see several function keys defined. To use a function just press the key shown.

F1   Help — Available only in State/Province field; 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/Province will be placed in the record.

F2   Find — Opens a window showing all of the entries on file. You can browse through the list to jump directly to the entry you want.

F3   Group — Opens a window showing all of the groups defined with arrows next to ones to which this record belongs. Highlight a group and

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press ⏎ **Enter**; the arrow will appear and disappear (toggle).

When you press **F2** Find you will notice new function keys at the bottom of the screen. You can press a letter or number to go directly to the entry beginning with that letter or number (please note that you will go to the first letter or number of the **index key** (name, company name, address, or zip code) which is displayed on the status line). Use the arrow and PgUp/PgDn/Home/End keys to move around the list. Press ⏎ **Enter** to use the entry which is highlighted.

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

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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 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

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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 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. zip codes) the city will also be filled in. If the exact zip is not on file, the city and state/province you enter will be remembered. The next time you type that zip code the city & state/province will be filled in automatically!

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

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belong to no groups at all, or it may belong to a maximum of 20 groups.

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

This is a handy feature of WML — it lets you define as many abbreviations as you want to be used in entering your data. Abbreviations will be used on the city, address 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.

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2.   by Company Name — will sort entries by Company Name plus 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

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quickly you'll barely know it was there). Now, when you go to the 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 either of the bottom two 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.

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Choosing a Back-up Method

Under the File menu is an option which allows you to back-up your data to floppy disk for safety. This back-up will use the DOS COPY command unless you use this option to change it.

After selecting this option you will see a menu of four choices of methods to use when backing-up: 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.

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.

Setting Envelope Size

I expect that most folks, like me, tend to use the same kind of

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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.

Defining your Printers

Before you can print anything you will have to tell WML what type(s)

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of printer(s) you plan to use. 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 down 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.

Default Directory for Laser Printer Soft Fonts

Version 2 of WML is much more flexible in handling laser printer soft fonts. After you set your laser printer, highlight this field and press **F3**. Enter the directory name on your hard disk (e.g., "D:\ VENTURA\") which contains your soft fonts. WML will check to see if the directory name you entered is valid and if it exists, and will inform you if not. Once set, WML will present a list of all available fonts whenever you need to choose one.

Duplicate Checking

If you want to have WML check for duplicate company names and/or addresses while you are entering information, just select either 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 necessary. The setting of these toggles will be saved when you exit WML.

Using duplicate checking is a good way to avoid duplicate entries which have different personal names attached to them or ones which have identical addresses but a different name. The drawback to duplicate checking is that it slows the computer down. If you are working on a large mailing list duplicate checking may be best turned OFF.

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HELP

The Help menu has two options: About and Index. About just gives you some information about your memory and a copyright notice. Index will give you a Help Index menu from which you may choose a topic and press ↵**Enter**, whereupon a helpful window of information will appear :) It's a handy (albeit brief) on-line manual, in other words.

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