MAILING

COLLABORATORS			
	TITLE : MAILING		
ACTION	*NAME*	*DATE*	*SIGNATURE*
WRITTEN BY		October 2, 2022	

REVISION HISTORY			
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Contents

Chapter 1

MAILING

1.1   Documents

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                            MAILING LIST MANAGER 1.0
                     DEMO VERSION

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                  Manual By Robert Moore

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           Click To Continue!
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1.2   Table Of Contents For Mailing List Manager

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                              TABLE OF CONTENTS
                       FOR
                 MAILING LIST MANAGER



              General Information

                 Introduction

                Requirements

              Installing MLM

                 Buttons

         The Fabulous Tutorial Section
```

1.3   General Information

```
                              DEMO VERSION
This archive includes a demo version of Mailing List Manager. We have added
all the features of MLM into this demo except you can not use the SAVE
option and you can't save the configuration. But I think you will agree
that we have included enough to wet your appetite. If you like what you
see and would like to get a full working version we are offering a SPECIAL
DEAL for you BBS users. The retail price of MLM is only $59.95 but for
mentioning what BBS you got this demo from we will offer you the full
package postage paid for only $45. Yes that's right folks only 45 bucks!
If you are interested please contact us at the address below.


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1.4   Introduction

```
                              INTRODUCTION

Welcome to Mailing List Manager, the bestest, friendliest, easiest-to-use
-est, niftiest li'l database and Mailing List Manager since Mauchly and
Eckert threw in UNIVAC's towel.

The strength of Mailing List Manager (unlike many other database programs)
is that it is extremely user-configurable and VERY easy to use.

Here's some of the features of Mailing List Manager:

 1. 10 User-defined Fields for Data Entry.
 2. Built-in text reader.
 3. Built-in Neato Phone and Fax Dialer.
 4. The ability to link external text files of any length to individual
    records is all yours.
 5. You can merge separate DataBases together into larger individual
    DataBases is also firmly within your grasp.
 6. The ability to save selected data out as a separate Database.
 7. Customize ALL field labels.
```

8. NTSC & PAL compatible.
9. Multiple label formats supported.
10. With the Mail Merge Feature, you can even insert DataBase information
    into pre-existing text files for bulk mailing or just have fun
    annoying the neighbors.
11. You can also save your DataBase as a separate text file for other uses
    as you see fit.
12. A Sample DataBase of information on how to reach your Congress
    Persons is included in this demo release.
13. Multiple display and sort features for displaying DataBases.
14. As you expected, you can also print Mailing Labels – in 9 different
    formats!
15. Through the Arexx port you can send your data to either PageStream 3.0
    or ProPage 4.0 and print high-quality texts and envelopes containing
    cool graphics.

Will Wonders Ever Cease?

1.5   Requirements

                           REQUIREMENTS

In order to run Mailing List Manager (hereafter referred to as MLM for
short) you must be operating WorkBench 2.0 or higher and you must have
at least 512K of RAM. If you plan to use MLM's output with ProPage or
PageStream, you should have at least 3 Megabytes of RAM. If you are
using Professional Page you need at least version 4.0 and if using
Pagestream you need at least version 3.0. These versions support Arexx
and that is how we talk to them. At the time of this demo release
Pagestream 3.0 had not yet been released and older versions will not
work with MLM. The hooks are in the program and the arexx scripts will
be released as soon as it starts shipping.

For Dot Matrix printers we support two label sizes which are 15/16" &
1 7/16". For Laser and Ink Jet printers we support 1" X 4" labels which
come with 20 on one sheet. All three of these can be found in any
office supply store.

1.6   Installing

                           INSTALLING MLM

In this demo version all the directories required are here. All you need
to do is add an assign of "MLM:" to where you have placed the files. For
example, if you extracted the archive to DH0: you will have a directory
on DH0: called MLM with all the files inside so just open a shell and type:

Assign MLM: DH0:MLM

It's easy, once You know the secret! All the features work in this demo
except the SAVE option and you can not save the configuration.

1.7 Buttons

```
                                           BUTTONS


Here's a quickie description of the buttons in MLM:

LOAD - Click on this button in order to load a previously saved Database
       (See
                 LOADING A NEW DATABASE
                 ).

SAVE - This button is used when you wish to save the current DataBase
       (See
                 SAVING DATABASES
                 ).

NEW  - This button is used when you wish to clear the current DataBase and
       start a new one. For your convenience, comfort and safety, when you
       click on this button indicating that you want to start a brand new
       DataBase a li'l window will pop up and ask if you are REALLY sure
       you want to do that. This is a friendly reminder in case you have
       neglected to first save the current DataBase. Of course, even if you
       HAVE saved the current DataBase this reminder will pop up anyway -
       we're just trying to save you the possibility of losing some data.
       (See
                 CREATING YOUR OWN DATABASE
                 ).

DISPLAY - This button is used when you wish to change the way the records
       will be displayed in the left hand window. By default, all records
       in this window will display the Last Name and Zip Code. As with many
       things in this program, if you wish to change this default, you may
       do so from the Configuration screen (See
                 CONFIGURING MLM
                 ,
        and
                 CHANGE DISPLAY
                 ).

ADD - Click this button when you are adding the first entry in a new data-
       base. A red cursor will appear to the right of the colon in field A.
       You are now ready to enter the new record.
       (See
                 CREATING YOUR OWN DATABASE
                 ).

DELETE - This button is used when you wish to delete the currently
       displayed record. In case you click this accidentally, another of
       our famous li'l windows will appear containing the names of the
       first and second fields of the current record and the question,
       "Are You Sure?" - if you're sure click YES, otherwise bail out and
       click NO (See
                 DELETING RECORDS
                 ).

TOP - The function of this button is to take you quickly to the very top
```

of the current DataBase.

BOTTOM – Conversely, clicking this button will take you quickly to the very
       bottom of the current DataBase.

000|000 – This isn't actually a button – clicking on it won't do anything.
       Its function is to be informative. The right number tells you how
       many records there are in the current DataBase and the left number
       tells which numerical record is currently being displayed. As you
       add or delete records the information displayed here will change
       accordingly.

<<< – As you hold this button down, the records will be displayed
       sequentially backwards through the current DataBase one at a time.
       As mentioned earlier, depending on your Preferences settings, if you
       DoubleClick this button or its opposite, the records will retreat or
       advance through to the top or bottom of the DataBase without
       stopping. There is no way to stop the records once they start moving,
       and if you are near the bottom of a large DataBase heading upwards,
       you might have a bit of a wait before you are given control again.

>>> – Basically this button performs the opposite function of the <<<
       button. As with the other button, be careful if you decide to
       DoubleClick this baby. Just hold the button down instead!

SORT – The function of this button is to sort the records displayed in the
       left hand window according to criterion you select
       (See
                 SORTING RECORDS
).

CONFIG – Click this button in order to gain access to the Configuration
       Screen and change any of MLM's default parameters.
       (See
                 CONFIGURING MLM
).

MATCH – This button is used when you wish to view or output certain
       selected records (see
                 MATCHING RECORDS
).

ICONIFY – When you click this button, MLM will turn itself into a cute
       little movable strip on the WorkBench window so that you can get
       to other things easily. Click once on the close gadget to return
       to MLM.

DIAL – Click this button if you wish to use MLM's built-in Phone or Fax
       Dialer Feature to dial the number of the currently displayed record.
       You have the options of dialing:

       1. For phone or fax
       2. With Pulse or TouchTone
       3. Using a modem or the computer's speaker

       (See
                 USING THE DIALER

)

ABOUT - This button serves no other purpose but to let you know which
        version of MLM you have, who wrote the program, who has copywritten
        it, and where you can write or call for more information on other
        Fine Products From Merlin's Software.

PRINT - This button is used when you desire to send the MLM's output to
        your dot-matrix or laser printer, a disk file, or to use in ProPage
        or PageStream (see
                    PRINTING DATABASES
).

EXIT - Click this button when you have completed your session with MLM. If
        you have made a change to the current DataBase without saving it
        first, MLM will warn you of this and give you the option of saving
        before you exit. Otherwise, MLM will merely fade to black and then
        return you to your regularly scheduled computer already in progress;
        but you'll get over it.

1.8   The Fabulous Tutorial Section

                    THE FABULOUS TUTORIAL SECTION

                    Multitasking With MLM

                    Print Info Sheets

                    Loading A New DataBase

                    Print Mail Merge

                    Change Display

                    Print Envelopes

                    Sorting Records

                    Print Mailing Labels

                    Using The Dialer

                    Putting It All Together

                    Matching Records

                    Creating Your Own DataBase

                    Changing Field Names

                    On Changing The Display

                    External Files

Saving DataBases

Deleting Records

Configuring MLM

Printing DataBases

PPage & Pagestream OutPut

1.9 Start Things Off

For purposes of clarity let's nail down some terms we'll be using ↩
here.
What this program does is create and manipulate DataBases. A Database
contains individual entries called Records. For example, the following
would qualify as a record:

Visual Inspirations
809 W. Hollywood
Tampa,
FL
33604
(813) 935-6410

This record contains individual lines which are referred to as Fields.

If this was all we had in our DataBase we could say that our DataBase
contains 1 record consisting of 6 fields. Get it? Good.

When you begin MLM you are first presented with 2 large windows, 1 small
window, and an array of buttons, but DON'T PANIC – unlike National Health
Care Reform this will be EASY, PAINLESS and COMPLETELY TAX-FREE.

The window on the left will display the list of records contained in the
current database. Naturally at first there will be no records visible
seeing as how we haven't yet loaded anything nor have we created a new
database. The window on the right will display the current record. The
particularly observant user will note that this window consists of 10
fields. They are all rather self-explanatory.

Along the bottom of the MLM screen are 19 friendly li'l buttons with
various functions which we'll describe as needed. For a quick description
of each button, see
BUTTONS
.

1.10 MULTITASKING WITH MLM

MLM will fully multitask with other Amiga processes as expected (eat your
heart out, Windows). You may click on the Front/Back gadget in the upper
right corner of the MLM Screen thereby pushing it out of your way for the
time being while you fiddle with something in the background. There is
another way of moving MLM out of your way and that is through the use of
this button:

ICONIFY

If you click this button MLM will "iconify" itself and turn into a little
movable strip at the upper left of the WorkBench window. If you don't like
it there, just click and drag it anywhere you desire. When iconifying, MLM
won't free up any memory, but it will take itself out of your way. To bring
MLM back, just click once on the close gadget and you're back in bidness.

Isn't that Special?

1.11   LOADING A NEW DATABASE

          LOAD – Click on this button in order to load a previously saved ↩
            Database.

This uses a standard Amiga requester. For those who are unfamiliar with
such an animal, the requester's main window shows you the files currently
present in the MLM:DataBases directory. Below this are two smaller windows.
The upper window (marked Drawer) shows you the current path and allows you
to specify the complete pathname to the location where your desired Data-
Base is located. By default, MLM will first look in the MLM:DataBases
directory (If you wish to change this default, see
                CONFIGURING MLM
              .
The lower window (marked File) allows you to type in the name of the Data-
Base you wish to load. If you get cold feet, the standard Amiga requester
will always provide you with a CANCEL button. If you click this then
nothing will be loaded. But where's the fun in that?

Naturally, the fastest and easiest way to load the desired DataBase is to
simply move the mouse pointer over the name of the DataBase you want and
Double Click with the left Mouse Button. MLM will then load this DataBase
for you.

In this release, we have supplied you with four sample DataBases. The one
called House.MLM contains a list of the names, addresses, phone and fax
numbers (and other relevant information) of the Congress Persons currently
elected to the United States House of Representatives. The DataBase called
Senate.MLM contains the same information for your United States Senators.
The DataBase called Movies.MLM contains information on 75 selected movies.
The last DataBase is called Sample.MLM and contains information on a number
of significantly fictitious persons which we have created for use with
this Fabulous Tutorial. (NOTE: ONLY THREE ARE INCLUDED IN DEMO)

Ok, now that you have clicked LOAD, doubleclick on the name: Sample.MLM.
Note that the first record in this DataBase is highlighted and the field
information on this record is visible in the right window. Just for kicks

click (always with the left Mouse Button) on another record in the left
hand window. Notice how when you do this, the selected record is high
-lighted in red and its field information is now visible in the right
window.

If you want to select a number of entries (perhaps to send to the printer
or to disk as a merged text file), merely hold down the shift key and
click on your selections in the left hand window. As you click on your
selections they will be highlighted in red. This is generally useful only
for selecting broadly differing records for immediate output since, after
you make your selections and release the shift key, a click on any other
records cancels the selections. For more specialized selection processes,
see
                  MATCHING RECORDS
                  .

1.12 CHANGE DISPLAY

                  Now let's say for instance that for some reason you don't want to ←
                    see the
records in the left window displayed by First Name and Last Name. Let's
say you'd rather see just the First Name and the Phone Number - nothing
simpler! Click once on the button marked DISPLAY and a new window pops up.

This gives you 7 different options for how to display the records in the
left window (For more on this see
                  ON CHANGING THE DISPLAY
). Click once
on the OK button next to FIRST NAME & PHONE # and the records will be
re-displayed showing only the First Name and the Phone Number. Take a
moment to experiment with the display button. Notice how, if you click
FIRST & LAST & ZIP CODE or FIRST & LAST & PHONE # then MLM will only show
the first initial of the First Name of each record.

1.13 SORTING RECORDS

This particular DataBase (Sample.MLM) initially loads the records showing
FIRST NAME & LAST NAME in the left window and these records are sorted
alphabetically by the information contained in the LAST NAME field. Just
supposing that you'd rather sort the records alphabetically by FIRST NAME.
In this case, click once on the button marked SORT. When you do so you'll
see a new window appear.

Click once on the OK button next to FIRST NAME and the records will be
re-sorted alphabetically on First Names. Experiment with sorting the
records on other fields and you'll quickly get the drift of how the sort
function works. The sort function works both alphabetically and
numerically.

1.14 USING THE DIALER

One of the very handy dandy features of MLM is the ability to dial ←
the
phone or fax numbers of the current record right from your computer. After
you click the DIAL button a series of windows will appear. First select
whether you wish to dial a Phone or a Fax Number. If there is no Phone or
Fax # in the current record, the dialer will inform you of this fact and
kick you back out since it has been given no number to dial. After you
select the Phone or Fax Dial option, MLM will ask if you wish to use the
computer's speaker or an external modem to dial the desired number. If you
use the computer speaker, make sure the volume is turned up, hold the phone
next to the speaker and click OK. If you use the modem option, make sure
your modem is connected and click OK. MLM will dial with either pulse or
touchtone depending upon what you have selected on the config screen (see

CONFIGURING MLM
).

For now just select Dial Phone and dial out with the computer's Speaker.
Pretty cool eh?

Bear in mind that if you have configured MLM to use pulse dialing, it will
only pulse dial through the modem, not the speaker. No matter what you
have configured the dialer to do, the speaker will only dial touchtone.

1.15 MATCHING RECORDS

Another feature of MLM is the ability to find and selectively view only
those records which meet your criteria. For instance, suppose that you
wanted to look at only those records which corresponded to individuals
living in the state of California. First click the MATCH button. A new
window appears.

We'll deal with the * symbol in a moment, For now, hold down the shift
key and press the delete key to erase the * symbol. The state names in
this DataBase are given in the standard 2-letter USPS code – therefore to
find all records corresponding to California, simply enter ca and press the
Return Key. When you do this, MLM informs you that it has found 3 records
which match your criteria and then highlights these three records starting
with the record nearest the top. The currently visible record is high-
lighted in white while the other matched records are highlighted in red.
A new window has also appeared below the current record window. This
window enables you to view your matched records.

The three buttons in this window function as follows:

PREV   will cause the currently displayed record to jump to the previous
        matched entry.
RETURN will terminate the view function and return you to MLM. The matched
        records will stay highlighted.
NEXT   will cause the currently displayed record to jump to the next
        matched entry. Whichever entry is the current record will be high-
        lighted in white, and all others will remain in red.

MLM is capable of performing other types of matches based on broader

criteria as well. This is the use of the * symbol. Click on the MATCH
button once again. The * symbol you see here is known as a wildcard. It
is the computer's quick way of saying "ANYTHING".

For example, if you type nothing after the * symbol in the MATCH window
and then press return, then every record in the DataBase will be matched
and highlighted in red (because anything matches). If you type *ER any
field which contains ANYTHING ending in ER will be matched (in this Data-
Base we'll match HOMER and POTTER). If you type N* any field or record
which begins with N followed by ANYTHING will be matched (here we'd
match only NORMAN).

One aspect of all of this which is important to remember is that where you
place the * is Very Meaningful. In our previous example when we typed N*,
we were telling MLM not only to match ANYTHING following an N, but we were
also telling MLM to match ONLY those cases where N is preceded by NOTHING.
This is why only NORMAN is matched and not SHERMAN POTTER or MONA LISA or
any of the other records containing an N. NORMAN is the only word which
qualifies as not only having an N, but also having an N with NOTHING
preceding it. If you had wanted to broaden the match criterion to find
ANY record containing an N, you would type *N*.

This clues you in to the fact that you may use any number of wildcards you
wish. For further example, if you type *ER* this tells MLM to match
ANYTHING preceding ER followed by ANYTHING else (our DataBase finds six
records which have information which matches this wildcard specification).
By the way, the MATCH feature is NOT case-sensitive. In other words *AB
will match crab or CRAB. Lastly, the MATCH feature works for numeric as
well as alphabetical entries.

There is yet ANOTHER wildcard as well, gang. It is represented by the use
of the - symbol. This wildcard functions in precisely the same way as the
* wildcard except that the results are exactly opposite. In other words,
- will match ANYTHING BUT the string you specify. For example, if you
wanted to examine all the records in the Sample.MLM DataBase EXCEPT those
containing information on individuals from California, type -ca-.

1.16   CHANGING FIELD NAMES

One of the many powerful features of MLM is the fact that you are not stuck
using one particular set of field names for your data. Therefore, you don't
have to use MLM strictly as a program to keep track of names and addresses.
Thanks to the ability to change and manipulate the field names, you can
also use MLM to create an orderly database of your CD and record col-
lections or you could create a database of Mom's Fave Recipes as well.
Shoot, if you really wanted to you could even use it to create a database
of top 10 reasons why we should continue to support the Space Program.
It's up to you (really - use the Congressional DataBases).

Supposing that you don't want this DataBase's field names to be so wordy -
you can change the name of any field you want quite easily. Simply click
once over the name of the field you wish to rename. A small window will
pop up prompting you to type in the new field name. You can quickly erase
the current name being shown in this window by holding down either shift
key and, while keeping it pressed, press the delete key. Then type in your

new field name and press the Return Key. Bear in mind that all field names
are limited to 10 characters, so don't expect to be able to use
Antidisestablishmentarianism as a field name.

Whenever you change the name of any field, in those places where that
particular field is referred to in another part of MLM (for example as in
the Display or Sort functions or on the Configuration screen), the new
field name will replace the default field name so that you can keep track
of which field you are referring to.

For example, click once on the FIRST NAME field. When the rename window
appears, while holding down the shift key, press the delete key. Next,
type 1ST NAME and press the Return Key. Then, using the same steps rename
the LAST NAME field to 2ND NAME. Finally click once on the DISPLAY button.
Note how the new field names have replaced their previous names. These new
names will replace their defaults everywhere in MLM where they might
appear.

1.17   EXTERNAL FILES

                Another handy feature of MLM is the fact that you can link any ←
                   given record
to an external text file of whatever length you choose. This gives you a
way to provide each record in a DataBase with an extended comment, or
another text relevant to the record.

You can also read, print and edit this external text file from within MLM
thanks to its built-in text reader and the ability to load an external word
processor (such as the default, ED). This is the function of the small
window and three buttons immediately below the current record window. Not
surprisingly, if there is no external file attached to the current record,
the window will read:

No External File Attached To This Record

However, if the current record does have an attached external file the
complete path and name of the external file will be shown in this window.
In the Sample MLM DataBase the record pertaining to JOE S. GARAGE has an
external file attached. Click on this record now.

If you wish to read an attached text click on the READ FILE button. This
takes you to MLM's built-in text reader. If you desire, you can read a
given text by using any other text reader you wish by making the requisite
change on the Configuration screen (see
                CONFIGURING MLM
).

The built-in text reader has several features of its own for ease in
reading a text file.

These options are displayed at the bottom of the text reader's screen and
are rather self-explanatory. Just click on the option you want. When you're
finished reading click on quit and you'll be taken back to MLM.

If you wish to attach an external text file to the current record click

once on the EDIT FILE button. A window will pop up and you are prompted
to enter a name for the external text file you wish to edit. By default,
MLM will always look first in the MLM:External-Files directory for external
files. You can always change this by specifying the path for any other
location when the requester window appears (see also
                    CONFIGURING MLM
).

If the MLM:External-Files directory (or whatever other directory you
specify) does not contain the name you type into the window, a new file
with this name will be created and loaded into C:ED (if it exists) which
will pop to the WorkBench screen. At this time you can make any changes to
the external file you wish. For more on using ED see your Amiga WorkBench
2.x 3.x User's Guide.

When you save the external file and then exit the text editor you will be
brought back to the MLM screen. The current record will now show the path
and name for the new external text file.

If you want to have a printout of the attached text file just click once on
the PRINT FILE button. A window will pop up and give you the option of
canceling the print file request in case you click this button accident-
ally. If you mean it, make sure your printer is on-line and click the OK
button.

1.18 PRINTING DATABASES

                    Printing entire DataBases is a snap with MLM. Click once on the ←
                       PRINT
button and you'll see this:

Print Info Sheets
Print Mail Merge
Print Envelopes
Print Mailing Labels

This gives you four options on how to print:
As for the particulars of each option - refer below. (For printing options
through ProPage or PageStream, see
                    WORKING WITH PPAGE AND PAGE STREAM
).

1.19 PRINTING INFO SHEETS

Print Info Sheets : This will print the record or DataBase using the form
in which each record appears in the Current Record Window.This printing
will also reflect any current Sort or Display option. You are given the
options of sending the output to the printer or to a disk file (If you
elect to send the output to a disk file rather than the printer, the
records will be output including the field name and field entry). You
are next prompted to specify how many columns you wish to print. After

that, MLM starts printing.

1.20   MAIL MERGE

                    Print Mail Merge : This is a very nifty feature using MLM's Arexx   ←
                      port and
it makes MLM suitable for form letters, bulk mailings or even your own
SweepStakes Entry Contest. This feature will allow you to insert inform-
ation from any field of selected records into the body of a pre-existing
text file and send the merged file to disk or to the printer. Since this
feature makes use of the Arexx port, just make sure that the program
RexxMast has been started before selecting Print Mail Merge. In fact, if
RexxMast hasn't already been started: using either the front/back gadget
at the upper right corner or the ICONIFY button, click MLM to the
background and start up Rexxmast now. Go ahead, we'll wait.....

The first step in a future Mail Merge is that you must create the text
file. Use any word processor you desire but MLM prefers those which do
not place a Carriage Return at the end of every line. For now, we have
included a sample Mail Merge file to help illustrate the configuration
requirements (and for laughs).

Configuring the text file is easy enough. For this purpose, each of the 10
fields of a given record from top to bottom are viewed as a variable from
A to J. Wherever you want to place information contained in a specific
field into a given passage, just refer to the field which corresponds to
the A to J variable and enclose it in <> symbols. (For more on Field Name
Variable Stuff, see
                   ON CHANGING THE DISPLAY
).

For example, if you use the Default Field Names they'll read:

FIRST NAME   <A>
LAST NAME   <B>
ADDRESS 1   <C>
ADDRESS 2   <D>
CITY   <E>
STATE   <F>
ZIP   <G>
PHONE #   <H>
FAX #   <I>
COMMENT   <J>

And if you want the introduction in your mail-merged text to read:

FIRST NAME LAST NAME, You May Already Be A Weiner!

Just type:

<A> <B>, You May Already Be A Weiner!

If you wish, MLM can also be used to merge the four lines of your return
address as entered on the Configuration Screen into your merge text as

well (See
                    CONFIGURING MLM
). For this purpose, refer to these lines as
<1> <2> <3> and <4>.

There are numerous and varied ways to use the Mail Merge option. You can
select a single record to merge or an entire DataBase. For your instruction
and amusement we have provided a sample text file which will illustrate the
insertion of nearly every field entry in a given record (and how to print a
matched entry). This same file is also provided for you as a PPage file to
illustrate ProPage Mail Merges (see
                    WORKING WITH PPAGE AND PAGE STREAM
).
For Maximum Amusement, perform the following:

1. Click on the MATCH button, type homer* and press the Return Key.
2. Click on the PRINT button.
3. Click on the PRINT MAIL MERGE button.
4. Click on the MATCHED button.
5. Click on the file SampleMerge.txt.
6. Click on PRINTER or DISK FILE (Remember to make sure your printer is
   online).

A. If you click DISK FILE a window will open up prompting you to enter a
destination for the merged text (also providing a CANCEL button – this is
your Next To Last Chance to bail out). By default this window opens on the
RAM disk. Select elsewhere if you desire.

B. Once you have decided where on the disk to put the merged text file and
click the window's SAVE button (or press return), one of our Famous windows
will appear informing you of which record in the DataBase is currently
being merged. You can click once on this window to abort the save and no
further merges will be performed.

C. If you clicked PRINTER, MLM will send the merged text output to your
printer but you'll still have the option of aborting any merge by clicking
on the info window.

Note that you can always bail out at the last moment with any of these
functions by merely clicking in the window as prompted.

After completing a Print Mail Merge or any other feature which utilizes the
Arexx port, MLM will create a file called MLM.log on your RAM disk. This is
a small text file which keeps track of the progress of Arexx scripts and
any errors which might be encountered while using the Arexx interface.

For further comparative analysis and/or amusement, here is the complete
text of our SampleMerge.txt file along with the record information for
HOMER SIMPSON:

FIRST NAME = HOMER   <A>
LAST NAME   = SIMPSON   <B>
ADDRESS #1 = 197 EVERGREEN TERRACE   <C>
ADDRESS #2 = EVERGREEN HEIGHTS   <D>
CITY   = SPRINGFIELD   <E>

```
STATE       = MI                              <F>
ZIP CODE    = 88888-8888                        <G>
PHONE #     = (777) 555-3644                     <H>
FAX #       =                                  <I>
COMMENT     = D'OH!                             <J>
```

<A> <B>, This is your lucky day!

Recently your name was selected from the many qualified applicants who
live in the great city of <E> to be part of this Very Extra Special Bonus
Offer Opportunity! <A>, how many times have you asked yourself "Why should
I, <A> <B> be forced to remain in my rut of poverty and neglect here at
<C>, <E> when others in the state of <F> are whooping it up and havin' a
ball?" Well, we here at AeroDyne Dynamix know how you feel, <A>. That's
why we have personally selected you from the <G> ZipCode Area to become
a part of the Exciting and Lucrative Mega-World of Government Defense
Contracting! Just think of the possibilities, <A>. A license to kill. A
free rein to produce whatever you want AND NAME YOUR PRICE! But wait <A>,
there's even more. No longer will the <B> family have to suffer under the
unreasonable burden of having to pay those nasty old income taxes - as a
Government Defense Contractor, taxes will be a thing of the past! Imagine
being the envy of your neighbors in the <D> area when you demonstrate your
power by crushing like bugs all who stand in your way! Just think of how
proud you'll feel when the President himself reaches for his Red Phone and
says "Hurry, get me <H>, we need a quick Police Action - On Credit!"

I know what you must be saying, <A>: "<J>, how can I get in on this
Exciting Super Dealie without further delay?"

It's so simple! Just send $79.95 today to your friends at:

AeroDyne Dynamix
(A division of Tomashitzu Industries)
1980 Easy Street
Almost AnyTown, USA
13579-1113

The possibilities with MLM are endless.

1.21 PRINT ENVELOPES

```
          Print Envelopes : This works only with ProPage or PageStream  ←
              output.
See
           WORKING WITH PRO PAGE AND PAGESTREAM
            .
```


1.22 PRINT MAILING LABELS

Print Mailing Labels : As advertised, this will print mailing ←
labels. When
printing labels MLM will use one of the 9 default formats which has
previously been set on the Configuration Screen (See
CONFIGURING MLM
).
When you select this print option, MLM will display a series of requesters:

1. First it'll ask if you want to print ALL the records, the MATCHED
records, or blow it off and abort. By the way, MATCHED means not only
those files selected by using the MATCH button, it also includes any
records you may have selected by holding the shift key and clicking on
desired records.

2. Then you'll be asked to select a destination for the output – Printer
or Disk File.

A) If you select Disk File, a requester window will appear and you'll then
need to type in the path and name of this file.

B) If you opt to send the output to the Printer, no requester window will
appear (since, presumably the computer knows where to find your Printer by
checking your Preferences settings).

3. Next a requester will appear prompting you to type in the number of
copies of each Mailing Label you wish to output to the Printer or Disk
File (the default is 1 – if you want to change this just type in the
number of copies you want.). With this function you could quickly make
yourself a shipload of self-addressed Mailing Labels (if the current
DataBase had a record with this information in it, that is).

If you send the output to a Disk File it will now begin saving and a window
will appear telling you what MLM is currently doing and where, followed by
a friendly Printing Is Complete! window. If you send the output to the
Printer there are a few more steps yet.

4. MLM will ask you what is the height of the Labels you are printing on
and offer you the two standard selections: 15/16" or 1–7/16"

5. Next, MLM will ask you to enter a number representing the number of
spaces from the left side of the label to begin printing.

6. After that, MLM will give you the opportunity to print a test label to
see if your labels are lined up in the printer properly. From this window
you can also go straight to printing without the test label or you can
abort the printing altogether. If you decide to test a label, MLM will
print out five lines of text in the size format selected earlier (15/16"
or 1–7/16"). After the test printing, this final window returns and you
can test another label or print or abort.

1.23   DELETING RECORDS

Should you desire to delete any given record, select the desired ←
one and

then click on the DELETE button. Just in case you made a mistake and you
don't REALLY want to delete this record, a warning window will appear and
give you the chance to abort. If you would rather not see the warning, you
may specify this by making the appropriate change on the Configuration
screen (see

                  CONFIGURING MLM
).

To illustrate a point to follow, before we continue, click on any record
and mercilessly delete it.

1.24 PUTTING IT ALL TOGETHER

Now, to bring you up to speed in an informative and Whirlwind fashion, for
the next part of our Fabulous Tutorial you'll need to load the DataBase
called Movies.MLM.

Click the LOAD button.

Note how by having deleted one of the records in the previous DataBase a
moment ago and not saving this new version before loading another DataBase,
MLM will remind you that unsaved changes have been made and asks if you
wish to save these changes. Since we've been working with the Sample.MLM
DataBase, you can ignore this window and load the new DataBase with
impunity (that is unless you really feel the need to save changes made to
a DataBase which contains fictitious information – but hey go right ahead
and save it again if you want – just make sure you're not working from the
original disk!).

Now DoubleClick on the name: Movies.MLM.

We have included the Movies.MLM DataBase both for tutorial purposes and for
interesting informational tidbits. This DataBase contains 75 records each
of which are linked to an external file. Thanks to Col Needham & Andre
Bernhardt for the info included in this database.

Once Movies.MLM has finished loading, note that the field names are
completely different from what you have seen thus far.

```
MOVIE NAME  :
DIRECTOR    :
WRITER #1   :
WRITER #2   :
WRITER #3   :
WRITER #4   :
YEAR MADE   :
MUSIC       :
CINEMA      :
RATING      :
```

Note also that this DataBase is displayed showing MOVIE NAME and YEAR MADE
in the left hand window and that the records are sorted on MOVIE NAME.

Now for the fun part:

To see the movies displayed sorted by YEAR MADE, click on the SORT button
and select YEAR MADE. Now the oldest movies are at the top and the newest
at the bottom.

To see the movies sorted by RATING, repeat the above and select RATING.
Now you see the movies displayed according to their critical acclaim with
the lowest ratings at the top.

Now click the DISPLAY button and select DIRECTOR & YEAR MADE. After that,
click on the SORT button and select DIRECTOR. Now you're seeing the
alphabetized list of who directed the movies and what year they were made.

If you wanted to browse through the movies which were directed by Steven
Spielberg, click once on the MATCH button. When the match window appears
type *spielberg and press return.

To browse through the movies made in 1984, click once again on the MATCH
button, type *1984* and press return.

Moving ahead, click on the DISPLAY button and select DIRECTOR & MUSIC.
After that click on the SORT button and select RATING. Now the DataBase
is showing the lowest rated movies at the top with who directed it and
who wrote the music as well.

Click on the TOP button. This will cause the display to jump to the very
top of the DataBase (Conversely there is also a BOTTOM button which will
move quickly to the very bottom of the DataBase). Now, to move forward or
backward one by one sequentially through the DataBase, click on the >>>
button to move forward and the <<< button to move backward. Note that
above these 2 buttons is a small window disguised as a button which is
telling you at any given moment where you're at in the DataBase: the right
number tells you how many records this DataBase contains and the left
number tells you what record you're currently viewing. As you add or
delete records the information displayed here will change accordingly.

One note of warning: Depending on your Preferences settings, if you Double
Click either the >>> or the <<< button the records will advance or retreat
all the way to the other end without stopping. Be careful about doing this
because there is no way to stop the records once they start moving, and if
you are near the top or bottom of a large DataBase you'll have to wait a
long time before you can regain control again.

Don't forget to read the external files attached to these screen gems.
They're short and informative (who could ask for more?).

1.25   CREATING YOUR OWN DATABASE

                Now that you've had a taste of somebody else's DataBase, try one ↩
                    of your
own using your personal address information.

First click once on the NEW button. When you do you'll see a warning window
telling you that the current DataBase has been changed and "Do You Want To

Save It First?". Click NO and not only is the slate wiped clean, but all
field names will revert to their defaults.

Next click once on the ADD button. The cursor appears in the FIRST NAME
field. Type in your first name. In the unlikely event that your first
name is longer than 40 characters, don't bother because it won't fit –
sorry. All field entries are restricted to 40 characters.

Always follow any information typed into a field with the Return Key. This
will cause the cursor to jump below to the beginning of the next field. In
case you need to re-enter data in a previous field after you have pressed
the Return Key, just press Shift+Tab (that is to say, while holding down
the shift key, press the Tab key) and the cursor will jump up one field.
You can also point and click with the mouse to move among fields.

It doesn't matter whether or not you capitalize the information you type
into the fields as MLM will by default auto-magically capitalize them for
you. However, if for some reason you would rather that MLM not perform
this truly nifty function on your behalf, we have grudgingly given you the
option of changing this default from the Configuration screen (see

                CONFIGURING MLM
). This function only works with field entries. The
names of the fields themselves will always be displayed in upper-case
letters.

When you have typed in all of your pertinent personal information be sure
to press the Return Key after your entry (if any) into the COMMENT: field.
Now your record will be displayed in the left hand window using the default
Display FIRST NAME & ZIP CODE (to change , see
                CONFIGURING MLM
)
and the cursor will jump to the top of the field list to await further
data entry. Thus, using information on a few friends (or enemies), type in
a few more records until there's 3 or 4 records in the current DataBase.

1.26   ON CHANGING THE DISPLAY

Note that when you change the display in the left hand window there are 7
different ways to show the information – but they are predicated on
certain set combinations of only certain fields.

Recall for a moment the way that the Print Mail Merge feature treats the
fields from top to bottom as variables from A through J. If we were to
apply this treatment to the seven different ways to display a record in
the left window, our selections are limited to:

```
LAST NAME & ZIP CODE    (Field B and G)
LAST NAME & PHONE #     (Field B and H)
FIRST NAME & LAST NAME  (Field A and B)
FIRST NAME & ZIP CODE   (Field A and G)
FIRST NAME & PHONE #    (Field A and H)
FIRST & LAST & ZIP CODE (Field A and B and G – in this case and the
       following, only the first initial of field A
       will be displayed)
```

```
FIRST & LAST & PHONE #   (Field A and B and H)
```

These 7 are your only combinations. For instance, while you can display:

```
LAST NAME & ZIP CODE     (Field B and G)
```

you cannot display
```
ZIP CODE & PHONE #       (Field G and H)
```

Bear this in mind when setting up the relationships between fields and their names in your DataBases. If, oddly enough, one of your DataBases was set up with field names like so:

```
PHONE #        (Field A)
COMMENT        (Field B)
FIRST NAME     (Field C)
FAX #          (Field D)
ADDRESS 1      (Field E)
ADDRESS 2      (Field F)
LAST NAME      (Field G)
STATE          (Field H)
ZIP CODE       (Field I)
CITY           (Field J)
```

It would be rather difficult to display the records sensibly in the left window due to the seven-option limit.

1.27 SAVING DATABASES

Now, if we wish to save our small DataBase, click once on the SAVE button and a requester window will open:

This window gives you three save options:

1. If you click COMPLETE, the entire current DataBase will be saved. The save requester will pop up and you may then type in the name you wish to give to the DataBase and the directory where you wish to save. If you have already given the current DataBase a name and saved it, this name will auto-magically re-appear in the File Name window.

2. The MERGE button is used if you wish to merge (join) the current DataBase with another one and save both as a separate larger DataBase containing all records from both DataBases. After you click MERGE, the requester will pop up and you may then select another DataBase to merge with the current one. After you select the second DataBase, MLM will then ask if you wish to create a new file containing the complete merged DataBase or if you would rather append the current DataBase to the one you just selected. If you decide to create a new file, the requester will pop up again and you may then specify the name of this new merged DataBase.

3. If you click MATCHED, only those records you have selected will be saved. You can select multiple records by either using the MATCH button or by clicking once on each record you wish to select while holding down the Shift key.

When saving, you might wish to add .MLM to the name of the DataBase in
order to distinguish it from other file types (but it's not necessary).

MLM will save the current DataBase in whatever display or sort format it
was in at the time of the save. If you had records displayed in the left
hand window by FIRST NAME & LAST NAME and sorted by PHONE #, they will
remain this way when next you re-load the DataBase. This is independent
of the defaults selected on the Configuration screen.

If you wish to delete any record, first click once on the record in the
left hand window. Then click once on the DELETE button. One of our patented
Friendly Windows will then poot forth and ask if you are sure you wish to
delete the record. As you might expect, click YES and the record is gone -
click NO and bail out.

Of course bear in mind that no changes will actually be made until such
time as you re-save the current DataBase. Therefore, Save Early And Often
For Safety. If you forget and try to exit MLM without having saved a
changed DataBase yet another Famous Window will appear and gently remind
you that you're about to lose some data.

1.28 CONFIGURING MLM

                At last, the one you've been waiting for. Click this if you desire ←
                    to
change certain default parameters. When you click this button a whole
new screen will pop up.

This screen is divided into two sides down the middle. Our description
begins from the top right:

Default Path Name: This is the full path name to the location of the
directory where you plan on storing your DataBase. In other words, if you
don't change this, then every time you ask MLM to load a DataBase, MLM will
first look in the MLM:DataBases directory. If you plan to save most of your
work to some other directory then click once in this window and then type
in the full path name to the desired directory. For instance, if for some
bizarre reason you like to save your DataBases to the NOT directory inside
the WHY directory located on the RAM disk, you would type RAM:WHY/NOT/
(you can leave off the last / if you wish) and MLM will look there first
for your DataBase.

Default DataBase Name: This is left blank because we wouldn't presume to
tell you what to name your DataBase. If for instance you decide that you
are going to be saving the vast majority of your work to a DataBase called
MINE, then just type MINE in this window. You might want to add the suffix
.MLM to the name of your DataBase so that you can tell immediately that
whatever precedes .MLM is an MLM DataBase.

Text Editor To Use: One of the way-cool features of MLM is that you may
append an external text file to any individual record. You can also edit
this record at will from within MLM. By default, when you tell MLM to edit
a text file (see
                EXTERNAL FILES
) it will look in the C: directory for

the program called ED and then load the text file. If you would rather use
a different word processor than ED (and frankly, who wouldn't?), simply
type in the full path name to the desired word processor. For instance,
if you like to use CygnusEd and you keep it in your Donuts directory on a
hard drive partition named BLOW:, then just type BLOW:Donuts/CED. Whenever
a text is loaded for editing, MLM will pop the editor's window to the
WorkBench Screen. When you have finished editing, MLM will return to
its own window.

Text Reader To Use: As stated earlier, MLM has its own built-in Text
Reader. If you wish to use it, just leave this entry alone reading
DEFAULT. There again, if you would rather use another Text Reader
(such as MuchMore), type in the full path name to the Text Reader you
like to use. It's Freedom of choice in action, folks.

The next four li'l windows are for you to type in 4 lines of your Return
Address. As a gentle clue we have provided you with sample information to
let you know what to put on each line. Just replace the text in these
windows with your own – MLM won't actually pipe through the FIRST NAME
LAST NAME etc. of a record – this is just sample info.

This information is called upon when you use MLM's Mail Merge or Print
Envelopes feature. When you print a mail merge it is the information
contained in these four lines which are referred to when you insert <1>
<2> <3> or <4> into the body of your mail merge text. As with the field
entries, you are restricted to 40 characters worth of information per line.

At the Top Left of the Configuration screen there is a scrolling button
called Select Output To Use. As you click on this button you are given
four choices of where to send the output when you click on the PRINT
button from the Main Window. Your selections are:

Dot Matrix   For Output to a standard 9, 12 or 24 pin Printer
Laser & Ink Jet For Output to a Laser or Ink Jet Printer
ProPage   For Output to be used within the ProPage Program
PageStream   For Output to be used within the PageStream Program

Naturally, if you do not own a Laser or Ink Jet Printer, or ProPage, or
PageStream, you will select Dot Matrix. For more on sending output to
ProPage or PageStream, see
                    WORKING WITH PRO PAGE AND PAGE STREAM
                .

Select Label Format: When you click this button, a window will appear
displaying one of 9 different formats which you may use in placing the
fields when you print a record (or collection of selected records) onto a
mailing label. The PREV and NEXT buttons will scroll and display these 9
choices for your perusal. If and when you see one you like just click OK
and that label format will be used when you print mailing labels. As with
the SORT or DISPLAY options, if you have changed the names of fields A, B,
C, D, E, F, G, or J the new names of these fields will be displayed here
rather than the defaults.

Default Display Option: By clicking this button, MLM scrolls through the
defaults which will control the way the records in the main screen's left
hand window will appear. It performs pretty much the same way as the
DISPLAY button on the main screen. Your choices are:

```
LAST NAME & ZIP CODE     (Field B and G)
LAST NAME & PHONE #      (Field B and H)
FIRST NAME & LAST NAME   (Field A and B)
FIRST NAME & ZIP CODE    (Field A and G)
FIRST NAME & PHONE #     (Field A and H)
FIRST & LAST & ZIP CODE (Field A and B and G - in this case and the
        following, only the first initial of field A will
        be displayed)

FIRST & LAST & PHONE #   (Field A and B and H)
```

If you do not make any changes, by default, records will display the Last Name and Zip Code. As stated earlier, if you change the default display for a given DataBase and then perform a save, the next time you load this DataBase the records will be displayed according to the parameter set during the last save. Also, if you have changed any of the field names, these new names will be displayed here.

Use All Capital Letters: This is a simple on/off toggle button. If it's set to ON (when you can see a check mark), MLM will auto-magically capitalize any entry you make into a field. For example, if this option is set to ON and you type "criminy" into a field, when you press return MLM will convert it into CRIMINY. If this button is set to OFF (no check mark) then you can mix and match upper and lower-case letters in a field at will. Remember that this only operates on Field information - Field names are always shown in Capital letters.

Ask Before Deleting: This is also a simple on/off toggle button. When this option is set to ON (check mark visible), MLM will put up a window asking you if you're sure you want to to delete a given entry before you accidentally delete something you'd rather keep. Naturally, if you set this to OFF, you're on your own and MLM will delete a given record without warning.

Maximum Records Allowed: This sets the maximum number of records allowed in a given DataBase during a given session of MLM. By default the maximum number is set to 500 for one very good reason: memory conservation. The more records you tell MLM to make space for, the less memory you'll have to devote to other things during the MLM session.

If you wish, you may set this as high as 9999, but your available memory will drop accordingly. Also, MLM allocates this memory space at the very beginning of your MLM session. Therefore, if you decide to set the maximum records to a lower number after MLM has started and the memory has already been allocated, MLM won't give it back. In order to get back this allocated memory and use it for multitasking with MLM, you must save the configur- ation with a lower number of maximum records, exit and then re-enter MLM; then you'll regain the memory space. If you do desire to reduce the default maximum records, just click once inside the small window, type the new desired number, hit return and off you go (provided you always SAVE, that is).

Type of Phone: This button determines which type of dial signal will be sent when you use MLM's Built-in Phone Dialer (see
                USING THE DIALER
)

- the choices are Pulse or TouchTone.

Select Field For Dialing: When you click this button a new window will
pop up:

This window allows you to select which of the 10 fields contains infor-
mation regarding Phone or Fax numbers. Otherwise, MLM will regard the
information in Field H as the Phone # field, and that in Field I as the
Fax # field. When this window pops up, first DoubleClick on the field
which contains the Phone #. This window will disappear and be replaced
by a nearly identical window: where you will DoubleClick on the field
which contains the Fax #. If you decide to back out and make no selections,
just click once on the Close gadget located in the upper left of the
windows as they appear. Again, as with related functions in MLM, if you
have changed the names of the various fields, these names will appear in
these two windows.

At the bottom right of the Configuration screen is a button titled Return
To Mailing List Manager. When you have finished configuring MLM to your
satisfaction, click this once and you will be returned to MLM. At this
time a window will appear asking you if you wish to save the current
configuration. If so, the current Configuration will be saved to a file
called MLM.config in your S: directory. This way, your personal MLM
Configuration Environment will be loaded every time you use MLM.

1.29   WORKING WITH PRO PAGE AND PAGE STREAM

                 Thanks to its Arexx port, MLM is fully capable of delivering   ←
                      information to
these two popular Amiga desktop publishing programs so that your mailings
can look their absolute best. Through ProPage and PageStream, you are given
the capability to add high-resolution graphics to your printed records,
Mail Merge texts or envelopes. In order for either DTP option to function
you must first:

1. Have RexxMast already started.
2. Select ProPage or PageStream Output from the Select OutPut To Use button
on the Configuration screen depending upon which of the two programs you're
going to use, of course (see
                  CONFIGURING MLM
).
3. Have ProPage or PageStream already running in the background.

From here on in, ProPage and PageStream operate identically so we'll just
refer to ProPage rather than having to say "ProPage or PageStream" when-
ever we refer to the DTP program in current use.

As stated before, when you elect to print a given record or set of records,
A window appears giving you four options on how to print:

Print Info Sheets: This will print the record or DatBase using the form in
which each record appears in the Current Record Window excluding the field
name. This printing will reflect any current Sort or Display option in use.

When you click this button, MLM will first ask if you wish to print ALL
records, MATCHED records, or ABORT. If you select anything other than
abort, MLM will send the selected record or records directly to ProPage
and create a page for them as well. If the record information exceeds the
length of the given page, ProPage will create new pages as necessary.

You will next be asked if you want the records placed on the page in 1, 2,
or 3 columns. Depending on which option you select, ProPage will place the
information in 1, 2, or 3 boxes on the page. These boxes will be indented
1/4" on the left and right and 1/2" on the top and bottom.

After the record information has been read in and pages created, you will
be prompted to select one of two output types: either Postscript (for
printing to a PostScript-Compatible laser printer) or Preferences (for
printing to a laser or ink jet printer).

Next you'll be asked whether or not you wish to eject the last page.
Finally, you'll be prompted to type in the number of copies of each page
you wish to print. This is the final stage in printing for all 4 printing
options and you can still bail out here as you are given the option to
cancel. If you do cancel, ProPage will unload the given record or records
and return you to MLM.

Print Mail Merge: This is little different from the previously described
method of printing a Mail Merge. However, in addition to having to first
create the document you're planning to Mail Merge with DataBase inform-
ation, you must also load this Mail Merge text into ProPage and save it
under the name MailMerge.PPage in the MLM:Rexx directory. This file MUST
be named MailMerge.PPage and it MUST be located in the MLM:Rexx directory
(really, no foolin'- it won't work otherwise). For more on creating and
saving a ProPage or PageStream file, refer to the respective manuals. For
your tutorial use we have provided the same Sample Merge text that we used
before as the MailMerge.PPage file located in the MLM:Rexx directory.

Once you elect to print ALL or MATCHED records, ProPage will appear with
your MailMerge.PPage file already loaded. You'll be asked:

1. To select PostScript or Preferences output
2. Whether or not to eject the last page
3. It you selected Preferences output, ProPage will now ask at what density
to print. Your options are from 1 to 7 with 1 being lightest and 7 being
darkest.
4. Finally you are prompted again to type in the number of copies of each
page you wish to print. Remember that you can always bail out here and
cancel the printing.

Print Envelopes: Here again, when you select this or any of the 4 printing
options you are first asked to decide whether to print ALL or MATCHED
records. After you decide this, ProPage asks you whether you wish to use
a Custom envelope or a Generic envelope.

If you select Custom, you must first have created your own Custom envelope
format with ProPage already. This Custom envelope MUST be called

CustomEnvelope.PPage and it MUST be located in the MLM:Rexx directory.
Again, for more on creating your own Custom envelope with either DTP
program, refer to the respective manuals.

If you select Generic, ProPage will create a generic 9 1/2" x 4" envelope
and place 2 boxes on the page. The first box will be located at the upper
left corner of the envelope and will contain the Return Address inform-
ation you entered on the Configuration Screen. The second box will be
placed near the center of the envelope and it will contain the address
information of the given record in one of the 9 Mailing Label Formats
previously selected on the Configuration Screen (see
                    CONFIGURING MLM
).

The Generic envelope is created using the file BlankEnvelope.PPage we have
provided for you located in the MLM:Rexx directory. As you may already have
suspected, this file MUST be named as such and it MUST be in this location,
so don't move or delete it.

As before, next you select PostScript or Preferences output, eject page,
print density, and number of pages to print. When finished, you are
returned to MLM.

Print Mailing Labels: After selecting ALL or MATCHED, ProPage appears and
asks whether or not you wish to indent the records. If you select YES,
then ProPage will place the records in 2 boxes side by side with the left
box indented 1 1/4" on the left. If you select NO, then ProPage will place
the records in 2 boxes with the side of the left box at 1/4" from the
left side.

The rest of the process is the same as the other 3 printing options: You
select PostScript or Preferences output, eject page, and number of copies
you wish to print.