File-Configure

Use this option to set up WorldMerge to communicate with your Internet mail account.

Real Name	Your name or your business name. This appears in the recipient's "From" box.
Return Address	Your email address goes here.
SMTP Server	Your Internet Service Provider's mail server. (*Example mailrelay.ispname.com*) Consult with your ISP to get this information.
Logging	Enable or disable WorldMerge auto logging. Mail results are saved as a file project.log that lists a history of each send operation to all addressees.

File-Exit
Exits WorldMerge.

File-New
Create a new mail merge project.   When you select New, the Wizard is invoked to set up the new project.

File-Open
Open an existing WorldMerge project.

File-Save / Save As
Saves the current project.   The message is saved in its original file.   If you typed in a new message, the message is saved as a text (txt) file.   The project status including the message send status and list selections is saved as a PRH file.   The project itself is saved as a PRJ file.   The PRJ file contains reference information for all files involved in the project.

Help About WorldMerge
Display WorldMerge release information.

Help Contents
Display this help file.

How to Send Email

    Start WorldMerge, Wizard launches.
    Select New to enter message manually.
    Select Existing to specify external text file.
    Select database type and filename.
    Select field name with Internet email address.
    (field names are specified in first text line in database).
    Select whether to launch help file automatically.
    Bring up the File-Configure dialog and set up mail
    connectivity parameters.
    In needed, type in the text message.
    Optional: enter merge fields in the message
    with Merge Field icon in toolbar.
    Optional: select or unselect names from the mailing list.
    Select Message-Send or press the Send icon
    in the toolbar to start the mailing operation.

    If needed, you can pause the operation with Message Pause.

List-Clear Status
Clears the status flags (check marks) that appear in the status field to the left of the
entries in the mailing list display and reset the index of sent messages to zero.   Be sure
you are ready to clear the status flags.   If you have sent mail to a portion of the mailing
list and paused with the Pause Send command, then do a Clear Status, you will not
easily be able to mail to the remaining portion of the list (without manually examining the
log and rebuilding your mailing list).

List-Select All

Selects and highlights all entries in the mailing list.

List-Select on Query
You can select mailing list entries based on a query you configure in this dialog.

List-Unselect All
Unselects all entries in the mailing list database.

Message-Attach
Attaches an external file to the message.

Message-Pause
If you select Message-Pause or press the Pause Send icon in the toolbar, the mailing operation is halted.   You can resume the mailing operation by again selecting Message-Send or pressing the Start Send icon in the toolbar.

Message-Send
Initiate the mailing process.   You must be dialed in or otherwise connected to the Internet and have an active Winsock connection.   WorldMerge sends the message to each of the selected addressees, one at a time.   Merge fields in the message are replaced with the corresponding fields from the mailing list database file.   Note that a valid Internet Post Office must be set up with the File-Configure option.   As each message is sent, a check mark appears in the status field to the left of each addressee in the mailing list display.

Toolbar

New = Create a new project

Open = Open an existing project

Save = Saves current project

Insert Merge Field = Places merge field in message

Attach = Attach external file to mail message

Start Send = Start or resume mailing operation

Pause Send = Halt mail operation

View Status Bar
Enable or disable display of the WorldMerge status bar.

View-Toolbar
Enable or disable display of the WorldMerge toolbar.

Edit Operations
These windows Edit operations affect only the text message window.

Undo   Undo last edit

Cut   Cut text

Copy   Copy text

Paste   Paste text

World Merge Reference

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How to Send Email

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Contact:
PEAK Solutions
thmatson@csn.net

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