

D-Mail Help Contents

Press a toolbar button to jump to it's Help screen.



 [Introduction To D-Mail](#)

 [Getting Started](#)

 [How To Use D-Mail Help](#)

 [About True North Computer Services](#)

 [How To Order D-Mail](#)

Introduction To D-Mail

D-Mail is an easy-to-use mailing list system with the following advanced features:

- Previews any print job on the screen.
- Imports and exports data.
- Copies addresses from one list to another.
- Classifies addresses using key words, or your own coding system.
- Flags addresses using search targets.
- Automatically records mailing date when addresses are printed.
- Uses dBASE compatible data files.
- Performs duplicate checking.
- Stores notes on each addressee which can be searched.



Created By True North Computer Services

True North Computer Services

The creators of D-Mail and Retail Plus, the affordable retail point-of-sale solution. We can be reached at:

PO Box 5101,
Huntsville, Ontario P1H 2K5
Canada

Phone (705)789-0928
E-Mail 71223.641@compuserve.com
Web <http://www.brainlink.com/~north/>

Please contact us if you wish to get more information about D-Mail or Retail Plus.

 [Table Of Contents](#)

 [D-Mail Order Form](#)

Mail Or Fax Order Form

Select "Print Topic" from the "File" menu to print this form.

Name:

Company:

Address:

Phone Number (important):

When you order D-Mail you will receive a serialized installation disk containing the latest version and unlimited phone support. Prices quoted are in U.S. funds.

QTY	ITEM	PRICE	TOTAL
_____	D-MAIL SINGLE USER LICENSE	\$39	_____
_____	D-MAIL MULTIUSER NETWORK LICENSE	\$95	_____
_____	DEMO OF RETAIL PLUS INVENTORY & POS	N/C	
Check One	<input type="checkbox"/> Shipping 1st class mail	\$5	_____
	<input type="checkbox"/> Shipping Federal Express	\$35	_____
		TOTAL	_____

SEND CHECK OR MONEY ORDER PAYABLE TO:

TRUE NORTH COMPUTER SERVICES
 PO BOX 5101
 HUNTSVILLE, ONTARIO P1H 2K5
 CANADA

VISA ORDERS CAN BE PLACED BY FAX OR VOICE AT (705) 789-0928

Visa Card Number: _____

Expiry Date: _____

Signature: _____

Print Full Name
 On The Visa Card: _____

Getting Started

 [How To Use This Help System](#)

 [How To Create A List](#)

 [How To Add New Addresses](#)

 [How To Open An Existing List](#)

 [How To Browse A List](#)

 [How To Print](#)

 [How To Copy Addresses Between Lists](#)

 [Return To Help Contents](#)

 [How To Order D-Mail](#)

How To Use D-Mail Help

D-Mail uses a standard Windows Help system. The buttons across the top are as follows:

Contents

Go to the basic starting point.

Search

Find a topic or set of related topics.

Back

Bitmap PaGo back to the previous help topic.

History

View a list of the topics you have visited.

<< **>>**

Skip up or down the list of help topics.

If you want to print a topic select Print Topic from the File menu. At the bottom of most Help topics you will see buttons that let you jump directly to related topics.

 [Introduction To D-Mail](#)

 [Getting Started](#)

Creating A New Address List

To start a new address list select New from the File menu. You can put addresses in the list by typing them in, copying them from another list, or by importing them from another database.

 [Adding New Addresses](#)

 [Importing Addresses](#)

 [Copying Addresses](#)

Adding New Addresses

There are five ways to add a new addresses to a list:

- 1 Press the New Address button in the data window and start typing.
- 2 Use the Add command on the Edit menu and start typing.
- 3 Use the Copy Marked Addresses command on the Tools menu to copy marked addresses from another list.
- 4 Use the Import command on the File menu to read in addresses from another system.
- 5 Use the Clone command on the Edit menu. This option is useful if you want to enter the same address again with minor changes.



[Copying Addresses](#)



[Importing Addresses](#)



[Clone An Address](#)

Copying Addresses Between Lists

You may wish to copy addresses between lists in order to create sublists from master lists. For example, say you want to give someone a list of all your Colorado addresses. You can use the Mark By Search command to identify the addresses you want, then use the Copy Marked Addresses command to create the sublist. There are several methods available to copy addresses between lists:

- Copy all marked addresses to another list.
- Copy all marked addresses from another list
- Copy only the current address to another list.



[Copying To Another List](#)



[Copying From Another List](#)



[Copying The Current Address](#)



[Marking Addresses](#)

Copy To Another List

You can copy addresses to another list by selecting Copy Marked Addresses from the Tools menu. A file dialog appears where you can choose the list to copy to. Only the marked addresses will be copied.

 [Copying Addresses](#)

 [Copy From Another List](#)

 [Marking Addresses](#)

Copy From Another List

You can copy the addresses from another list by selecting the Copy Marked Addresses command from the tools menu. A file dialog appears where you can choose the list to copy from. Note that only the marked addresses in the source list will be copied.

 [Copying Addresses](#)

 [Copy To Another List](#)

 [Marking Addresses](#)

Marking Addresses

What Are Marks?

Address marks provide a way for you to flag a set of addresses so that they will be included in an operation. Only marked addresses are included in the following:

- 1 Printing multiple labels or envelopes.
- 2 Copying multiple addresses from one list to another.
- 3 Deleting multiple addresses.
- 4 Exporting addresses.

How Can Addresses Be Marked?

There are several ways to mark addresses:



Click on the Mark checkbox in the data window.

	MR/MS	FIRST NAME
	Ms.	Gail
<input checked="" type="checkbox"/>	Mr.	Graham
	Mr.	Gordon

Double-click on the first column in the browse window.

Mark By Search

To mark multiple addresses select the "Mark By Search" command from the Tools menu.

Mark All
Unmark All
Flip All

To mark everything use the Mark All command. To unmark everything use the Unmark All command. To reverse the marked and unmarked addresses use the Flip All command. All of these are on the Tools menu.

 [Mark By Search](#)

 [Mark All Addresses](#)

 [Unmark All Addresses](#)

Mark By Search

This option allows you to mark all addresses that satisfy a condition, such as those in the same city or ZIP code. You can also use key words or codes to mark them. For example, if you use the Notes field to save information about your clients, or the UDF (User Defined) field to store a classification code, you can flag all the addresses that have something in common.

When you use the Mark By Search command you will see a dialog box that has the following:

- 1 Buttons to choose to mark or unmark the target addresses. This lets you do compound selections. For example, you could do a search that marks all addresses in Colorado, then do another one that unmarks all those in Denver. You now have a list that targets all Colorado addresses except Denver.
- 2 A list box where you to choose the field where to look for the search target (city, state, etc.).
- 3 A text box where you enter the word or characters to look for (Denver, Colorado, etc.).

REMINDER: Before marking addresses for a specific purpose you should first use the Unmark All Addresses command to clear all marks from a previous operation.



Marking Addresses



Mark All Addresses



Unmark All Addresses

Mark All Addresses

To mark all the addresses in a list use the Mark All command on the Tools menu.

This is necessary if you are going to do an operation that applies only to marked addresses and you want to include every address in the list. See Marking Addresses below for more information.

 [Marking Addresses](#)

 [Mark By Search](#)

 [Unmark All Addresses](#)

Unmark All Addresses

To unmark all the addresses in a list use the Unmark All command on the Tools menu.

This should be done regularly so you do not include any unwanted addresses in an operation. Be sure to do this before marking any addresses for deletion so you only remove the one you want.

 [Marking Addresses](#)

 [Delete Marked Addresses](#)

Delete Marked Addresses

To delete all marked addresses select the Delete Marked Addresses command from the Tools menu.

WARNING: When addresses are deleted they are gone forever. Always make backup copies of your work.

 [**Making Backups**](#)

 [**Delete Addresses**](#)

 [**Marking Addresses**](#)

Making Backups

Computer crashes happen, but they always happen to someone else...

However, if you want to be safe you should make backup copies of your address lists. This is important if you are about to delete a lot of addresses which you think you don't need any more.

To make a backup of any list:

- 1 Open the list using File / Open.
- 2 Put a diskette in the floppy drive.
- 3 Use File / Save As to copy the list to the diskette.

 [Open A List](#)

 [Save As](#)

Open An Address List

To open an existing address list select the Open List command from the File menu. You will see the first address on the screen with the new menu and tool bar that is associated with it.

You can, of course, open multiple lists and flip between them.

 [Browsing A List](#)

 [Finding Addresses](#)

Using The Data Windows

The Form View Window

This window displays one address at a time and shows you all the data. You can use it to add and edit addresses and to browse the data. Skip up and down the list using the last four buttons on the tool bar. If you want to move the tool bar place the mouse pointer along it's edge until the pointer turns into a hand. Click and hold the mouse button to drag the tool bar around the screen.

The Table View Window

This window shows your data in a table with rows and columns. It is a faster way to browse your list but not all data is shown. You can manipulate this window in the following ways:

- 1 To edit the data in any given cell just double-click on it. The text in the cell will be selected and the cursor will be at the end of the text.
- 2 To resize the window use the buttons in the top right corner or the drag handles on it's borders. This is standard for all Windows programs.
- 3 To scroll the columns horizontally use the scroll bar at the bottom.
- 4 To scroll the rows vertically use the scroll bar at the right side.
- 5 To rearrange the columns place the mouse pointer over the title of any column, click and hold the mouse button, drag the column where you want it then let go of the mouse.
- 6 To split the screen in two, place the mouse pointer over the vertical stripe at the very left edge of the window. The mouse pointer will turn into a vertical bar with arrows and the left side of the window will look like this:



Click and hold the mouse button while dragging the vertical stripe toward the middle of the window. When the screen is split where you want it let go of the mouse. Each side of the screen can now be scrolled horizontally without affecting the other.



[Finding Addresses](#)



[Browse Buttons](#)

Finding Addresses



There are three ways to bring up the Find Dialog in D-Mail.

F3

1 - Press the F3 key.

Find

2 - Select Find from the Edit menu.



3 - Push the magnifying glass button on the Tool Bar.

The parts of the Find Dialog Box:



The "Search In" list box. This is where you can choose the field in which to search for the target word. Click the mouse pointer on the arrow at the right side of the list box to show all the options.



The "Look For" text box. This is where you type the words or characters that you want to find. If you enter only one letter then the list will go to the first address found where the search field starts with that letter. For example, if you want to browse all the names that start with the letter S. Just enter that letter in the Look For field then press Find Next. You can now browse down the list of names beginning with S.



Once you have typed your selections click on the Find Next button. Each time you do this the list will jump to the next address that matches the search target.

The list behaves a bit differently if you are searching the Last name or Company field while the list is sorted by the same field. In that case the list jumps to matching records instantly as you enter characters. This allows you to locate names and companies quickly.

 [Mark By Search](#)

 [Sorting The List](#)

Sorting A List

You can sort your list by any of the following fields: Last Name, Company, City, State, UDF, Zip Code, or Last Mailing Date.

The sorting order you choose will apply to all the output to the screen or printer.

 [Browsing A List](#)

 [Rebuilding Indexes](#)

Rebuilding The Indexes

To re-build the index files for a list select Reindex List on the Tools menu.

D-Mail uses indexes to speed up many of it's functions. Index files are constantly being read and written. Because index files are so busy they can occasionally get corrupted, in which case they need to be rebuilt. One common symptom of a corrupted index is that you cannot find an address you know is in the list. You may also get a message saying there has been a file error. Reindexing the list usually clears up the problem.

 [**Making Backups**](#)

The Browse Buttons

To skip up and down a list you can use the last four buttons on the Tool Bar. They are in a group set apart from the others. These four buttons do the following:



- 1 The first takes you to the top of the list.
- 2 The second takes you one step up the list.
- 3 The third takes you one step down the list.
- 4 The fourth takes you to the bottom of the list.

These buttons correspond to the Goto command on the Edit menu. There are keystroke alternatives to using the mouse. These are CTRL-HOME, CTRL-P, CTRL-N, and CTRL-END.

 [Browsing A List](#)

 [Tool Bar](#)

Tool Bar

The Tool Bar is a row of buttons that appears across the top of the data window. It is visible only when there is a list open.



These buttons each have a corresponding item in the pull-down menus and are put on the data window for convenience. In order of appearance they do the following:



Print the current address on an envelope.



Print all data for this address, including the notes.



Delete the current address.



Find an address.



Sort the list.



Set the data window to form view.



Set the data window to table view.



Clone the current address (make an exact copy).



Go to the first, previous, next, or last address.



[Browsing a List](#)

Save List As ...

To save an address list to another file name or to another location select Save As on the File menu.

This is useful if you want to make a backup copy of the current list or copy the list to a floppy disk so you can move it to another computer.

 [Making Backups](#)

 [Copying Addresses](#)

Copy Current Address

You can copy the current address to another list by pressing F9 or selecting Copy Current Address from the Tools menu. A file dialog box appears where you can specify which list you want it copied to. If the file you want to copy to does not exist select New List from the File menu.

 [Copying Addresses](#)

 [Making A New List](#)

Importing Addresses

D-Mail can import addresses from other software and other computer systems by using a universal file format. Such a file is called a comma-delimited data file and most database systems can produce one. When creating a comma-delimited file to import into D-Mail you must use the following field order:

Field	Max Length	Description
Salutation	3	Mr., Ms. Dr. etc.
First Name	12	
Last Name	16	
Address line 1	30	
Address line 2	30	
Address line 3	30	
City	18	
State	4	Abbreviated state names
ZIP	10	
Country	15	
Work Phone	13	(999) 999-9999
Home Phone	13	(999) 999-9999
Fax Phone	13	(999) 999-9999
User Defined	30	Up to 30 characters

Once you have the data in comma-delimited form, copy it to your computer, start up D-Mail, and select Import from the File menu. A file dialog box appears where you can specify the location of the data file.

 [Exporting Addresses](#)

Exporting Addresses

When moving addresses to a different program or computer system you will need to use a universal file format. That format is called a delimited data file, and you can create one by using the Export command on the File menu. The export filename has a default extension of .DTA. The fields that are written out are:

Field	Max Length	Description
Salutation	3	Mr., Ms. Dr. etc.
First Name	12	
Last Name	16	
Address line 1	30	
Address line 2	30	
Address line 3	30	
City	18	
State	4	Abbreviated state names
ZIP	10	
Country	15	
Work Phone	13	(999) 999-9999
Home Phone	13	(999) 999-9999
Fax Phone	13	(999) 999-9999
User Defined	30	UDF up to 30 characters

Please note that only marked addresses are put in the export file.

 [Marking Addresses](#)

 [Importing Addresses](#)

Clone An Existing Address

To copy the current address select the Clone command from the Edit menu. This option is usefull if you want to repeat the current address with minor changes.

 [Copying Addresses](#)

 [Duplicate Checking](#)

Looking For Duplications

To look for duplicated addresses select the Duplicate Check command from the Tools menu. When this command is launched you will see a split window and a row of four buttons labeled Search, Delete Top, Delete Bottom, and Cancel. Press the Search button to start looking.

A duplicate is considered to be found if there are two addresses with identical names. Both addresses are displayed in the split window so you can decide if you wish to delete one of them. Press the Delete Top button to delete the upper address or press Delete Bottom to for the lower one. Press the Search button to keep going, or Cancel to quit.

 [Delete Addresses](#)

 [Making Backups](#)

Deleting Addresses

- 1 To delete the current address press the trash can button on the Tool Bar or select Delete from the Edit menu.
- 2 To delete multiple addresses select the Delete Marked Addresses command from the Tools menu.
- 3 To delete duplicate addresses select the Duplicate Check command from the Tools menu.

WARNING: Once addresses are deleted they are gone forever. Always make backup copies of you work.



Making Backups



Delete Marked Addresses



Duplicate Checking

Print Options

Each time you print something you will see a print preview on the screen and you will have options to run Print Setup, redirect the print job to a text file, or cancel the job. The exceptions are when you print a single envelope or a single record.

 [Printing Labels](#)

 [Printing Envelopes](#)

 [Printing Lists](#)

 [Custom Report](#)

Label Printing

D-Mail prints sheet labels on laser and ink jet printers. Some makers of ink jet printers will not endorse the use of laser sheet labels in their though many users ignore this disclaimer. Avery does make a series of labels specifically for ink jet printers. The label formats supported are:

- 2 - up labels - 1-1/3 inches by 4 inches, Avery No. 5162 for laser printers or No. 8162 for ink jet printers.
- Large 2 - up labels - 2 inches by 4 inches, Avery No. 5163 for laser printers or No. 8163 for ink jet printers. These labels are big enough o hold your return address as well as the estination address. These labels are big enough to show your return address.
- 3 - up labels - 1 inch by 2-5/8 inches, Avery No. 5160 for laser printers or No. 8161 for ink jet printers.

 [Print Options](#)

 [Print Setup](#)

 [Return Addresses](#)

Print Setup

To use the standard Windows printer setup feature select Print Setup from the File menu.

 **Print Options**

Return Addresses

Return addresses can be printed on envelopes or large 2-up mailing labels. You can store as many different return addresses as you wish, and pick the one you want for any given print job.

Storing A Return Address

- 1 Select Open List from the file menu and open the list called RETURN.DBF
- 2 When the data window appears press the New Address button and type in the return address.
- 3 Repeat step 2 for any additional return addresses.
- 4 Close the list. Note that ONLY return addresses should be kept in this list.

Selecting A Return Address

- 1 Select Open List from the file menu and open the list called RETURN.DBF
- 2 When the data window appears, scroll the addresses until the one you want is displayed.
- 3 Close the list. The address that was last displayed will be used when you print.



[Printing Envelopes](#)

Printing Envelopes

You can print one envelope or one for every marked address. Here's how:

Single Envelope

- 1 Place a #10 business envelope in your printer's envelope feed and press the envelope button on the tool bar. You will see options to print your return address, the U.S. Postal Bar Code or the contents of the User Defined Field (UDF) on the envelope.
- 2 When the print preview window appears select Print Setup from the File menu to display the setup options for your printer
- 3 Set the paper size to Envelope #10, then close the Setup window.
- 4 Select Print from the File menu.

Multiple Envelopes

- 1 Mark the addresses you want to print.
- 2 Place a stack of envelopes in your printer's envelope feed, select Print from the File menu, then select Envelopes. You will have options to print your return address, the U.S. Postal Bar Code or the contents of the User Defined Field (UDF) on the envelope.
- 3 When the print preview window appears select Print Setup from the File menu to display the setup options for your printer
- 4 Set the paper size to Envelope #10, then close the Setup window.
- 5 Select Print from the File menu.



[Return Addresses](#)



[Print Options](#)

Printing A List Of Addresses

To print a lookup list select Print from the File menu then select Address List. Remember that only marked addresses are included in the print job.

 [Print Options](#)

 [Marking Addresses](#)

Closing A List

To close a list select the Close List command from the File menu.

 Open A List

 Delete A List

Delete A List

To delete an old address list select Delete List from the File menu. Note that this command is only available when there are no lists open.

 Close a List

Exiting from D-Mail

To quit D-Mail select the Exit command from the File Menu.

Flip All Marks

This command causes all marked addresses to be unmarked and all unmarked addresses to become marked. This is useful if you select a group of addresses for a given operation, then want to do something else with the rest. For instance, lets say you have a list that contains all your addresses in Colorado, but you want to print one set of labels for Denver and another set for the rest of the state. Just use the Mark By Search command to mark all the Denver addresses and print your first batch of labels. Now use the Flip All command to reverse the marks and print your second batch.

 [Marking Addresses](#)

Mailmerge For Word Processing

Until recently word processors only worked with their own particular (and sometimes peculiar) address files, but this has fortunately changed. It is now possible to read merge data from a number of sources, including dBASE files and the universal comma-delimited files. D-Mail offers both.

dBASE Merge Data

To read addresses directly from D-Mail, just set your word processor to read dBASE data. For example, in Microsoft Word go to the Tools menu, select Mail Merge then select Data Source. A file dialog pops up where you can pick the D-Mail list you want to use. If you only need some of the addresses in a list, mark them and copy them out to a list of their own before proceeding with the merge (see the Copy Addresses command).

Comma-Delimited Merge Data

If you need to use comma-delimited data files you can create them with the Export command on the File menu. Most word processors require that the first line contain the name of the fields as they will appear in a merge document. When you run the Export command you will be asked if you want the first line to contain these field names. If you choose to do so the first line in the data file will look like this:

SAL, AAFNAME, AALNAME, AATITLE, AACOMPANY, AASTREET, AACITY, AAST, AAZIP,
AACOUNTRY, AAWORKPHONE, AAHOMEPHONE, AAFAXPHONE, AAUDF

These are the field names you should use when setting up a merge document. As you can see most of the fields begin with the letters AA. This makes sure that they always appear on the first line of the data file no matter how the list is sorted.

 [Exporting Addresses](#)

 [Copying Addresses](#)

 [Marking Addresses](#)

Printing All The Information

This command prints all the information you have in the current record. It lists the address as well as the phone numbers and all the notes. Only one record per page is printed.

 [Print Setup](#)

 [Print Options](#)

Print Custom Report

If you need a special report or print job created for you, call us at (705)789-0928 and we will send it to you for a fee of \$45. You can then run it using the Print Custom command.

If you want to create your own report you can do it with ReportPro for Windows made by DataPro Inc. Design the report, call it "CUSTOM" and print it from D-Mail.

 [Printing Options](#)

Print Preview



When you print from the Print menu you are always shown a print preview window that shows you what the page will look like. It has the following options:

- The Arrow buttons let you page forward and back.
- The Page button lets you view a specific page number.

- The In or Out buttons let you see a full page or a closeup.
- The Print button starts printing.

- The Close button lets you cancel the print job.

Please note that no preview screen appears when you use the print options that are on the tool bar i.e. printing a single envelope or a single record.

 [Print Options](#)

Printing Name Tags

To print name tags select Print from the File menu then select Name Tags. Remember that only marked addresses are included in the print job. Use Avery Name Tag #5383 for these.

 [Print Options](#)

Printing Rolodex Cards

To print Rolodex cards list select Print from the File menu then select Rolodex Cards. Remember that only marked addresses are included in the print job. Use Avery Rotary Card #5385 for these. To make the company name appear on the card before the person's name just sort the list by company before printing.

 [Print Options](#)

Rebuilding An Address List

Data files in a computer can become damaged. It happens more often with hard drives that are old or nearly full. Rebuilding a list makes a fresh copy of both the data and the index files. You are prompted for a new file name so the old list will still be available. The Rebuild List command is found on the File menu and appears only when there is no active list selected. Just close the active list and it will be available.

 [Making Backups](#)

System Information

Select Get Info on the View menu to see a window containing information about your list and your system such as:

- 1 How many addresses are in the current list?
- 2 How many are marked?
- 3 What is the sorting order?
- 4 How much disk space do I have?
- 5 Etc...

Mostly the information shown is useful when you are trouble shooting.

 [Rebuilding Indexes](#)

Flip Mark

As you are browsing a list you may wish to mark or unmark some addresses as you go. To do this you can:



Click on the Mark check box in the data window...

	FIRST NAME	LAST NAME
X	Gail	Corrigan
	Graham	Donneley
	Gordon	Fellows

or double-click on the mark check box in the Browse window

 [Marking Addresses](#)

 [Tool Bar](#)

 [Browsing A List](#)

Undo

To undo the last change to a field in a data window select Undo from the Edit menu.

 [Browsing A List](#)

View All Or Only Marked Addresses

At times it may be convenient to see only those addresses that satisfy a certain condition. In order to limit the scope of the addresses that appear in the data window, use the Mark By Search command to mark those you want to see, then select the Marked Addresses command from the View menu.

For example, if you just want to see only the addresses in Colorado, use Mark By Search to flag them. Now when you select View Marked addresses, those are the only ones that appear.

To go back to displaying all addresses select View All from the View menu.

 [Marking Addresses](#)

 [Mark By Search](#)

