



D-Mail Windows Mailing List Manager

Version 1.5

Introduction

D-Mail is a full-featured, easy-to-use mailing list system with the following advanced functions:

- Creates master lists and subsidiary lists.
- Copies addresses between lists using point-and-shoot or by search targets.
- Previews print jobs on the screen.
- Imports and exports addresses.
- Classifies addresses using key words, or your own coding system.
- Flags addresses using search targets.
- Automatically records mailing date when addresses are printed.
- Performs duplicate checking.
- Stores notes on each addressee which can be searched.
- Prints return addresses on envelopes or labels.

Minimum System Requirements

- Windows 3.1 or 3.11 or Windows 95
- VGA monitor (min 640 X 480 resolution)
- A printer that can print sheet labels and standard business envelopes (#10).

Installing D-Mail

D-Mail comes with a Windows install program. To run the installer use the Windows File manager to locate the D-Mail files and double-click on SETUP.EXE. This will install D-Mail in it's own program group with icons. The D-Mail help screens may be all you need to get oriented but you can print this file if you need a hard copy manual.

The installation process will place the U.S. Postal Service Bar Code font (USPSBC.FOT) in your Windows System directory. D-Mail will try to use this font to print postal bar codes on your envelopes without installing it in your regular font list. If your system has trouble printing bar codes you will have to use the font manager to install it.

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

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 re-enter an address with changes.

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:

1 - Copy all marked addresses 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.

2 - Copy all marked addresses 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.

3 - Copy only the current address to another list. 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.

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 labels or envelopes.
- 2 - Copying addresses from one list to another.
- 3 - Deleting 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
X	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.

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

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.

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.

Flip All

Another way to mark multiple addresses is with the Flip All command. This 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.

Deleting 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.

Viewing 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.

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.

Using The Data Windows

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.

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 its 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 its 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



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

F3

Press the F3 key



Push the magnifying glass button on the Tool Bar

Find

Select Find from the Edit menu.

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.

Find Next

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.

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.

The last four 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.

The tool bar can be moved to any location on the screen. Just move the pointer to the tool bar border till it turns into a hand then click, hold and drag.

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.

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

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.

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.

Looking For Duplications

To look for duplicated addresses select the Duplicate Check command from the Tools menu. When this command is lauched you will see a split window and a row of four buttons labeled Search, Delete Top, Delete Bottom, ans 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 wisht 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.

Deleting Addresses

1 - To delete the current address press the trash can button on the Tool Bar or select Delete fom 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.

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.

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.

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

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.

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.

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. To make the company name appear before the person's name just sort the list by company before printing.

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.

D-Mail Order Form

True North Computer Services
PO Box 5101, Huntsville, Ontario P1H 2K5 Canada
Phone or Fax (705)789-0928
E-Mail 71223.641@compuserve.com
Web <http://www.brainlink.com/~north/>

Name: _____

Company: _____

Address: _____

Phone Number (important): _____

When you order D-Mail you will receive installation disks containing the latest version and unlimited telephone 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	N/C	_____

Check One Shipping 1st class mail \$5 _____
 Shipping Federal Express \$35 _____

TOTAL (check or money order
payable to True North C.S.) _____

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: _____