

Sheet1

PROC,C,10 MESSAGE,C,79

ACHOICE To make a selection, use the up and down arrow keys to highlight the
ACHOICE item you want, then press <ENTER>.

ADD Adding new records:

ADD

ADD Simply type the data into the fields. Press <Pg Dn> when finished.

ADD During data entry, the program will test several fields for

ADD validity: Prefix, First Name, and State.

ADD

ADD For the Prefix field the program will accept Mr., Mrs., Ms., Mr. &

ADD Mrs., Dr., The Hon., Prof., etc., most military ranks, like Lt.

ADD Cmdr., and a number of other titles (try the ones you need to see if

ADD they are accepted), as well as the special prefixes Mr./Esq.,

ADD Ms./Esq., Dr./Phd, Ms./Phd, etc., for attorneys and professors.

ADD

ADD The State field will be checked to see that it is a valid two letter

ADD state code (you can leave it blank if you need to). The 'fields' 1

ADD through 5 are provided to allow you to classify and code your

ADD entries in a variety of ways. These will accept alphanumeric data.

ADD You don't have to use them if you don't want to.

ADD

ADD The initial default for the Date field is today's date. Any date you

ADD enter in the field is then carried over to the next record. If you

ADD leave the page blank and press <Pg Dn>, the program assumes you

ADD don't want to add any more records, and exits to the Main Menu.

COMP If you frequently move names from one list to another, or if some of

COMP your mailing lists overlap, you may decide that you need to

COMP eliminate some or all of the duplications between lists. This

COMP procedure allows you to select a primary list and a secondary list

COMP for comparison. If a possible duplicate is found, then you are asked

COMP if you want it deleted from the secondary list.

DESCDRV If you are using a hard disk, the default drive for storing the data files

DESCDRV is normally either C or D. If you are using two floppy drives, you will

DESCDRV usually keep the program disk in drive A, and designate drive B for data

DESCDRV file storage.

DUPS This module checks to see if the record you have just entered might be a

DUPS duplicate of a record you already have. If a similar record is found, you are

DUPS offered the chance to view it, so you can decide whether or not to save the

DUPS new record.

DUPS

DUPS By the way, you can toggle the warning sound on and off by pressing the

DUPS <F2> key.

EDIT At the bottom of the screen you see these choices:

EDIT

EDIT <N>EXT, <P>REVIIOUS, <E>DIT, <D>ELEETE, <L>ABEL, P<R>INT, E<X>IT

EDIT

EDIT <N>ext moves on to view the next record

EDIT <P>revious goes back to view the previous record

EDIT <E>dit lets you change the current record

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EDIT <D>elete lets you delete the current record
EDIT <L>abel will print a single mailing label for the current record
EDIT p<R>int will print all the information from the current record (have
EDIT regular paper in the printer).
EDIT
EDIT If you choose to edit the record, after you have finished editing,
EDIT you see: <S>AVE, <C>HANGE, <R>ESTORE
EDIT
EDIT <S>ave saves the record with your changes
EDIT <C>hange lets you go back and make still more changes
EDIT <R>estore ignores your changes and keeps the record as it was.
LBL You can print as many sets of labels as you want, up to 99 at a time. This
LBL means that all the labels with the parameters you have chosen will be printed
LBL as many times as you like. The default is one set. Make sure your printer is
LBL ready with the labels in place.
LCPY This allows you to copy a range of records from one list to another. You can
LCPY select parameters in the usual way. Only records matching the parameters you
LCPY have selected will be copied.
LMNU Whichever label size you select remains in effect until the next
LMNU time you select a label size. The sizes offered are ones that are
LMNU fairly standard. You should print a set of test labels just to make
LMNU sure your labels are lined up in the printer and you have selected
LMNU the correct size. Two test labels are printed. You will be able to
LMNU select the range of labels you want printed before they start
LMNU printing out.
MAILLIST This is the Main Menu. MAILLIST uses the up and down arrows to
MAILLIST highlight the menu items, and a one-line message appears at the
MAILLIST bottom of the screen as you do so, explaining each item. When you
MAILLIST highlight the item you want, press <ENTER>. Or, simply press the
MAILLIST first letter of the item you want (it does not have to be high-
MAILLIST lighted).
MAILLIST Menu choices:
MAILLIST
MAILLIST 1. Select a List to Work With - This lets you pick the mailing list
MAILLIST you want to use.
MAILLIST
MAILLIST 2. Selection Parameters - You can choose parameters to limit which
MAILLIST records will be viewed and used.
MAILLIST
MAILLIST 3. View/Edit List - This lets you see and edit the records.
MAILLIST
MAILLIST 4. Add New Records to the Mailing List - Lets you add more names to
MAILLIST this list.
MAILLIST
MAILLIST 5. Quick Find - Lets you quickly find an individual by last name.
MAILLIST
MAILLIST 6. Mailing Labels - Lets you select and print labels.
MAILLIST

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MAILLIST 7. Create WordPerfect Secondary Merge File - Lets you select records
MAILLIST for WordPerfect.
MAILLIST
MAILLIST 8. Create New Mailing List - Lets you start a fresh list.
MAILLIST
MAILLIST 9. Special Options - Takes you to the Special Options Menu for more
MAILLIST choices.
MAILLIST
MDUP Duplicate checking will compare the new records you enter with the records
MDUP already in the database. If there is a match or near match, the program will
MDUP alert you to the possible duplication.
MEMOEDIT This feature allows you to store comments for an individual record.
MEMOEDIT
MEMOEDIT Cursor movement and editing commands:
MEMOEDIT
MEMOEDIT <HOME> - beginning of line <CTRL><HOME> - top of document
MEMOEDIT <END> - end of current line <CTRL><END> - end of document
MEMOEDIT <PgUp> - scroll up <CTRL><PgUp> - top of current page
MEMOEDIT <PgDn> - scroll down <CTRL><PgDn> - bottom of current page
MEMOEDIT
MEMOEDIT Arrow Keys - move one character or one line in direction of arrow.
MEMOEDIT
MEMOEDIT <INS> - toggle insert mode on/off
MEMOEDIT - Delete character at cursor
MEMOEDIT <BackSpace> - Delete character to left of cursor
NAME The program displays a list of all the mailing lists you have on the current
NAME directory, along with the description for each one. Use the up and down
NAME arrows to highlight the list you want, then press <ENTER> to select it.
NEWD Up to 99 mailing lists can be managed, limited only by the amount of space
NEWD available on your disk. You can have one list for good customers, one for not
NEWD so good customers, one for your Christmas card list, etc. If you really
NEWD need more than 99 lists, you can put another copy of the program in a separate
NEWD directory and create another 99 lists there. As you create lists just remember
NEWD that the program automatically names and numbers them sequentially and will
NEWD assign the extension of DBF. Each mailing list has its own index file with
NEWD the extension NTX. You can add a file description up to 65 characters long to
NEWD let you know what each mailing list is for. To create a new list just select
NEWD that option from the main menu. All lists will be formatted the same way.
NEWD Since the program expects to find lists numbered sequentially (LIST01,
NEWD LIST02, etc.), do not delete old mailing lists from the DOS prompt; if you
NEWD do, it will create a break in the number sequence and cause errors in the
NEWD program. If you have no more use for a particular list, go to the File
NEWD Maintenance menu and empty the list. That will delete all the records, and
NEWD then you can use the list for something else. However, it is okay to erase
NEWD the LAST numbered list, since that will not cause a break in the numbering
NEWD sequence.
NOL You must SELECT a mailing list before you can do anything with it.
NOL By the way, you can toggle the sound on and off with the <F2> key.
ONEL Make sure you have your mailing labels lined up correctly in the

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ONEL printer. This choice will allow you to print a single label for the
ONEL record you are currently viewing on screen. If you change your mind
ONEL and don't want to print the label, you can enter <X> to return to
ONEL normal viewing.

ONER Make sure you have regular paper in the printer. This choice will
ONER allow you to print all the information for the record you are
ONER currently viewing. If you change your mind and don't want to print
ONER the record, just enter <X> to return to normal viewing.

OPTS Special Options Menu Choices:

OPTS

OPTS 1. Print Mailing List - This will let you print the mailing list on
OPTS continuous feed paper. You will be able to select the parameters for
OPTS the records to be printed, and have a choice of how much information
OPTS to include.

OPTS

OPTS 2. Re-index - Normally, your mailing list is indexed by last name.
OPTS Sometimes you may want to have it sorted another way. For example,
OPTS if you are doing a large mailing, it could be handy to print out
OPTS your labels in order by zip code.

OPTS

OPTS 3. Change file description - This lets you change the 65-character
OPTS description that belongs to the current list.

OPTS

OPTS 4. Copy records - This lets you copy a range of records from one
OPTS mailing list into another mailing list.

OPTS

OPTS 5. Compare lists - This lets you see if there are any duplicated
OPTS records in two different lists. You have the choice to delete any
OPTS duplications that are found.

OPTS

OPTS 6. Delete a group of records - This lets you specify a selection for
OPTS a group of records to be deleted.

OPTS

OPTS 7. Purge deleted records and reindex - This will 'pack' the database
OPTS for ALL your mailing lists. It's a good idea to do this if you have
OPTS deleted many records from the list.

OPTS

OPTS 8. Empty this mailing list - This deletes ALL the records from the
OPTS current mailing list so that you can use it for something else. Be
OPTS careful.

OPTS

OPTS 9. Even more options - This will take you to a menu that allows you
OPTS to change the screen colors or the default drive, see statistics
OPTS about the currently selected mailing list, and perform other
OPTS functions.

OTHER There is no specific help for this part of the program.

OTHER

OTHER In general, MAILLIST uses 'light bar' menus. You can use the arrow keys to
OTHER highlight a menu choice, and a brief explanation of that choice will appear

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OTHER at the bottom of the screen. Then press <ENTER> to make that choice. Or,
OTHER simply press the letter or number of the menu choice you want. (It does not
OTHER have to be highlighted.)
OTHER
OTHER You can toggle the warning sound on and off with the <F2> key.
OTHER
OTHER An instruction manual called MAILLIST.DOC is distributed with this program.
OTHER Also, pressing <F1> at other places in the program will provide context-
OTHER sensitive help.
OTHER
OTHER Please write to us if you have questions or if you would like our catalog of
OTHER unusual software.
OTHER
OTHER Mr. Merriman's original program was written primarily to offer WordPerfect
OTHER users a dBase III mailing list manager. Ms. West modified the code to take
OTHER advantage of Clipper's added features, such as light bar menus, and to
OTHER further customize the various options of the program, creating a flexible
OTHER and easy-to-use mailing list management system.
OTHER
OTHER Most shareware authors do not provide the source code of their programs.
OTHER Since our purpose is to offer a customized mailing list, we do provide the
OTHER source code to registered users. To support our time and effort we ask that
OTHER you not hack out the credit lines or copyright notice. You may modify the
OTHER code as much as you like for your own use, but you may not distribute it to
OTHER others. Please use good programming practices and document your changes. If
OTHER you come up with an idea that you think would be helpful to others, please
OTHER let us know. We are always looking for ways to upgrade the software, and we
OTHER appreciate your suggestions. If you have any questions, comments, complaints,
OTHER or compliments, please write to Rosemary West, P.O. Box 8044, Mission Hills,
OTHER CA 91346.
PARM This screen lets you select the Search Parameters, so that the
PARM program will display and use only the range of records you want. If
PARM nothing is entered on the screen then all records are selected.
PARM
PARM For fields that permit a "from-to" range: If you select a "from" but
PARM not a "to" then whatever you have selected will begin from that
PARM point and continue to the end of the file. If you select a "to" but
PARM not a "from", then you have selected everything from the beginning
PARM of the file up to and including that point. Example: Let's say you
PARM select LAST NAME from "MERRIMAN" to "WEST"; then you have selected
PARM everything alphabetically from Merriman to West. If you had selected
PARM only from "MERRIMAN" without a "to" then you would have specified
PARM everything from Merriman to ZZZZZ (or whatever the last person is in
PARM your list. If you want only people named West, then you must enter
PARM "WEST" in both the "from" and the "to" fields. When you have
PARM selected everything you want, press the <PgDn> key.
PRNT This allows you to select how much information you want printed for
PRNT the records whose parameters you have also selected. Use standard
PRNT continuous-feed paper.

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QUICK Quick Find - Simply type the last name of the person you want to
QUICK find and press <ENTER>. You will be taken to the first record that
QUICK
UTIL File Utilities Menu choices:
UTIL
UTIL 1. Change screen colors - This lets you select screen colors (or
UTIL monochrome mode).
UTIL
UTIL 2. Change default drive - This lets you choose the drive where all
UTIL the mailing list data files will be stored.
UTIL
UTIL 3. Statistics - This will give you some basic information about the
UTIL mailing list you are currently using.
UTIL
UTIL 4. Delete Comments - This will erase all the <F3> comments for all
UTIL the records in this mailing list.
UTIL
UTIL 5. Delete Last Data Base - This will eliminate that last numbered
UTIL mailing list you have.
UTIL
UTIL 6. DOS Commands - This option allows you to perform a few external
UTIL functions without exiting MAILLIST.
UTIL
UTIL X. Exit - This takes you back to the Special Options Menu.
UTIL
UTIL M. Main Menu - This bypasses the Special Options Menu and returns
UTIL you directly to the Main Menu instead.
WEXP The WordPerfect secondary mail merge file generator creates two
WEXP fields:
WEXP
WEXP ^F1^ = Name & Address
WEXP ^F2^ = Salutation
WEXP
WEXP The ^F1^ field will contain: Prefix, First Name, MI, Last Name,
WEXP Title, Organization, Address Line 1 Address Line 2, City, State,
WEXP Zip. Example: Mr. Robert H. Merriman Head Honcho The All American
WEXP Chicken Ranch Chicken Welfare Division P. O. Box 3137 Laurel, MD
WEXP 20708
WEXP
WEXP Please note that the program automatically inserts a period after
WEXP the middle initial, if present, and a comma after the City. If any
WEXP line is blank, Zip line), that line will be closed up. Therefore, it
WEXP easily accommodates multi-line addresses without leaving holes in
WEXP your inside address.
WEXP
WEXP The actual form of the ^F2^ field depends on what is available in
WEXP the database. The first choice is the form of 'Dear Mr. Merriman:'.
WEXP If the Prefix or Last Name field is blank then the program will try
WEXP to form a 'Dear Robert H. Merriman:' or Dear whatever is on the

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WEXP first line in the database. If that entire line is blank then the
WEXP default of 'Gentlemen:' is used. This is to accommodate a situation
WEXP where some of your listings are of company names only with no
WEXP personal name attached to the listing. If you think 'gentlemen' is
WEXP too sexist or too cold, enter 'Friends' in the last name field and
WEXP your letters will be addressed 'Dear Friends:'. Every attempt has
WEXP been made to avoid a situation where a letter would be addressed to
WEXP 'Dear Mr. .' or 'Dear All American Chicken Ranch:'. The one
WEXP exception to the above is with the special prefixes, Mr./Esq.,
WEXP Mrs./Esq. Dr./Phd, etc. With these special prefixes, the first line
WEXP of the ^F1^ field will be in the format of Perry R. Mason, Esquire,
WEXP or Dorothy L. Sayers, Ph.D. The ^F2^ field will be in the form of
WEXP 'Dear Mr. Mason:' or 'Dear Dr. Sayers:'. This is a form to address
WEXP attorneys and professors.

WEXP
WEXP If you have chosen 'casual' salutations, the person's first name will
WEXP be used. If there is no first name, the salutation will be 'Hello!'
WEXP With this in mind, the appropriate format for your WordPerfect

WEXP
WEXP Date

WEXP
WEXP ^F1^

WEXP
WEXP Re: Chicken Data Base

WEXP
WEXP ^F2^

WEXP
WEXP BODY OF LETTER

WEXP
WEXP Sincerely,

WEXP
WEXP Your Name Here

WEXP
WEXP We suggest you see your Word Perfect manual for detailed information
WEXP on creating and printing primary and secondary merge documents.
WEXP There are important differences between version 4.2 and version 5.0.
WPEXP Select a name for the merge file.
MAILLIST X. EXIT - This returns you to DOS.