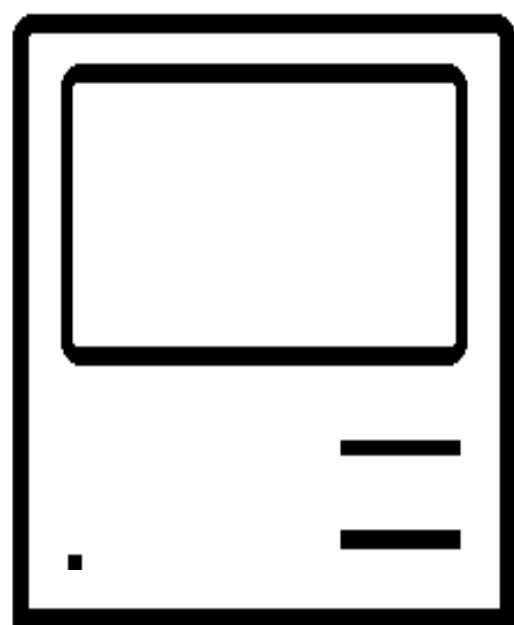


# MAC

# MAILING

# II



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**IsleSoft**

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## **About Mac Mailing**

Mac Mailing is a simple system for maintaining mailing lists and preparing mailing labels.

It was designed for those people who do not like to read manuals and do not have the time or patience to learn how to use a database program. They simply want to create mailing lists and print labels for newsletters, mass mailings and the like. Features could have been added to provide more flexibility and customization, but this would defeat the design objective of Mac Mailing.

Mac Mailing will handle up to 2,500 name and address entries. It is an extremely fast program since an index entry for each record is stored in memory. All additions or changes to a file are immediately recorded on the disk. If for some reason your system is shut down, your Mac Mailing file should be up to date as of the last record added or changed.

## **Getting Started**

Before you start using Mac Mailing make a backup copy of the Mac Mailing master disk and put the original disk away for safe keeping.

Initialize a blank diskette and copy Mac Mailing 2.0 to the new disk. Place a system folder containing the correct System and Finder for your system.

**Use System 3.2 and Finder 5.3 (or later)** If you do not have a copy of the latest version of the Macintosh operating system, you may obtain a copy from your Apple dealer or by downloading it from Compuserve or GENie.

## Creating a file

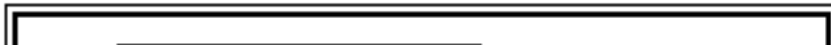
### **File**

Create a new file by choosing **New** from the **File** menu.

You will be presented with the standard Macintosh dialog box, **Create file as...**

Choose a meaningful name for your file as it will be used in the heading of all reports.

Type in the name and click **Save**.



## Opening an existing file.



Open a file by choosing **Open** from the **File** menu.

You will be presented with the standard Macintosh file dialog box.



Select the file you wish to open by clicking on the file name and then clicking **Open**. You may also select the file by "double-clicking" on the file name.

Closing a file

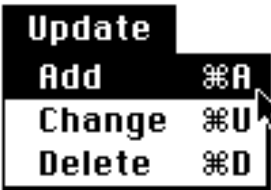
You may close a file by selecting **Close** from the **File** menu. In most cases this is not necessary since Mac Mailing updates the disk after every update to the file.

Quitting Mac Mailing

To quit Mac Mailing choose **Quit** from the **File** menu. You do not have to worry about saving the file since Mac Mailing updates all records as they occur. Choosing "Quit" will automatically close the file that is open and return to the Finder.

Adding Entries

Add records by choosing **Add** from the **Update** menu.



The edit window will be displayed.

IsleSoft Mailing

First Name

Last Name

Extra Line

Address Line# 1

Address Line# 2

City

State/Prov

Other

Misc Info

Tony

Buscaglia

IsleSoft

2497 West River Road

Grand Island

New York

Zip Code

14072

Phone

MORE

Add a Record

CANCEL

DONE

Enter the information for the entry. If you would like to add more records simply click **More**.

To advance from field to field, press the tab key (or the right arrow --> key if your keyboard has one). Pressing the return key will have the same effect as clicking **Done**.

Clicking the **Cancel** box in any menu will disregard what you have entered and exit that function.

You will notice that *Address Line 2, Other, and Misc Info* are in italics. These fields were selected to be skipped over when entering data. See **Entry Options** under the **Options** menu.

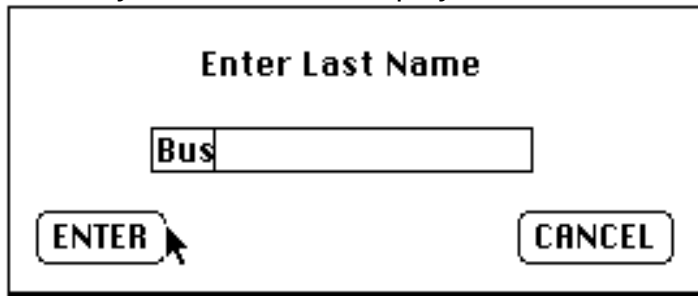
When you are done entering records simply click **Done**.

### Changing Entries

#### **Update**

Choose **Change** from the **Update** menu.

The entry window will be displayed.

A screenshot of a software window titled "Enter Last Name". Inside the window, there is a text input field containing the text "Bus". Below the input field, there are two buttons: "ENTER" on the left and "CANCEL" on the right. A mouse cursor is pointing at the "ENTER" button.

Enter up to 10 characters from the last name. In the example we have chosen to enter only the first three characters. This will select all entries that begin with BUS. The letters can be either upper or lower case.

IsleSoft Mailing			
First Name	Tony		
Last Name	Buscaglia		
Extra Line			
Address Line#1	2497 West River Road		
Address Line#2			
City	Grand Island		
State/Prov	New York	Zip Code	14072
Other		Phone	
Misc Info			
<input type="button" value="MORE"/>		<input type="button" value="Change a Record"/>	
		<input type="button" value="CANCEL"/>	
		<input type="button" value="DONE"/>	

Update the data you want to change and press **Done** (or more if you have more changes to make).

### Deleting Records

Update	
Add	⌘A
Change	⌘U
Delete	⌘D

To delete records, choose **Delete** from the **Update** menu.

The entry window will appear. After entering the search characters, the record will be displayed. If it is the record you would like to delete choose **Delete**. The record will be removed from the file.



**Searching for Records**

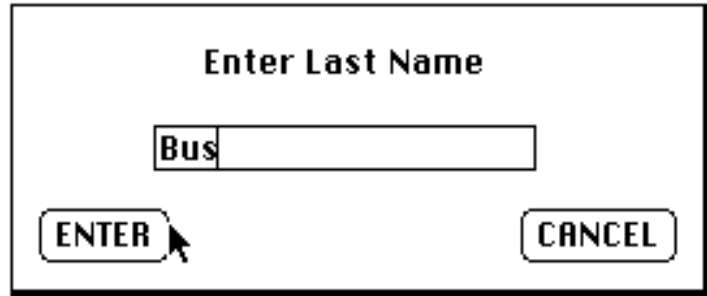
Mac Mailing can search for records in three ways.

You may select records by "Last Name", "Zip Code" or "Other".

The most frequent method is by Last Name. Choose **Last Name** from the **Search** menu.



After you have selected the method, a dialog box will appear asking you to enter the search data.



After entering the search data, a window will be displayed showing the record(s) that matches. Click **More** if the record displayed is **not** the record you are looking for. Mac Mailing will display each record that matches the characters entered.

You may wish to use the "Other" field to classify your name and address entries. In this way, you can select certain groups or categories of entries for display or for reporting.

## Counting the records

**Mac Mailing** counts the records when it first loads a file and displays the "record count" on the screen. You may select **Record Count** from the **Search** menu at any time.



The number of records contained in the file at that time will be displayed in a dialog box. Click **OK** to continue.

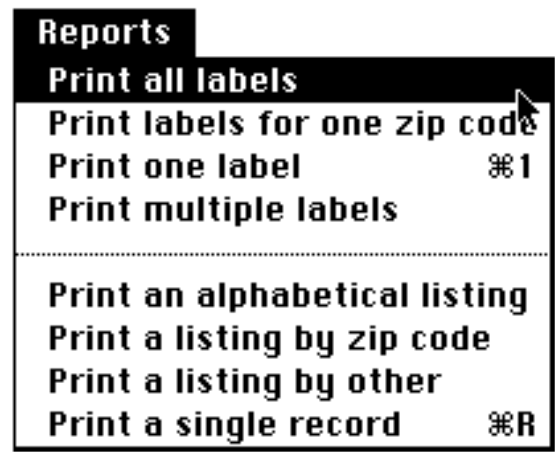
**Preparing Reports**

Mac Mailing offers you several options on printing reports and labels.

**Label Preparation**

Preparation of labels is simple.

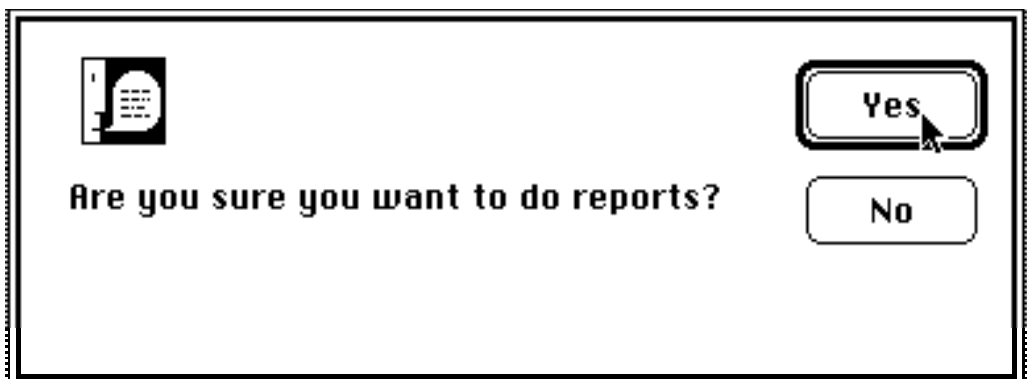
The system uses standard 3 1/2 inch by 15/16 inch labels. Put the labels in your printer and line the print head at the very top of the first label.



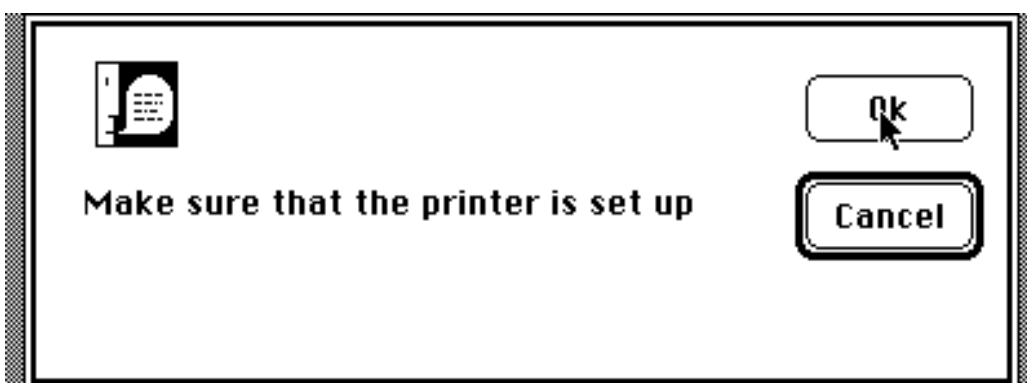
Choosing **Print all labels** is the most frequent method used. When this selection is made, a label will be printed for each entry in the file. The labels will be printed in zip code sequence to facilitate postal handling.

**Print labels for one zip code** is useful in the event that you have a printer jam and just want to re-print the labels that were damaged. Of course if you have a need to print labels for a specific zip code, this option will be useful.

Choosing either of the above selections will cause the following dialog box to appear.



Click **Yes** and the data will be sorted into the appropriate sequence and the following dialog box will be displayed.



Line up the printer at the top of the first label with the first print position near the left edge of the label. Click **Ok** to continue.

The test label dialog box will now appear.

