

Choosing **Yes** will cause a label with X's to be printed. This will assist you in properly lining up the labels. Keep choosing **Yes** until you are satisfied that the labels are correctly positioned in your printer. Then choose **No**.

Your labels will be printed on the printer.

You may also change the print size or quality for printing the labels by using the options menu. See the **Options** section of this manual for more detail.



A special option is provided to print multiple labels which vary for each entry in the file. To use this option, you must sacrifice the use of the "Other" field, or most of it. If you enter COUNT=3 in the "Other" field 3 labels will be printed for that entry every time you choose "Print all labels " or "Print one zip code". The word COUNT must be in upper case and followed by an equal sign and the number of labels to be printed for that entry.

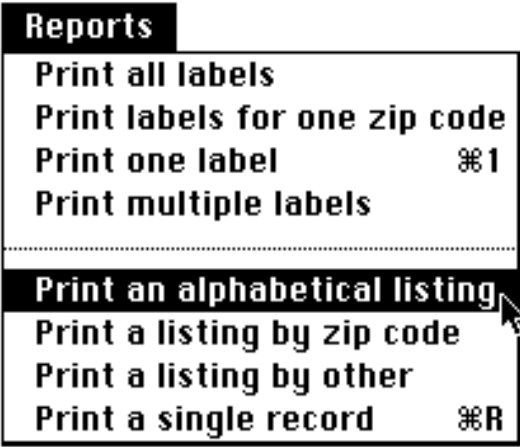
Print one label is useful if you just want to print one label from the file.

Print multiple labels is useful for such things as printing return address labels. Simply create a file with your family or business names. You will be prompted for the number of labels to be printed and asked for the Last Name for the label to be printed in multiple quantities.

Printing Reports

Printing reports in **Mac Mailing** is simple. Use standard continuous 8 1/2 x 11 inch paper which is available at any computer store or computer supply company. The report format for all of the reports is the same. Only the sequence of the report and the heading will differ. As mentioned earlier, use short meaningful names for your files as they will be used in the title of the reports.

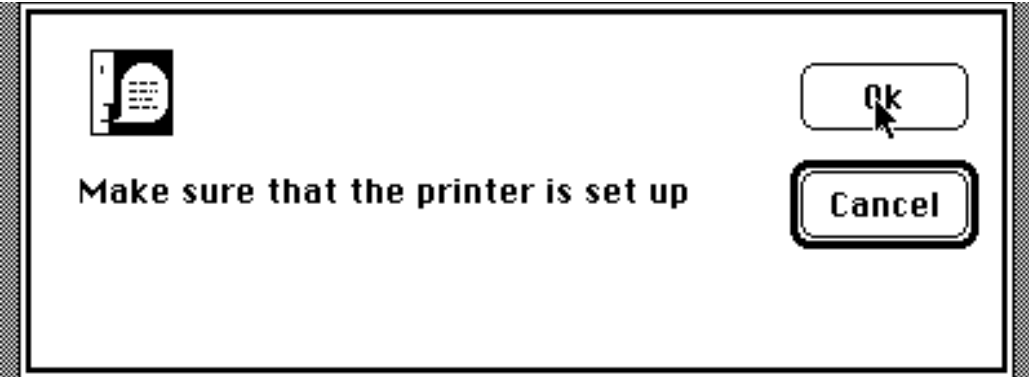
Select the report you wish to print from the **Reports** menu.



You will asked "Are sure you want to do the reports?".



If you choose **Yes** the data will be sorted into the proper sequence and the printer setup dialog box will appear.



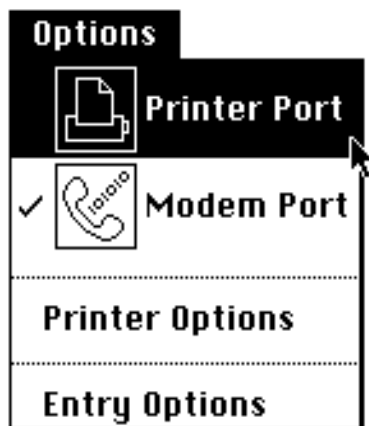
Make sure the printer is setup properly and click **Ok**.

If during the preparation of any of the reports, you wish to stop printing, just click the mouse. An alert box will verify that you have interrupted printing.

The printer will continue to print until it's buffer is empty.

Choosing your Options

Mac Mailing allows you to select several entry and printing options.



It is important to understand that the options are stored separately for each file. This means that you must **choose** the options that you would like for **each** file.

The normal selection for the printer is the Printer Port. If you are using Appletalk and have your printer connected to the Modem Port, simply select the Modem Port. The file will be updated automatically.

Printer Options

The printer options allow you to specify the type style and size to be used on the label printing. The printing of all reports and labels for Mac Mailing uses the Imagewriter fonts and does not use the Macintosh printer drivers. You will find that this will cause the printing to be much faster and easier to control for label line up and printing.

The image shows a vertical menu titled "Options". It contains four items: "Printer Port" with a printer icon, "Modem Port" with a modem icon and a checkmark to its left, "Printer Options" with a mouse cursor pointing at it, and "Entry Options".

To set up your options choose **Printer Options**.

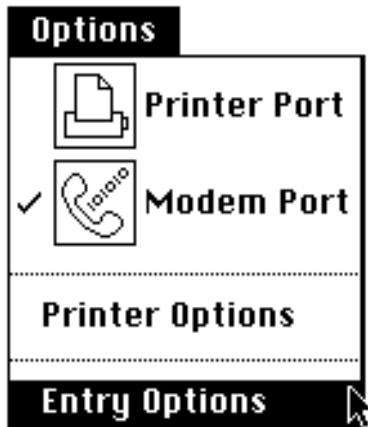
The image shows a "Printer Setup" dialog box. It has a title bar and a main area with the following content:

- Printer Setup**
- ☐ Imagewriter I
- ☒ Imagewriter II
- Printing Specifications**
- ☐ Pica (10 CPI) ☐ Draft
- ☒ Elite (12 CPI) ☒ Standard
- ☐ Condensed (15 CPI) ☐ Near Ltr Quality
- ☐ Ultra (17 CPI) ☐ Bold
- At the bottom are two buttons: **SAVE** and **CANCEL**. A mouse cursor is pointing at the **SAVE** button.

Select the printer type and desired type size and style for label printing and click **Save**.

Entry Options

Selecting **Entry Options** will allow you to skip over fields that you do not normally want to enter when adding or changing records.



Simply check the fields you would like to skip on entry and choose **Save**.



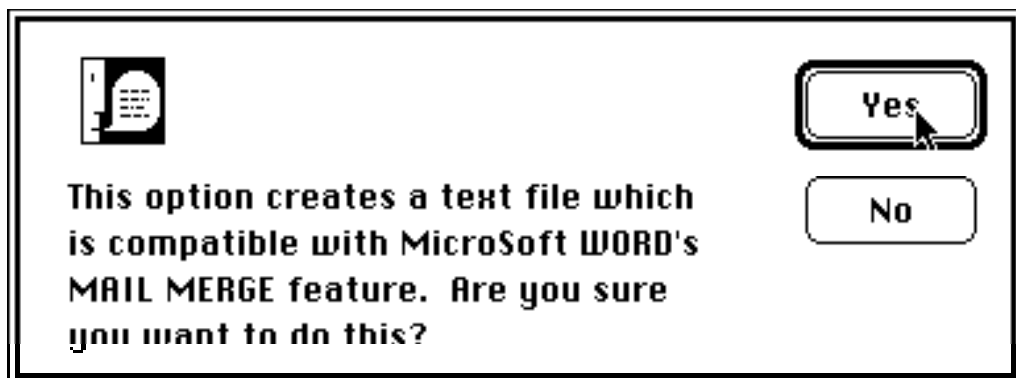
When the edit window is displayed for entry of data, the fields you choose to skip will have their headings printed in *Italics*. In the above example, "Extra Line", "Address Line 2" and "Misc Info" will be skipped over on entry. If you would like to enter one of those fields and have chosen to skip them, you still may select the field by pointing and clicking the mouse in the edit box for that field. See the edit window in [Adding Entries](#).

The Mac Mailing 2.0 provides for some powerful extensions over the previous versions. The **External** options allow you to exchange data between Mac Mailing and other programs such as Microsoft Word™.

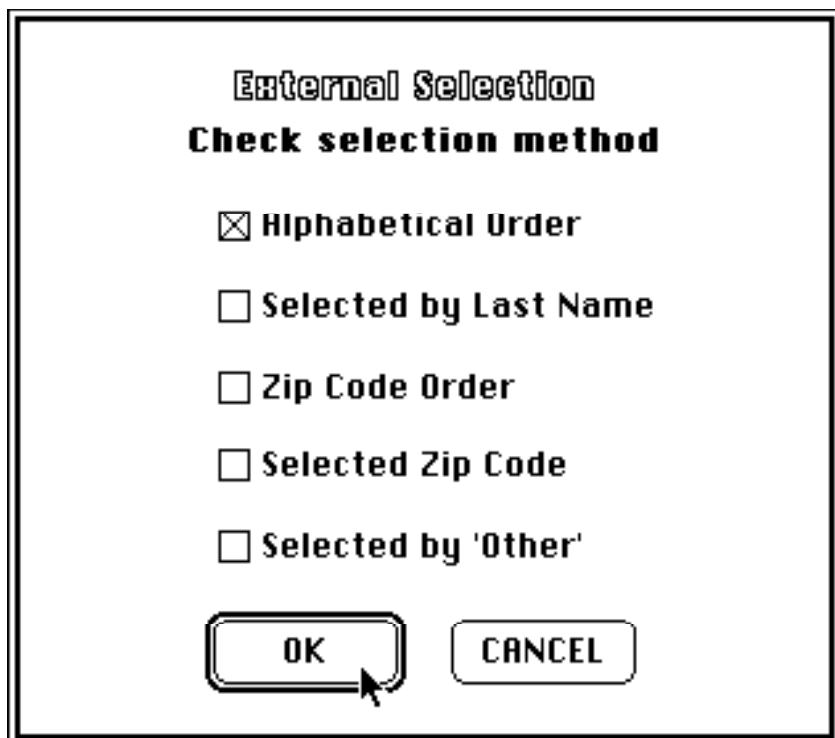
WORD™ Mail Merge



Selecting **WORD Mail Merge** will cause this dialog box to appear.



Choosing **Yes** will cause the **External Selection** box to appear.



After clicking **Ok**, the standard file dialog box **Create as...** will appear. Enter an appropriate name for your Word document.

Choosing the **WORD Mail Merge** option will create a WORD document with the Mac Mailing headings and data that you select to be transfered to WORD. You must be familiar with using the mail merge feature in WORD.

If you want to use this feature, it is suggested that you create some test files with WORD alone and get familiar with it before you try transferring data from Mac Mailing.

The headings such as <<First Name>>, <<Last Name>>, etc are used in the WORD document.

This feature could be used to add graphics to labels, print form letters, etc. The rest is left up to your imagination!

Exporting and Importing

Mac Mailing 2.0 allows for importing and exporting ASCII files. You should be familiar with programming or have a good knowledge of text files before attempting to use this feature.

The following information should help in reading Mac Mailing data which is created using the **Export File** feature.



After selecting **Export File** a dialog box will appear to be sure that your really want to create an ASCII file. Choose **Yes**.

Next, the **External Selection** dialiog box will appear to allow you to select the desired data.

A text file will be created with each field terminated by a tab character. (ASCII 9) The last field will be followed by a carriage return. (ASCII 13)

The arrangement of the fields is as follows:

Field Name	Length (max)
First Name	30
Last Name	30
Extra Line	30
Address Line 1	30
Address Line 2	30
City	30
State	12
Zip Code	10
Other	10
Phone	14
Misc Info	30

It should be a rather simple matter to write a small program to read the text file. Many database programs also allow for the importing of text files. It should also be possible to transfer the data to other computer systems using this feature.

Importing ASCII files works just the opposite. You must observe the field lengths and the sequence of the fields. Terminate each field with a tab character. If you do not use a field, just make sure a tab character is present for each field that Mac Mailing requires and that the last field is followed by a carriage return. Mac Mailing will read the text file and create a Mac Mailing data file.

IsleSoft will be glad to help with any problems you may have in porting the data from other programs. Just drop us a line (or a disk with the program and data on it) and we will do our best to accomodate you!

Converting Mac Mailing 1.x files



A program called **Convert** is included on the master disk. If you were using the Mac Mailing 1.X series, you may convert your old files to the new Mac Mailing 2.X format. Make sure there is enough room on your disk(s) for the old and new file. The Mac Mailing 2.X format requires approximately 60% more space than the old format. Therefore, a 100k file will require about 160k of free space. Simply open the old file and the system will convert it for you. You can then delete the old Mac Mailing file. (You should keep a copy of your original files for backup.)

If you have any problem converting your Mac Mailing 1.X files, send us a diskette with the files on it along with a blank disk and a dollar for postage and we will be happy to convert them for you.

Thank you for your interest in Mac Mailing and we hope you find it to be a useful program!

Sincerely,



Tony Buscaglia

P.S. You can contact us via GENie (A.BUSCAGLIA) or Compuserve 70357,2321

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A "mini" version, **Mac Mailing 2.0S** is included on your disk which you can copy and distribute freely.

We sincerely thank you for your understanding and concern in this matter!

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Replacement Policy

IsleSoft will replace, without charge, any defective diskette returned within 90 days of purchase. If you accidentally damage your **Mac Mailing** master, return it with \$5.00 to **IsleSoft**, 2497 West River Rd., Grand Island, N.Y. 14072