

_MERGE ME-JOB SEARCH 1.0

INTRO.

This stack is designed to aid you in a mass mail job search using MacWrite II 1.x. One of the features lacking in the current version(s) of MacWrite II is the ability to easily create a merge data file. I struggled for several months counting spaces and commas before creating this stack. In addition to creating a merge data file this stack also keeps track of contacts with prospective employers and imports previously created data files.

HOW TO USE

I would suggest that you first make a copy of this stack and lock it for future use. If you are a user of System 7.x, make this stack in to a stationary pad. You will need to do this since in this current version there is no way to clear all the cards simply after entering data (except deleting cards one at a time). Also as you have heard a million times before in case the stack is damaged you always have a back up.

Next put some data into the main rectangular fields on the first card (These are the only fields for which data is exported). Press new card to create a second card, and fill in the fields with a second potential employers information. Now press the button "return to top of stack", this will return you to the first card (control card). Now press the "export" button, this will create your merge data file for MacWrite.

Quit Hypercard and open the sample cover letter included. Open the merge data file and merge as you would normally.

SHAREWARE

For a more complete user guide and one free update please send
\$15.00 to
B.Young
5276 George Court
Gurnee IL 60031