

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.

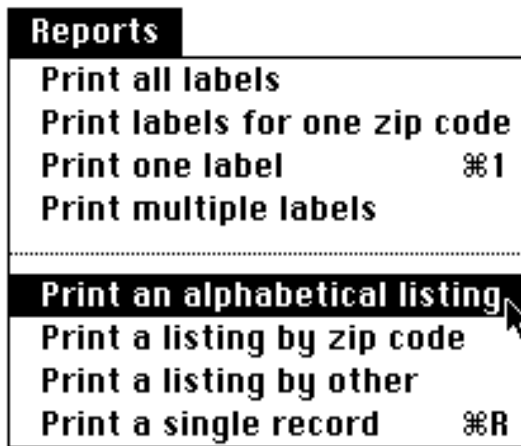
Print multiple labels is useful for such things as printing return address labels. Simply create a file with your family or business names. You will be prompted for the number of labels to be printed and asked for the Last Name for the label to be printed in multiple quantities.

Printing Reports

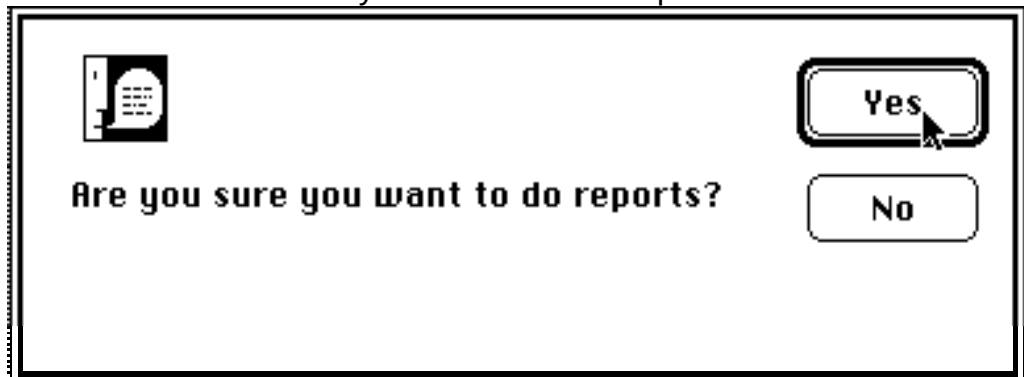
Printing reports in **Mac Mailing** is simple. Use standard continuous 8 1/2 x 11 inch paper which is available at any computer store or computer supply company. The report format for all of the reports is the same. Only the sequence of the report and the heading will differ. As mentioned earlier, use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

Page 11

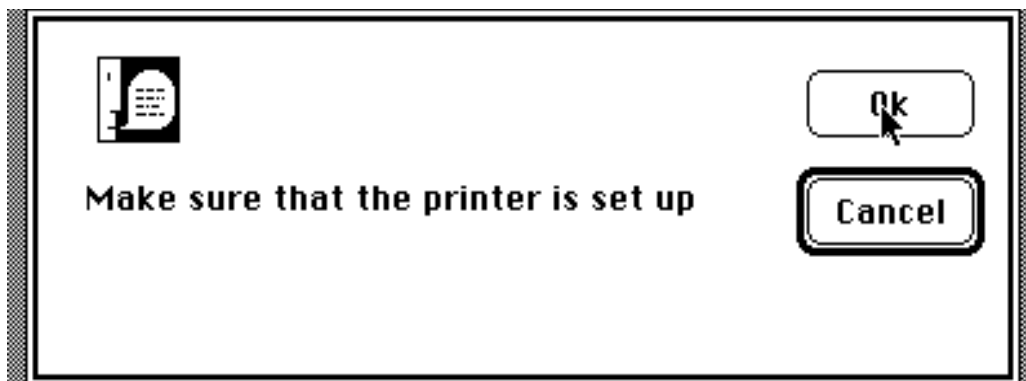
Select the report you wish to print from the **Reports** menu.



You will be asked "Are you 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**.

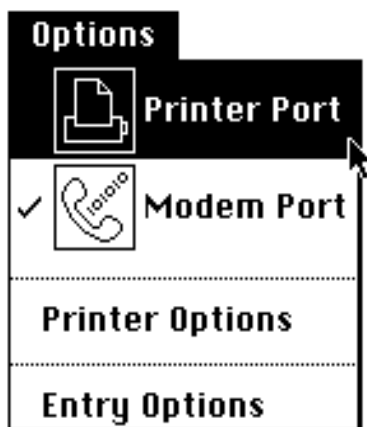
Page 12

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.



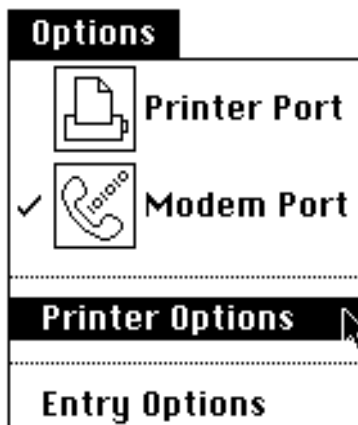
It is important to understand that the options are stored separately for each file. This means that you must **choose** the options that you would like for **each** file.

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.

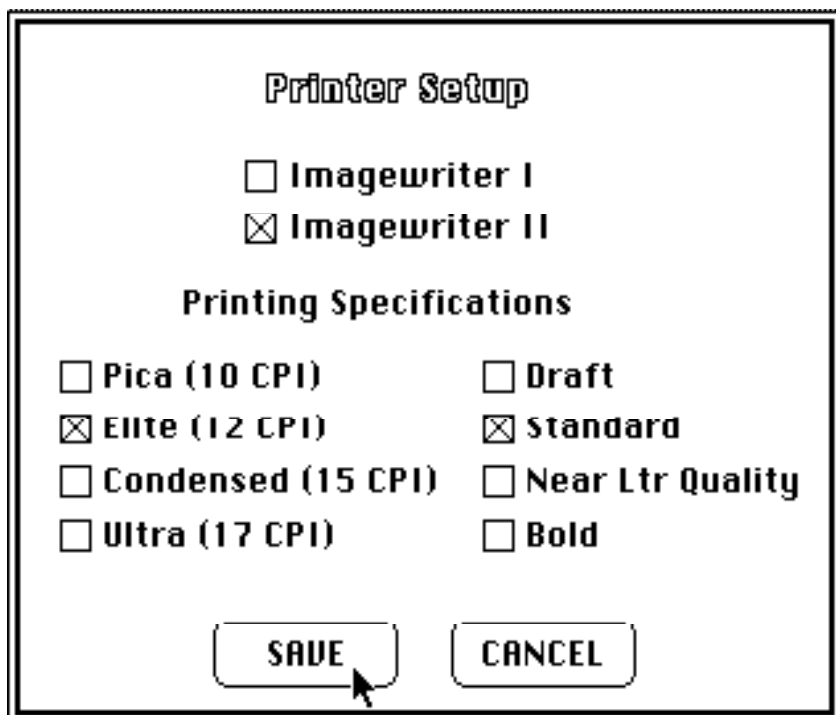
Printer Options

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.

Page 13



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



Printer Setup

☐ Imagewriter I
☒ Imagewriter II

Printing Specifications

<input type="checkbox"/> Pica (10 CPI)	<input type="checkbox"/> Draft
<input checked="" type="checkbox"/> Elite (12 CPI)	<input checked="" type="checkbox"/> Standard
<input type="checkbox"/> Condensed (15 CPI)	<input type="checkbox"/> Near Ltr Quality
<input type="checkbox"/> Ultra (17 CPI)	<input type="checkbox"/> Bold

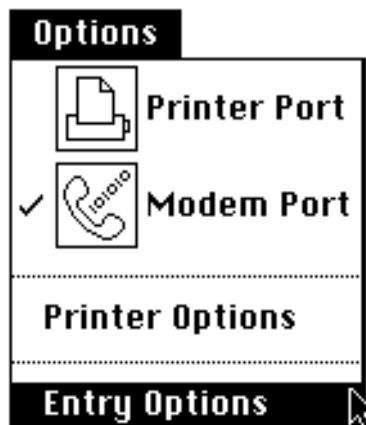
SAVE **CANCEL**

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


Page 14


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.



Options

☐  **Printer Port**

☒  **Modem Port**

Printer Options

Entry Options

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

A dialog box titled "Entry Options" with a subtitle "Select fields to skip on entry". It contains a list of fields with checkboxes: "First Name" (unchecked), "Extra Line" (checked), "Address Line #2" (checked), "Other" (unchecked), "Phone" (unchecked), and "Misc Info" (checked). At the bottom are "SAVE" and "CANCEL" buttons. A mouse cursor is pointing at the "SAVE" button.

Entry Options

Select fields to skip on entry

☐ First Name

☒ Extra Line

☒ Address Line #2

☐ Other

☐ Phone

☒ Misc Info

SAVE **CANCEL**

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**.

Page 15

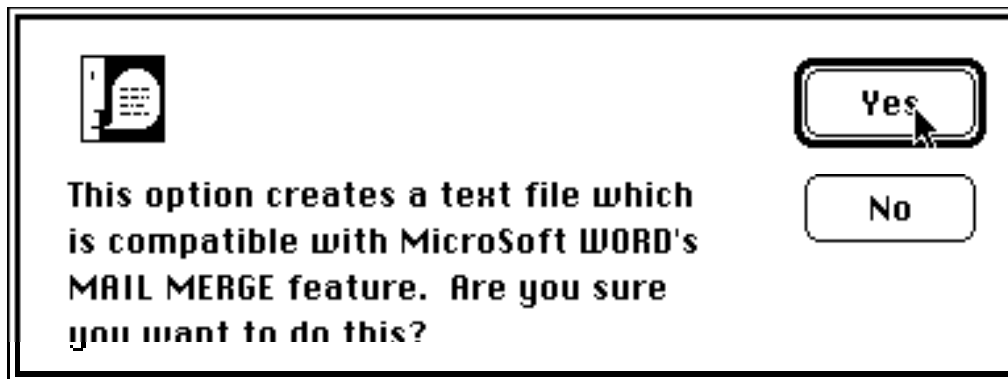
External

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™.

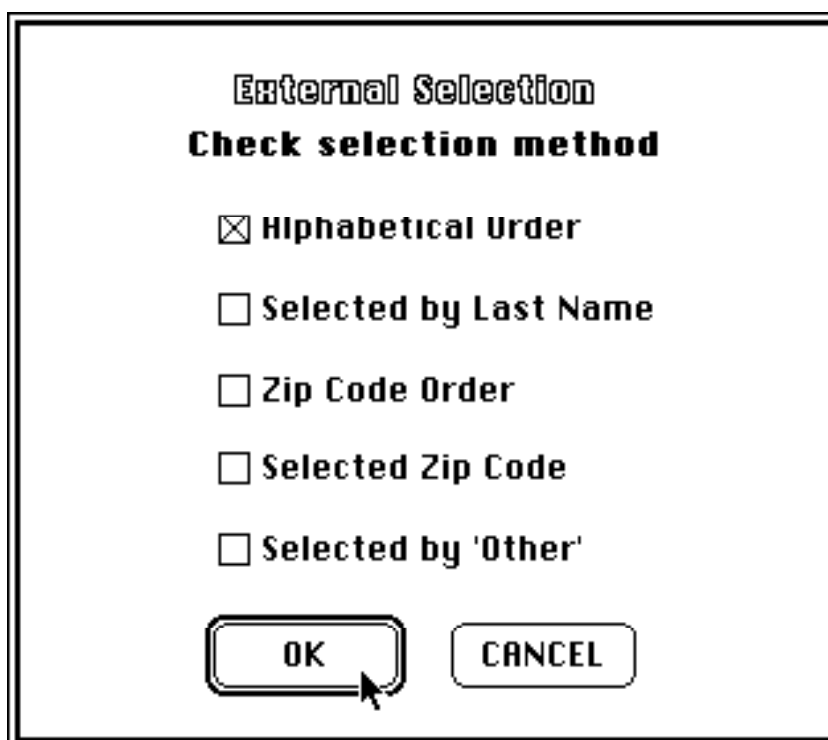
WORD™ Mail Merge



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



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



Page 16

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 transferred 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)

Page 17

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

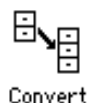
It should be a rather simple matter to write a small program to read the text file. Many database programs also allow for the importing of text files. It should also be possible to transfer the data to other computer systems using this feature.

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!

Page 18

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,

A handwritten signature in black ink that reads "Tony B." followed by a stylized flourish.

Tony Buscaglia

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

Page 19

A Word About Copyrights

It is illegal to distribute unauthorized copies of any copyrighted materials. Software piracy is threatening to ruin the microcomputer software industry, leaving only the very large software companies in the market place. This kind of activity is counter productive to the entrepreneurship which made America so great. For the sake of small companies like IsleSoft, please do **not** give a copy of the **full** version of **Mac Mailing 2.0** to your friends.

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!

Disclaimer Notice

IsleSoft makes no warranties, either expressed or implied with respect to this software or documentation. The user assumes the entire risk while using this product. All costs necessary for servicing, repair or correction of incidental damages are the direct responsibility of the user. IsleSoft will in no event be liable for direct, indirect, incidental, or consequential damages resulting from any defect in this product.

Replacement Policy

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