MAGIC MERGE II 1.6

IMPORTANT INFORMATIONS
>   **1. INSTALLATION**
>   **2. EXAMPLE FILES**
>   **3. WORD PROCESSOR**
>   **4. SPREADSHEET**
>   **5. IMPORT-EXPORT**
>   **6. SORTING A COLUMN**

TROUBLE SHOOTING
>   **1. MODEM HANGUP**
>   **2. DATA BASE SCRAMBLES**
>   **3. OPTIONS CAUSING TROUBLE**
>   **4. HIGH RESOLUTION DISPLAY**
>   **5. TO SET A NUMBER AFTER A TAB**

IMPORTANT INFORMATIONS

1. INSTALLATION

1) Insert the diskette in the unit
2) In the File Maganger, double click on the Install program of the diskette
3) When requested by the program, choose a destination directory.
   If this directory does not exist, it will be created.
4) <u>(this step is skipped in demo versions)</u>
   Enter the right combination of colors according to the label on your diskette
   Important: afterwards, reinsert the diskette in the unit.
5) The intallation program copy transfer the files on your hard disk.

2. EXAMPLE FILES
Example of the "club" (see the "Quick start" guide)

adrclub.MMA	the address data base of the club
invclub.MMT	invitation letter (text processing)
salary.MML	wage slip (spread sheet)
etclub.MML	labels (labels editor)

Various

readme.MMT	this information file (Magic Merge)
readme.WRI	this information file (Write)
readme.TXT	this information file (Notepad)
avery.MMT	list of serveral label formats (Avery)
benef.MMC	benefits of a quarter (spreadsheet)
benef.MMT	benefits of a quarter (text processing)

Standard labels (Avery)

L7160.MML
L7161.MML
L7162.MML
L7163.MML
L7164.MML
L7165.MML
L7166.MML
Z3657.MML
Z3658.MML
Z3659.MML
Z3660.MML
Z3666.MML
Z3667.MML

Test files for Import

L10.TAB	Tabbed
L10.CSV	Commas
L10.MER	Mail Merge

3. WORD PROCESSOR
You are going to find here a few special commands that do not appear in the manual.
a) selecting text by click

Shift-click	By clicking with shift pressed you select a word
Ctrl-click	By clicking with control pressed you select the whole line

b) Tabs and mouse
Tabs are represented by small grey boxes on top of the text window (use Text / See tabs to better visualize
them).

You will normally use the menu Text / Tabs to manage them. But you can also use the mouse by clicking
on the small grey boxes in order to:

delete a tab	by dragging the small box toward the top
move a tab	by draggin the small box to where you want it
move several tabs	by pressing shift and dragging the small box where you want.

A deleted tab will get back to position 0 (on the left).

c) How to quickly insert the day date
The day date is displayed in the menu. By clicking on it, you open a dialog box to set the system date. Don't change it! But just drag the date in the edit box, and copy it with Ctrl+C.
Then paste it in your text with Edit/Paste (or Ctrl+V).

4. SPREADSHEET
Copy/Paste - Example
The text benef.MMT has been created from the sheet benef.MMC (Spreadsheet MM Calc); the cells have been copied to the clipboard; then, in the word processor, a new text has been created (empty), and the clipboard has been pasted into it.
Of course, when you paste data from the clipboard you will get the values but not the formulas.

Width of several columns
If several columns are selected, the width change will be assigned to all selected columns at once. This allow to assigne an uniform width to a group of columns.

5. IMPORT/EXPORT
Available formats
In Magic Merge, the import-export of other data bases or text processors are the following:
- Format "tabulations"   (files *.TAB or *.TXT)
- Format "with commas" (files *.CSV)
- Format "mail merge"   (files *.MER)

Most often, the used format is the first, with tabulations.
The import-export buttons (showing an arrow going toward or outward a computer) are directly using this format.

Magic Mergie also uses its own formats:
- Magic Merge Data Base format

- Magic Merge Listing format.

Please consult the Magic Merge help for more details.

6. SORTING A COLUMN
To sort a column click on its title with the RIGHT mouse button.
To select a column, click on it title with the left mouse button.
The quick search is possible on a sorted or selected column, the title of which appear in yellow.

TROUBLE SHOOTING

1. MODEM HANGUP
Under Windows 3.11 it may happen that you cannot acces but once to your modem.
Remedy: In such a case the file SERIAL.386 must be replaced in your system. To do this,
execute the file WG1001.EXE, that you will find on your Magic Merge diskette #2; this program
will expand itself to produce the SERIAL.386 file and a notice. Follow the instructions in the
notice.

2. DATA BASE SCRAMBLED
If the index is damaged, it may happen that addresses are scambled, displayed more than once,
or not displayed at all. As asuggested remedy, use the command File/Rebuild in the main menu
to rebuild the index. This command rebuild only the index.

4. OPTIONS causing TROUBLE
If an incorrect options, such as a bad Date format or Number format is constantly reappearing,
the suggested remedy is to delete the options file MMOPT00.MMO.

5. HIGH RESOLUTION DISPLAY
Magic Merge supports high resolution mode such as 600x800 or higher.
However, it is necessary to use the **small font** option of the selected resolution.

6. HOW TO SET A NUMBER AFTER A TAB
If a number immediately follows a tab, it is pushed toward the following tab - and this is
sometimes not wanted.
Suggested remedy: insert a space just between the tab and the number.
Example: compare the layout with tab, and on the other hand with tab preceded by a space
(the space is represented by _)

                tab + text   tab + SPACE + text

                Mr X   Mr X
             5, Forest Avenue   5, Forest Avenue
          1001 St-George   1001 Stt-George