

# File Menu

The File menu enables Poste to read and print to multiple envelope recipients from a list of addresses. The data must be one address per line, with tabs between the name, address and city/state/zip-code (i.e. tab-return database records).

Only one envelope is displayed at any given time. However, "Forward", "Backward", and "Goto..." are provided to view individual addresses from a data file. The display is like a peep-hole view into the address file.

## Open

Use "Open" to select an address data file. The data file will be opened to the first address and the title bar will indicate the current address, number of total addresses, and the current data file.

## Close

"Close" un-selects a data file, leaving the latest recipient address in place. The title bar is updated to indicate no data file is selected.

Try using "Close" in conjunction with "Open", "Goto...", "Backward", "Forward", and "Print" to print one address from a list.

Closing the data does not save any changes made to recipient addresses. Use a standard word processor or text editor to alter actual addresses.

### **Goto...**

"Goto..." allows you to display an arbitrary address from the data file. The number should be an integer between 1 and the total number of addresses. Anything else is ignored.

### **Backward**

"Backward" changes the recipient displayed to the previous record from the data file. It has no effect when the displayed address is the first one in the data file.

### **Forward**

"Forward" changes the recipient displayed to the next record from the data file. It has no effect when the displayed address is the last one in the data file.

### **See Also...**

*Printing*