BLINC
THE TOTAL MAILING LIST
MANAGER
FOR WINDOWS

FOR THE IBM-PC
& COMPATIBLES

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THE TOTAL MAILING LIST MANAGER
Rev. 1   March 20, 1993

GENERAL OVERVIEW
OF THIS MANUAL

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BEYOND THE LIMITS OF

INFORMATION AND NETWORKING

CONNECTIONS

THERE IS BLINC,   _____

The Total Mailing List Manager

For Windows

Quick, tell me who is the manager of the local Pizza Hut. Or how about the Vice President for commercial development at the bank. Can you tell me the pastor's name at Trinity Methodist Church.

Do any of these people have interest in Little League Baseball?

If you live and work in the local business community, those
kinds of questions are asked constantly, and while the informa-
tion is public knowledge, knowing the details and being able to
use those contacts is the key to being a successful business
executive.

IT'S OK TO DREAM   _____

Over the years, I've been asked over and over for a system
to provide that information; something that will keep up with my
business contacts, and prospect for new customers. Looking back
now, I realize that most of the early attempts at implementing
the dream were rather pathetic.   The systems provided a basic
data base of businesses, or a list of people, but was virtually
helpless in showing and manipulating the relationships between
the two. But, Beyond the Limits of Information and Networking
Connections, there is BLINC, the exciting new data base and
prospecting system.   Now you can know the movers and shakers
behind your local market.

If you do business with business, you need BLINC to effec-
tively prospect your market.

MORE THAN JUST A MAILING LIST
_____

The thing that makes BLINC unique is that it's a relation-
ship manager.   When I've been asked in the past for a mailing
list manager that provides (you fill in the blanks) details about
the folks on the list, the links a person has to the organization

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has been made secondary to the name and address information.

But what you really want to know is;

Who's the president of
Who works for
Give me a list of outside sales reps
I need to know the doctors who work at
Who are the real estate agents I know

and are any of these folks affiliated with the groups I'm a member of.

THE END OF A DREAM _____

Some dreams die a rather harsh death when confronted with the reality of day to day business competition. Others fade away in the realization, the realization that what you've actually dreamed of for years, has finally come to pass and you can experience it, sometimes beyond your wildest imaginations.

BLINC is such a product. While working on another problem about a year ago, I suddenly realized that the relationships are the key to an effective contact manager. Therefore, BLINC is centered around the relationships between people and groups. On the one hand you have the group (a business, charity, church, civic club) and on the other hand members. Some groups have a one to one relationship with a member, as in the Director of the Red Cross, Others have a one to many relationship, as in donors to the Health Care Foundation. And still others have a many to many relationship as in members of the local Baptist Churches.

BLINC can handle them all. You can add your own details to the people and organizations already in the data base or you can even add new members and organizations. And since BLINC operates with Microsoft WINDOWS, it's quick and as easy as pointing and pressing a button.

BLINC is great for prospecting. In addition to all the standard stuff like mailing labels, customized letters, and roladex cards, BLINC incorporates the electronic version of sticky notes. Any person or group can have a sticky note attached to remind you of a date or to record an important event. Use it to keep track of sales, remind you of luncheon dates, and call back on prospects. Like the groups and members files, sticky notes knows about relationships and that provides the key difference between BLINC and assorted unrelated pieces of paper.

The sample data file, ADDRESS0.DAT may be deleted when you

are ready to add your own people and organizations.

GETTING STARTED

Before doing anything else with the program, you should make
a copy of your program diskette. The new copy will serve as your
operating diskette, and you can store the original distribution
diskette for safe keeping. Please note that copies may only be
made for backup purposes or onto your hard disk. See Chapter 2
and Appendix C of this manual for instructions on making a copy
and installing the program for your system configuration.

OVERVIEW

Welcome to BLINC, THE TOTAL MAILING LIST MANAGER FOR WIN-
DOWS. This program incorporates state of the art programming
technique with the IBM-PC computer to bring you the finest
program of its kind available today. At Eastern Digital Resourc-
es we understand that your mailing list system must suit the
current size of your business, meet on-going needs, and allow for
potential growth in the future.

BLINC is designed to operate on the IBM compatible AT or
higher computer with a minimum of 2 megabytes of internal memory,
VGA color monitor, and a printer. The system capacity is limited
by the amount of disk storage you have with your machine.   Most
small businesses can operate comfortably with an 80 megabyte hard
disk.

The chart below should aid in calculating your total require-
ments:

program and system overhead   1 megabyte
each name entered   256 bytes

BLINC generates 12 different reports.   When you combine
these with the select / sort capabilities of the program, it will
allow you to get any kind of information you can imagine.

Address File Listing
Mailing Labels
Roladex Cards
Envelopes

USING THE MENUS

   As you work with BLINC you will be presented with several
options or choices of things you may do by means of a menu. You
can access the program functions pertaining to that option by
clicking on that item with the mouse or by pressing the Alt key
and the first letter of the item you want.

   This manual is designed around the procedures you should
follow for running a session.   The first section describes the
menus and the necessary setup procedures of installing the pro-
gram and entering your address records.   The next section
describes the steps to follow in running a session and the final
section describes how to generate reports and labels.

   You should have a basic understanding of DOS and Microsoft
Windows before attempting to implement this program.

OVERVIEW OF BLINC

The Program you are using is one of several programs deve-
loped in Microsoft Visual BASIC ver. 2.0 with some portions coded
in assembler to speed operations. It offers many features previ-
ously unavailable on microcomputers while providing the novice
user a "hands-holding" approach to performing a task.   It's de-
signed specifically for ease of use.   With BLINC you can easily
create and maintain files on your computer and print reports from
all of your stored data.

You'll be using BLINC in its basic form very quickly. The
advanced features will be there for you to discover later, as
your confidence in this very powerful tool grows. If you re-read
this manual every few months, you'll be rewarded each time with
some newly discovered capabilities.

This manual has been completely revised to make it easier
for you to understand more about using BLINC. You will notice
more details, examples and figures throughout the text. Wherever
a BLINC command is listed within text it will be bold faced and
separated from words on either side by two spaces.

The step by step sections of this manual are much like a tu-
torial to show you exactly what to do; what you will see; and

what will happen next. It takes all the guess work out of learn-
ing how to use BLINC. All of these changes in the format of this
manual will help you understand more about using BLINC, and also
show you how to use it in day to day applications.   Any sugges-
tions which you have for improving this program or manual will be
thoughtfully considered.

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GENERAL OVERVIEW OF
BLINC

   BLINC contains powerful features, including many not normal-
ly found in other filing programs. Here is a brief overview of
what you'll be learning about and using. You can use BLINC for
all kinds of tasks:

- Maintain mailing lists and print mailing labels and envelopes.

- Maintain telephone or name and address directories.
- Build personnel files.
- Keep customer lists.
- Build and maintain files to be exported for use by other
programs, such
   as Quattro, 1-2-3, Word Perfect, and DBase.
- Import files from other programs into the BLINC format.
- BLINC will allow you to sort your data into almost any se-
quence.
- Sophisticated search techniques allow:
     comparison searches
     soundex searches
     wildcard searches, or
     "scan across" searches
     on any field in the record.
- You can print out reports from your file, listing all or some
of the
   fields, from all or some of the records, in many different
sequences.
- Reports can be sent directly to your video screen, to your
printer, or to
   disk for later use with your word processor or other programs.

- You can create new files from existing files. The
   new file can be in a different format, and can be
   a subset of the file from which it was "cloned".
- You can merge together two files which have
   similar definitions. Databases can thus be created
   and maintained on separate PC's, then combined
   when desired into a "master" file.
- Above all else, BLINC is EASY! Many people can
   use it with no training or instructions. Read this
   manual carefully, however, to pick up so many of
   the extra "fine points" of the program.
- A super fast "indexed search" can be done on
   multiple fields.
- DOS subdirectory support.
- "Smart keys" (sometimes called "macros") are
   supported through use of the Windows Recorder.

- A view feature to view 20 records at a time.
- Generic search on any fields.
- Imbedded search on any fields.
- All of these search types can be done in any
  combination.
- Searches can be done in all fields simultaneously.
- Sort on any fields.
- Select (for printing) on any fields with "and/or"
  comparisons.
- Print mailing labels and roladex cards.
- Print a "snapshot" while viewing a record.
- A "flip data before printing" character is provid-
  ed for swapping last name/first name.
- Import and export data in many different formats.
- Automatically uses all available RAM memory for
  super fast performance.
- Added a general error trapping routine. All
  errors will have a message displayed and as
  "graceful" a recovery as possible.
- The Merge program has been sped up signifi-
  cantly. The Sort has been sped up by about 50%.
  Some of the other programs also have significant
  speed improvements under certain conditions.

BLINC

BLINC provides you with complete control over mailing lists
and simple data bases, including membership lists, personalized
telephone directories, and glossaries. BLINC is basic enough to
serve the needs of a casual user, yet powerful enough to handle a
wide range of more complex filing tasks. You can sort on multi-
ple fields, and select items by your own criteria. You can
generate individualized mass mailings or send different letters
to persons on the same mailing list.

FEATURES: FEATURES:

- Access records by multiple keys
- Insert new records without sorting
- Eliminates need to key in for each record by providing "assumed
values" - Easily combines with text files for merged letters

REPORTS: REPORTS:

Address File Listing
Salutation File Listing
Mailing labels
Roladex cards
Mail-merge document
Postcards
Envelopes

STEPS TO SUCCESSFUL IMPLEMENTATION

1. Install the program for your particular system configuration
(CHAPTER 2 & APPENDIX C).

2. PHASE 1 - Build your data files of names and addresses (2-1).

3. PHASE 2 - Perform daily procedures of entering address chang-
es, printing reports, and making backups of your data. (6-1).

SOME DO-NOTS

- DO NOT use BLINC until you've read or browsed through this
entire manual.

- DO NOT forget to make regular backup copies of your file.

SETTING UP
THE TOTAL MAILING LIST MANAGER
FOR WINDOWS

See Appendix C for additional instructions on installing the program for your system configuration.

   This chapter will address itself to the procedures you should follow in setting up the system for your use. It discusses each of the applications you will use, how they interact with each other, and the steps you should take in creating your master and data files. These setup proce-

dures are covered:

SYSTEM SETUP   _____
SETTING UP MAILING LISTS   _____

    The procedures you should follow on a daily and periodic basis once your system is set up are covered in Chapter 6. Should you need any help in knowing what information a field should contain, refer to the discussion of the fields in Chapter 7, (DATA FILES).

INSTRUCTIONS FOR

INSTALLING BLINC, THE TOTAL
MAILING LIST MANAGER FOR WINDOWS

1. Copy the file VBRUN200.DLL into your Windows System directory.
   Ex. From the A> prompt
   COPY VBRUN200.DLL C:\WINDOWS

2. INSTALL the other BLINC files into a directory of your choice.
   Ex. From the C> prompt
   MD \BLINC   PRESS ENTER
   CD \BLINC   PRESS ENTER
   A:BLINC2xx   PRESS ENTER

where xx is the release number of BLINC which you have.

3. Go into Windows.
   Choose File - New - Program Item - OK
   Enter "BLINC" for
    Description
   Enter "\BLINC\BLINC.EXE" for
    Command Line
   Choose OK.

   Refer to Appendix C for information on setting up network and
special company configurations.

SETTING UP BLINC

There are three steps involved in setting up BLINC: _____

    1. Obtain all names, addresses, and salutations that you want to put
into the system.

    2. Enter the names and addresses into the system.

    3. Print sample reports to check for errors.

Each of these steps will be detailed in the following pages.

ENTERING ADDRESS INFORMATION

   After you have gathered the information that you want to enter
(names, addresses, etc.) you are ready to enter those names into the
system:

Choose the BLINC icon within Windows and double click. The system will
then show the Address File Maintenance screen. Click on ADD to add a new
record. See Chapter 7 for a discussion of the fields in this screen.
See Chapter 5 for a detailed explanation of the various keys and their
uses.

PRINT SAMPLE REPORTS

   See chapter 6 for a discussion on printing address listings, mailing
labels, and Roladex cards.

WHAT'S IT ALL ABOUT

Working with the system can be basically broken down into two
functions. One is related to entering information, inquiring on particu-
lar entries, and the editing of those entries. We refer to this option
under the heading of file maintenance. You will manipulate your files
through various screens. This option is highly interactive. The other
function is the generation of reports from the information entered.
These reports are generally not interactive.

The system is designed so you will be presented with several options
by means of a MENU. The menu bar is displayed across the top of the data
entry screen. You may choose any MENU option by clicking on it with the
mouse or by pressing ALT and the first letter of the word. Many times
there are sub-menus behind the first menu and at times even a third or
fourth level menu. In cases where there needs to be a third level menu,
the second level menu will contain options for entering information to
the system and subsequent menus will contain reports generated from the
information you have entered.

Working with the system in entering and editing information is
presented by means of various screens. These screens and the options you
have in working with them are discussed in this chapter. The generation
of reports is discussed in CHAPTER 4 - REPORT OPTIONS. This chapter
will give you an overview of the entire system, showing each menu and
entry screen. Sample reports are included in Appendix D.

ADDRESS FILE MAINTENANCE
File Edit Options Add Next Prev Search Zip Finder Sticky Notes About

        Click Here to View BLINCS   Set BLINC
    FILE #.....:
    Name.......:   Find BLINC
    Address 1..:
    Address 2..:   Carr. Rte.
    City.......:   St :   Zip :

    Phone 1....:   Select Codes
    Phone 2....:   Contact   __ Customer
    Salutation.:   __ Prospect
                                __ Group
    Optional Fields   __ Individual

        _____ _____ _____

_____ _____ _____

The Address Master File should contain each of your names and addresses. The
default file name is ADDRESS.DAT. If you want to store your names in a
different file, choose FILE - NEW and enter a new file name. See chapter 7 for
a discussion of the fields on this screen. From this screen you will access
all functions for maintaining your address file(s). Chapter 5 explains the
various options you have for manipulating your files.

FILE
   - NEW
   - OPEN   F5
   - IMPORT   Ctrl I
   - SELECT / SORT
   - PRINT
   - QUICK SEARCH INDEX
   - EXIT

FILE - NEW Choose this option if you want to store your names in a file other
than ADDRESS.DAT. The system will ask you for a file name, then clear the
screen and allow you to enter new names.

FILE - OPEN (F5) : Choose this option to open a data file which already exists
in the system.

IMPORT (Ctrl I) : This option is used to import records from other systems.
BLINC accepts records in several different formats.

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   - ASCII Comma Delimited
   - ASCII Fixed Length
   - Dbase File
   - Label Text File 1 Up
   - Label Text File 3 Up
   - Paradox File
   - Word Perfect Mail Merge File

- Word Perfect Label File

SELECT / SORT : Will allow you to select and sort your data files for printing labels and reports. The sort option when printing a report does not actually sort the file... it merely swaps pointers to the records so that the report will be generated in sorted order.

FILE
   - PRINT
      - SINGLE LABEL
      - ADDRESS LISTING
      - LABELS
      - ENVELOPES
      - ROLADEX CARDS
      - BLINCS
      - PRINTER SETUP
      - SNAPSHOT

FILE - PRINT - SINGLE LABEL (Ctrl L) : This option will allow you to print multiple labels for the record that is currently displayed on the screen.

FILE - PRINT - ADDRESS FILE LISTING : This option will give you a columnar listing of the names in your address file. A sample of this report is located in Appendix D. All of the standard sort/select options are available for your use while running this report. See Chapter 4 - REPORT OPTIONS.

FILE - PRINT - LABELS :

            - Dot Matrix 1 UP
            - Dot Matrix 2 up
            - Dot Matrix 3 up
            - Dot Matrix 4 up
            - DM 3 up no barcode
            - Cheshire labels 3 up
            - Laser 3 up

FILE - PRINT - LABELS : These options will print mailing labels in various formats. A sample printout of these labels are located in Appendix D. All of the standard sort/select options are available for your use while running this report. See Chapter 4 - REPORT OPTIONS.

FLIE - PRINT - BLINCs : This option will give you a listing of the currently

defined BLINCs. For more information on defining and using BLINCs, see chapter 6.

FILE - PRINT - PRINTER SETUP : This option will allow you to set margins and page length settings. BLINC uses the default printers defined within Windows for other settings.

FILE - PRINT - SNAPSHOT : This option will print the current record including field headings.

FILE - QUICKSEARCH INDEX : The system maintains an internal index to the files in order to find records quickly using Quick Search (F6). If for any reason your index becomes damaged, this option will allow you to rebuild the index.

FILE - EXIT :   This option will allow you to exit from the program and return to Windows. You should always choose this option when you are finished with your processing.

EDIT
    - UNDO
    - COPY
    - Copy All

EDIT - UNDO : This option will restore any changes made to the current record if you decide not to keep the changes.

Edit - Copy : This option will copy the name and address information into the clipboard so you can retrieve it within another application. You can use this option to merge names into letters created with your word processor.

Edit - Copy All : This option will copy the entire record including phone numbers and comments fields into the clipboard so you can retrieve it within another application.

OPTIONS
    - DELETE
    - CLEAR BLINCS
    - CREATE INDEX
    - USE INDEX
    - PURGE DUPS

OPTIONS - DELETE : Will delete the current record from the file.

OPTIONS - CLEAR BLINCS : If this option is checked, the system will clear each successive BLINC once you have jumped to the new record. If it is unchecked, the system adds each succesive BLINC FIND to the previous list. This is useful if you're combining several smaller lists together for printing.

Options - Purge Dups : This option will allow you to interactively review near

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match records to delete duplicates. All of the standard sort/select options
are available while using this option. See chapter 4 - Report Options.

VIEW : This option will give you a columnar listing of the records in the data
file and allow you to page forward and backwards through the file.

ADD : Will clear the screen and position the cursor in the Name field to allow
you to add a new record. The File Number is automatically assigned. If you
are entering individuals names, they should go in as Last Name; First Name with
a semi-colon between.

NEXT : Will display the next record in the file.

Prev. : Will display the previous record in the file.

SEARCH
    - GO TO   F2
    - QUICK SEARCH   F6
    - DEFINE   Shift F3
    - FIND > SCREEN   F3
    - FIND NEXT   F4
    - FIND > BLINC

Search - Go To : Will allow you to jump to a particular record in the file.
Ths system will ask you for the record number. If you have allowed the system
to assign the numbers and not overridden them, this is the same as the File
Number.

Search - Quick Search : This option will allow you to search quickly for a
name. The first 7 characters are significant. You must match on at least 7
characters. You may type more if you'd like to make the search more specific.
If a name is shorter than 7 characters, such as Jones, you should enter Jones;
with a trailing space. That makes the seven characters. The first name would
then be optional. If the name sought is not displayed, press F4 to see the
next match.

Search - Define : This option will display a blank entry screen. Enter the
piece(s) of information you want to search for, then choose Search - Find >
Screen or Search - Find > BLINC depending on where you want the results of the
search to go.

Search - Find > Screen : This option will direct the output of any search which
you have defined to the screen. The first record which matches your search

criteria will be displayed. Choose Search - Find Next to continue searching
for the next match.

Search - Find Next : Will continue the searching of the data file for the
currently defined criteria with the record immediately after the one currently
displayed. You can choose this option multiple times to search through the

entire file.

Search - Find > BLINC : Will direct the output of a search to the BLINC queue.
You may then scroll through the resulting entries and click on each to view the
record. If you want to view multiple records, you should choose Options -
Clear BLINCS and remove the check mark so the system will not clear once a
record is selected.

Zip Finder : When you choose this option, BLINC will allow you to enter a city
and find the zip code, or to enter a zip code and find the corresponding city.
If you have Accumail, the optional CD-ROM disk subsystem installed, you can
find the zip plus 4 code by also searching for the street address. ZIP FINDER
ii contains approximately 40,000 5 digit zip codes for quick verification of
proper zip codes.

STICKY NOTES : This option will allow you to add notes about a particular
person. These notes are free-form and a maximum of 200 per record are allowed.

ABOUT : My shameless commercial for the program and my company.

USING BLINC

Beyond the Limits of Information and Networking Connections, there is BLINC. BLINC is the part of the Total Mailing List Manager that sets it apart from other filing programs. You can use BLINC to maintain relationships between groups and the people who make up those groups.

Every entry in your address file will represent either an individual person or a group. That group may be a business, a church, a social organization, or even a "group" you define yourself, such as "apple pie eaters." The BLINC will then allow you to identify the relationships and beyond that to manipulate those relationships to organize your file on the fly and find the information you need.

BLINC consists of two parts. The front end allows you to add and delete relationships, and the back end allows you to either interactively jump through the links which have been established, or to print labels and reports from the links.

AN EXAMPLE OF SETTING UP AND USING BLINCS

Let's suppose that you want to create a list of members or your Rotary Club.

First enter the name and address of the rotary club into one record. This will be the primary information on the group.

Next enter each name and address of the members that make up that group.

Now choose SET BLINC. You may either click on the group field, then click on the Rotary Club field or type in the file number of the Rotary Club.

Now click on each member in turn in the right list box, then click on that member's relationship to the Rotary Club, followed by ADD BLINC. When you are finished, choose EXIT.

Now the fun begins. With the master record for the Rotary Club displayed on the screen, click on FIND BLINC and the BLINC list box will give you a list of all members and their relationship to the club. Clicking on a member will show their master record. You may then repeat the process to see the relation-ship that a member has to the club, or to other groups.

You will notice that the system clears the chosen BLINCS each time that you choose FIND BLINC. You can keep this from occurring by choosing OPTIONS - CLEAR BLINCS and remove the check mark. The system will then not clear the BLINCS, but allow you to jump quickly between the various members of the group.

BLINC feeds to the address listing and print labels routines. In order to print labels to every member of the club, all you need do is click FIND BLINC,

then click FILE - PRINT - PRINT LABELS.

But, Beyond the Limits... Suppose later you wanted to get a notice out to all club secretaries regarding the upcoming yard sale.

Choose SET BLINC, click on secretaries, leaving the member and group box blank, then choose FIND BLINC. The system will then give you a list of secretaries, regardless of the organization. Choose FILE - PRINT - PRINT LABELS, and you have your list.

CHAPTER 4
STANDARD REPORT OPTIONS

SELECTING RECORDS
FOR PRINTING

Any time you choose a menu option that calls for printing a REPORT you will have several options of how you wish to have the records presented on the report. These options generally fall into the following 2 categories.

1. SELECT the records out of the file that you want to appear on the report.

2. SORT the records into the sequence in which you want the report to print.

The first of these, the SELECT RECORDS OPTION is designed to permit you to select from the file ONLY those records that you want to appear on the report; you do not have to list everything in the file if you want only those records that meet certain criteria.

SELECT RECORDS OPTIONS

When you go to print any report you have several options of how you wish to select the records for printing.

SELECT ALL RECORDS

This option will print all records in the file.

SELECT BLOCK OF RECORDS

This option is used to select a block of records by record number. The record number is the number located at the top of the screen on the prompt line when you enter or edit the record. (ex. Record 6 of 235 - the number 6 is the current record and 235 is the total number of records in the file.) The system will ask for a beginning and ending record to include on the report.

FIND > BLINC

Records which have been selected by the system and placed into the BLINC queue, can be printed without any further select / sort options being performed.

SORT RECORDS OPTIONS

If you wish to have your output reports printed in a specific sequence, you should sort the file index. For example, to print your address file in alphabetical order, by last name, you would specify the NAME field. If you don't care about the sequence of your output report, you won't need to do a sort before printing your report.

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A new feature for version 1.11 of BLINC is the capability to do postal presorts. This is actually a multi-level sort based on sorting first all 5 digit zips, then 3 digit SCF, then states, and finally mixed states. This sortation will allow you to take maximum discounts at the post office for presorted first class and bulk mail.

BASIC PROGRAM
OPERATING PROCEDURES

There are a number of procedures that are part of the operation of the program. Before you can do these steps you must have installed the program for your hardware configuration (APPENDIX C), and built your master files. (CHAPTER 2). This chapter will address itself to the steps to operating the program.

There are several types of transactions that are part of your normal daily procedure. They are all specified in this chapter which tells you exactly how to enter each type of transaction. The checklist on the next page gives you an overview of what should be done each day. Other procedures, such as the generation of reports are performed as needed, while others are performed monthly, quarterly, or annually. You may find that certain recommendations do not "fit" for your particular operation. If you change the procedures however, be careful to think through the ramifications. Throughout these procedures we have assumed that you are using the complete BLINC program. If you are using only selected options your procedures may differ.

OPERATION TO BE PERFORMED   SEE PAGE / NOTES
==
DAILY OPERATIONS

1. System Initialization   6-4

PERIODIC OPERATIONS
(TO BE PERFORMED AS NEEDED)

Mailing List Management

1. Create a New Data File
1. Address File Listing
2. Salutation File Listing
3. Print Mailing Labels   6-7
4. Print Roladex Cards   6-8
5. Print Envelopes
5. Create Mail Merge Document   6-9
6. How to Make Backups   6-6

NOTES TO THE SYSTEM
OPERATIONS

1. The abbreviation CD stands for current date. You should enter the current date in the format MM/DD/YY. If the month or day is less than 10 you should enter a leading 0 as in

01/01/91   for February 6, 1992.

2. The abbreviation BR stands for beginning record number. Enter the record number of the first item in this batch of entries. This is the number that appeared on the prompt line AFTER you added the first transaction in this batch; ie.

RECORD XX OF NN

You should enter the value for XX then press ENTER.

3. The abbreviation ER stands for ending record number. Enter the record

number of the last item in this batch of entries. This is the number that ap-
peared on the prompt line AFTER you added the last transaction in this batch;
ie.

RECORD XX OF NN

You should enter the value for XX then press ENTER. If the last record to
print corresponds to the last item in your file you may merely press ENTER and
the system will assume the last record.

System Initialization
Stand Alone System

    You should always turn on your peripheral items (printer, modem, etc.
first, then your computer. The system will go through a startup process which
will identify any problems that it may have. The particular sequence will
depend on your computer system. If prompted, you should enter the system date
in the format MM/DD/YY. If the month or day is less than 10 you should enter a
leading zero. Ex. February 8, 1992 should be entered as:

02/08/92   Press ENTER

You should always make a habit of using the slashes '/' rather than entering dashes '-' for dates. The system treats the two differently when sorting and you will have problems later if you use dashes.

If the system stops at the DOS prompt, i.e.

C>

you should type:

CD\WINDOWS   press ENTER
WIN   press ENTER

Once Windows has loaded, double click on the BLINC icon to start the program.

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Create a New Data File

    This is the procedure for creating a new data file to hold your names.
The default file name is ADDRESS.DAT. When you first start the program, names
will be put in this file. For a new file, choose:

FILE - NEW - FILENAME* - OK

    *A FILENAME may be up to 8 characters long, characters or numbers.
Special characters and spaces are not allowed.

How to Make Backups

After you have completed your posting of each day's transactions, you should make a habit of backing up all entries made. Refer to your DOS reference manual if you have questions regarding the procedure.

From the DOS prompt:

BACKUP C:\BLINC*.* A: press ENTER.

The computer will tell you when to put in a diskette and when additional diskettes are needed. Be sure the diskettes you put in have been formatted; if not you must FORMAT DISKETTES before starting the backup procedure.

Be sure all diskettes are inserted into the computer with the label side up and the cut out end going in first.

These daily backup diskettes should be stored off site to assure that you have a backup of your data files.

Print Mailing Labels

   The Print Mailing Labels option will allow you to print mailing labels
from the data files that you have entered. All of the standard sort/select
options are available to you while using this function. See Chapter 4 - REPORT
OPTIONS. This system supports 3 1/2 inch labels 1 up, 2 up, 3 up and 4 up as
well as the three across labels for laser printers.

1. Select the records to include in the print job. See chapter 4 for a full
discussion of selecting records. To select all records in the file, choose
FILE - SELECT/SORT - SELECT ALL RECORDS - OK

2. You may choose to sort the labels on zip code or on name. If so, when the
SELECT/SORT Records Menu appears, click on the sort field before choosing OK.

3. Choose FILE - PRINT - LABELS

Click on the format of the labels you want to print. The following questions
will appear on different formats, depending on their need. We will discuss
them all together, but not all will be asked each time. For the default
values, press ENTER.

Printer output directed to: {LPT1:} The current version of the program
bypasses PRINT MANAGER within Windows, because of bugs with PRINT MANAGER in
handling graphics bar codes properly. You can specify to send the output of
your printing to a disk file by entering the file name and path on this line.
Other possible entries are COMx: for a specific serial port or SCRN: for the
video screen.

Printer Setup String: {no default setting} You may use this line to send
special settings to your printer to set printer fonts or line spacing. Consult
your printer manual for specifics. The ESC code (character code 27), if
required should be entered as <ESC>. All other codes should be entered as
their ASCII equivalent. Codes which are not available directly from the
keyboard may be typed by holding down the ALT key and typing its 3 digit

decimal number on the keypad.

Ex. Many printers used <ESC> (027/015) for condensed type. You would enter this code by typing <ESC> and then hold down the ALT key and type 015 on the keypad. The screen would then display the 'splat.'

Vertical Spacing between labels: {1} This option is for the number of lines to skip between labels. For standard 1" high labels, the answer is '1'. If you are using larger labels, or printing more than 6 lines per inch, you will need to experiment to get the proper number.

Horizontal spacing between labels: {5} This option only applies to labels printed 2 up, 3 up, and 4 up. If your labels are non-standard, you can experiment with this number to get wider or narrower spacing.

Print Alignment Mask? : If you answer 'Y' the system will print xxx across three labels to allow you to check the alignment. When you have a proper alignment on the labels, answer 'N' and the labels will be printed.

Include PostNet bar codes? : If you answer YES, the system will include the PostNet bar code above the address.

Print Envelopes

   The Print Envelopes option will allow you to print envelopes from the data
files that you have entered. All of the standard sort/select options are
available to you while using this function. See Chapter 4 - REPORT OPTIONS.

1. Select the records to include in the print job. See chapter 4 for a full
discussion of selecting records. To select all records in the file, choose
FILE - SELECT/SORT - SELECT ALL RECORDS - OK

2. You may choose to sort the envelopes on zip code or on name. If so, when
the SELECT/SORT Records Menu appears, click on the sort field before choosing
OK.

3. Choose FILE - PRINT - ENVELOPES

Click on the format of the envelopes you want to print. The following questions will appear on different formats, depending on their need. We will discuss them all together, but not all will be asked each time. For the default values, press ENTER.

Printer output directed to: {LPT1:} The current version of the program bypasses PRINT MANAGER within Windows, because of bugs with PRINT MANAGER in handling graphics bar codes properly. You can specify to send the output of your printing to a disk file by entering the file name and path on this line. Other possible entries are COMx: for a specific serial port or SCRN: for the video screen.

Printer Setup String: {no default setting} You may use this line to send special settings to your printer to set printer fonts or line spacing. Consult your printer manual for specifics. The ESC code (character code 27), if required should be entered as <ESC>. All other codes should be entered as their ASCII equivalent. Codes which are not available directly from the keyboard may be typed by holding down the ALT key and typing its 3 digit decimal number on the keypad.

Ex. Many printers used <ESC> (027/015) for condensed type. You would enter this code by typing <ESC> and then hold down the ALT key and type 015 on the keypad. The screen would then display the 'splat.'

Vertical Spacing between labels: {1} This option is for the number of lines to skip between labels. For standard 1" high labels, the answer is '1'. If you are using larger labels, or printing more than 6 lines per inch, you will need to experiment to get the proper number.

Single or Continuous : {S} If you choose single, the system will pause between printing each envelope and wait for you to press ENTER before continuing.

Portrait or Landscape : {P} Landscape printing is only available for certain

printers. Check your printer manual.

Include Return Address : {Y} If you answer 'Y' the system will print the return address from the company setup file.

Banner Line 1 & 2 : These lines are optional and will print across the envelope below the return address.

TAB offset for Return Address {3} : Enter the number of spaces from the left margin for the return address.

TAB offset for Address {40} Enter the number of spaces from the left margin for the Address.

Vertical Spacing Between Return Address and Address {3} : The number of vertical spaces after the banner line before printing the address.

Vertical Spacing Between Address and Bar Code {3} : The number of vertical spaces after the address before printing the bar code.

Vertical Spacing Between Bar Code and End of Envelope {3} : The number of vertical lines to feed after printing the bar code.

CATEGORIES OF FILES

There are two general categories of files used in the computer to do
all of your work; they are:

   1. Master Files
   2. Data Files

The information contained in master files usually does not change
very often, but when it does change, it is CRITICALLY IMPORTANT that the
master file affected be updated accurately and immediately. Never run
any type of report until you know that your master file updates have been
properly completed. Your reports will be worthless if your master files
are wrong.

Master file information is changed instantly; just as soon as you
exit a record after editing the file is changed. No posting cycle is
required to update the master file - no audit trail is left for you
except your original input document. BE VERY CAREFUL THAT YOUR DATA HAS
BEEN ENTERED CORRECTLY BEFORE EXITING THE EDIT OPTION WHEN UPDATING
THE
MASTER FILES - THERE IS NO VALIDATION, AND NO AUDIT TRAIL LEFT.

There are 3 master files which are a part of the system and are
required for proper operation. These files are:

SALUTE00.DAT
ZIPCODES.DAT
TITLES00.DAT

ADDRESS FILE MAINTENANCE
EXPLANATION OF FIELDS

FILE NUMBER - This field is the key field for your address file. It is
automatically assigned by the system, giving each record a unique number
as it is created. You may then use this number in conjunction with F2 to
quickly retrieve a record. It is also used by the BLINC routines to
maintain links between records in your file.

NAME - If you are dealing with an individual you should give consider-
ation as to how to enter the name. If a name is entered as James E.
Smith and you ask for an alphabetical listing of the customers the names
will be out of order. If on the other hand Smith; James E. is entered
the names will be sorted properly on your printout. For printing purpos-
es the name will be reversed on the mailing label so that Smith; James
E. will become James E. Smith. NOTE THE SEMICOLON IS USED AS A SEPARA-
TOR. If the name is James E. Smith, Jr. it should be entered as Smith
Jr.; James E. Should you find a printout addressing a customer in-
correctly you can call up that record and edit the customer name field.

CONTACT - This field should contain the name and salutation that you
wish to use in addressing this person. It is used for addressing
letters to a particular person's attention. If no name is entered here
the letter will print 'Dear Sir' for the salutation.

ADDRESS 1 & ADDRESS 2 - Two lines are allowed for the address. Recent
Post Office guidelines suggest that the second line should contain the
Post Office Box if required.

CITY - STATE - ZIP CODE - A maximum of 15 characters are allowed for the city. Post Office abbreviations are recommended for the state. The Zip Code field allows 10 characters for the zip plus four codes.

CARRIER ROUTE - This field is for carrier route if you are doing bulk mailings.

PHONE - Twelve characters are allowed for the phone number including the area code. The format is xxx-xxx-xxxx.

SALUTATION - This field should contain the KEY # from the Salutation File. This file is used in the Mailing List Management sub-system to address people as Mr., Mrs., etc.

The standard salutation codes are:

   0. no salutation (also default for blank field)
   1. Mr.
   2. Mr. & Mrs.
   3. Miss
   4. Dr.
   5. Dr. & Mrs.
   6. Drs.
   7. Sgt.
   8. Sgt & Mrs.

COMMENTS - The comments field is for your own use and a maximum of 40 characters are allowed. Any information about the person you wish to maintain may be typed in this space and later searched like any other

field.

SELECT CODES - The select codes are the selection criteria that you
choose to sort the records by. They are labeled Customer, Prospect,
Member and Group. You may use them to key the records as you'd like.

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DATA FILE LAYOUT FOR ADDRESS

Ln.	Description	Length	Type
1	FILE #	7	0
2	NAME	35	0
3	ADDRESSEE	30	0
4	ADDRESS 1	30	0
5	ADDRESS 2	30	0
6	CITY	15	0
7	STATE	2	0
8	ZIP CODE	10	0
9	PHONE 1	12	0
10	PHONE 2	12	0
11	CARRIER ROUTE	5	0
12	SALUTATION	2	0
13	FLAG STRING	4	0
14	USER FIELD 1	10	0
15	USER FIELD 2	10	0

Ln.	Description	Length	Type
16	USER FIELD 3	10	0
17	USER FIELD 4	10	0
18	USER FIELD 5	10	0
19	USER FIELD 6	11	0

DATA FILE LAYOUT FOR TITLES00

Ln.	Description	Length	Type
1	TITLE KEY	10	0
2	TITLE DESCRIPTION	35	0

DATA FILE LAYOUT FOR ZIPCODES

Ln.	Description	Length	Type
1	ZIP CODE	9	0
2	ZIP STATE	2	0
3	ZIP STATE	15	0

DATA FILE LAYOUT FOR TITLES00

Ln.	Description	Length	Type
1	MEMBER	4	0
2	TITLE	4	0

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| 3 | GROUP | 4 | 0 |

"Do you have any other programs that you're distributing?"

ANSWER: Yes, We take great pride in our ability to provide high quality, high function, easy to use programs for a popular price.

"Will it help if I buy more RAM memory for my PC?"

ANSWER: Yes. BLINC makes use of all available memory for performance purposes. You should see a sizeable speed improvement particularly on large files. Your sorts should also run faster.

"In what language was BLINC written?"

ANSWER: It was written in "Microsoft VISUAL BASIC", then compiled with the Microsoft VISUAL BASIC Compiler version 1.0. There are also some assembler language subroutines, which were created using the IBM Assembler. There are over 25,000 lines of source code in this product. We use WORD PERFECT to maintain our source code and documentation files. Final documentation is produced directly from WORD PERFECT to assure that the manual you receive reflects the most recent revisions.

"What computers run BLINC?"

ANSWER: We've worked very hard to make BLINC run on as many different "MS-DOS" computers as possible. The minimum configuration is an 80286 system with 2 megabytes of memory, VGA color monitor, and 2 megabytes of memory. Microsoft Windows v. 3.0 or higher is also required.

"Can I obtain the source code for the program?"

ANSWER: The source code is available from Eastern Digital Resources for your own non-commercial use. Contact your local dealer for pricing.

Malfunctions

Errors due to operation mistakes (operators) or to environmental conditions (hardware or system software) do occur on occasion in spite of the best error trapping techniques a program can include. TMLWIN helps you to quickly determine if an error is due to a defect/failure or the result of misoperation.

Disk Drive Not Ready or File Not Found xxxx

This error is from the program which encountered an error due to a disk drive failure or mis-operation. Note what the program is trying to do, read a Data File, Save a Data File, etc. and also which disk drive is

involved. Check that the drive itself is operational and then make sure the diskette has the requested program. Press ENTER to retry.

Using the 'ESC' for exit will usually escape the error condition but will not correct the error. Continuing with the program following such an error, without correcting the problem will usually be un-successful. As an assist in locating the difficulty the error number, xxxx, will help by pointing to the
problem area.

Each of the above errors will occur during the initializing, or the startup, phase. The most common problem is the file(s) are not on the currently designated default drive where the program expect to find them. (the default drive is the one designated from DOS by the prompt; A>,B>,etc).

Printer Not Ready. On some printers, during multiple copy printing, this error will occasionally be displayed and then clear itself. This is the result of the program attempting to print the next label and the printer is still busy. Although an annoyance this does no harm. A printer buffer, always a good accessory, will prevent this. Device Fault is a DOS error which usually relates to the printer. Although the program interrogates the printer ready status prior to each print command to avoid such a fault, it is possible that mis-operation could void such checks. Such a diagnostic message will require a RE-BOOT.

REQUIRED FIELD: A value must be provided in this field The field has
been designated as "required " by establishing a validity check. You
must post a value to this field during an editing or a data entry ses-
sion. See Chapter 1 for information on validity checks.

Access denied... You will see messages beginning with "Access denied" if
you are working on a network and are trying to access an object or
directory that you do not have sufficient rights to use. Typically, the
problem is not at the program level, but at the network level. For
example, you'll get this type of message if you try to make a read-only
directory your working directory. See your network administrator if you
cannot determine the cause of this problem.

Drive not ready.

BLINC is attempting to read or write from a disk you have specified, but
cannot do so because the drive door is open, a disk is not inserted in
the drive, or the drive does not exist.

Insufficient disk space for export.

TMLM has determined that it cannot Export the data in a table because
there is not enough room on the disk or directory you have designated to
hold the exported version of the data. Change your working directory or
floppy disk, or delete some files before continuing.

Insufficient disk space to insert new records.

TMLM has determined that there is not enough room on the designated disk
to complete an Insert query. Change your working directory or floppy
disk, or delete some files before continuing.

Insufficient memory for...

BLINC has determined that it does not have enough memory available to

carry out the operation you have specified. Before continuing, end the current operation and try to increase available memory by clearing the workspace. You can also increase memory by removing any RAM-resident programs you may have installed on your computer.

APPENDIX C
INSTALLATION PROCEDURES

     Before doing anything else with the program, you should make a copy of your program diskettes. The new copy will serve as your operating diskette, and you can store the original distribution diskette for safe-keeping. Please note that copies may only be made for backup purposes or onto your hard disk.

INSTALLATION FOR A HARD DISK SYSTEM

1. If you don't see the normal DOS prompt on your screen, then "boot-up" the DOS operating system in the usual manner. If you don't yet know how to do this, please return to your DOS manual for further reading or consult your dealer.

2. Log onto the "A" drive. To do this, type:

A: and press the ENTER key.

3. Copy the programs to the hard disk. Do this by typing:

INSTALL   press ENTER

4. Store your program distribution diskette in a safe place.
At this point, you may need to install the program into Windows Type:

```
C:              press ENTER
CD\WINDOWS         press ENTER
WIN             press ENTER
```

Choose File - New - Program Item - OK

Enter BLINC.EXE for the Program Name

Enter C:\BLINC for the Working Directory.

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INSTALLATION CONSIDERATIONS
FOR NOVELL NETWORKS

   If you have the single user edition of BLINC, you may still install
the program on a Novell network. You should take care however that no
two users are using the same data files simultaneously to avoid corrup-
tion of your data.

Each user should be given shared read/write access to the following
directories:

DOS
BLINC
DATA
USERNAME - where USERNAME is the name of the user.

The system should have the drives mapped as:

C: - USERNAME
D: - BLINC
E: - DATA

If the user has a local hard disk drive installed, you can use that drive
as drive C: rather than mapping a drive to the network.

Each user must have a unique drive designated as drive C: to alleviate
collisions and corruption of data files.

For the INSTALL procedure only, you should map drive C: as the network
SYS:\BLINC or specify the drive designation and path after the INSTALL as
in:

INSTALL D:\BLINC

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INSTALLING BLINC FOR MULTIPLE COMPANIES

The recommended way to set up multiple companies on the system, is to map
DRIVE C: uniquely for each company, drive E: as a unique data area for
each company and keep drive D: set to WINDOWS. Each user should then

login under the company name. If more than one user is going to work in
any given company at one time, each user must have a unique drive C:

```
##########################
##########################
##########################
```

                        SAMPLE MAILING

LABELS FORMAT

```
##########################
##########################
##########################
```

```
##########################
##########################
##########################
```

BANK OF SARDIS
P.O. BOX
SARDIS, GA. 30456

BANK OF WAYNESBORO

P.O. BOX 637
WAYNESBORO, GA. 30830

WENDELL BAREFIELD
RT.2 BOX 105
WAYNESBORO, GA. 30830

JAMES BAREFIELD
RT.1 BOX 213
SARDIS, GA. 30456

CARL BARGERON
RT.1 BOX 97
SARDIS, GA. 30456

                    THE TOTAL MAILING LIST MANAGER

FRED BEAUMAN

P.O. BOX 112
SARDIS, GA. 30456

APPENDIX E
TECHNICAL SPECIFICATIONS

   While BLINC has been designed with care and rigorously tested
in actual business use, you may have some requirements which the
program cannot meet. The information in this appendix is designed
to give a programmer the links he needs to make necessary changes
to the system. It is expected that you will have a working
knowledge of the disk operating system, file I/O, and a background
in programming using a language such as BASIC before attempting to
modify the program. We can provide telephone assistance as needed
but please understand that you will be billed at our going rate
for assistance provided in this area.

MOVING RECORDS INTO
ANOTHER APPLICATION

All data records within BLINC are stored as ASCII files in a
random access format. If you wish to access the record you may
open the file with a record length of 255. In order to import the
records into LOTUS or other spreadsheet program you should only
need to read the file using the spreadsheet's import feature for
sequential files.

WRITING YOUR OWN PROGRAMS

    This information is provided for programmers who wish to use
TMLWIN files with their own programs.

Here's a sample BASIC program to show you how to process the Index
and Data records in your file.


```
1 CLEAR 20000:DIM A$(92),R(92),C(92),F(92),D$(92),F$(92),FL(92),
  D2$(92),F2$(92),F2(92),D3$(92),F3$(92),F3(92),D4$(92),F4$(92),
  F4(92),IN$(10)
6 DEF FN SS$(AN$)=LEFT$(AN$+" ",INSTR(AN$+" ",",")-1): REM This
function strips trailing blanks from a string
7 OPEN"I",1,"COMPANY0.CFG":A$=INPUT$(149,1):PR$=FN
SS$(INPUT$(12,1)):DN$=FN SS$(INPUT$(12,1)):IND$=FN
SS$(INPUT$(12,1)):FG=VAL(INPUT$(12,1)):BG=VAL(INPUT$(12,1)):
BC=VAL(INPUT$(12,1)):CLOSE 1:EXT$=".DAT":REM Get the company setup
information as to drive assignments etc.
11 DEF FN H(SE$)=ASC(MID$(SE$,1,1))*97+13+ASC(MID$(SE$,2,1))*113+
ASC(MID$(SE$,3,1))*73+ASC(MID$(SE$,4,1))*32+ASC(MID$(SE$,5,1))*3+
```

```
ASC(MID$(SE$,6,1))*2+ASC(MID$(SE$,7,1))*7:REM This function
creates a hash code of the key field's data
100 REM TO OPEN A FILE GOSUB 2100
110 REM TO OPEN AN INDEX GOSUB 2700
120 REM TO RETRIEVE NEXT ITEM IN THE SELECTED RECORDS GOSUB 2600
130 REM TO SEARCH FOR A RECORD GOSUB 1200
1200 IN$=LEFT$(DF$,10)+".I"+IN$(L1):GOSUB 2200:IN$=SE$:GOSUB 1600:
S1$=IN$:J=LI:S1$=S1$+"      ":S1$=LEFT$(S1$,7):S2$=MKI$(FN
H(S1$)):FOR X3=X1 TO 32:GET BN+1,X3
1202 I=INSTR(BE,H$,S2$):BE=BE+2:IF I>0 THEN R2=((X3-1)*125)+((I+1-
)/2):
GET BN,R2:ON BN GOTO 1250,1260,1270,1280
1203 BE=1:NEXT:G=0:RETURN
1204 IF BE<256 THEN 1202
1205 FOR X=RN+1 TO LR:GET 1,X:IN$=D$(LI):GOSUB 1600:G=INSTR(IN$,S-
E$):IF G>0 THEN RETURN ELSE IF INKEY$=CHR$(27)THEN RN=1:GOTO 3060
ELSE NEXT:RETURN
1210 IF LOF(1)=0 THEN RETURN ELSE GET 1,RN:FOR LI=1 TO NU:
A$(LI)=D$(F(LI)):LOCATE R(LI),C(LI):PRINT FN CL$;:LOCATE
R(LI),C(LI) :PRINT A$(LI);:NEXT:RETURN
1250 IN$=LEFT$(D$(ID),LEN(SE$)):GOSUB 1600:IF IN$=SE$ THEN G=5:BE-
=I+2: RETURN ELSE BE=I+2:GOTO 1202
1260 IF D2$(I2)=SE$ THEN G=5:BE=I+2:RETURN ELSE GOTO 1202
1270 STOP
1280 IN$=LEFT$(D4$(I2),LEN(SE$)):GOSUB 1600:IF IN$=SE$ THEN
G=5:BE=I+2: RETURN
1290 GOTO 1202
```

```
2100 DF$=D1$+".IDX":FL=0:OPEN"I",1,DF$:INPUT #1,Z1:FOR X=1 TO
Z1:INPUT #1,F$(X):FL(X)=VAL(MID$(F$(X),30,3)):FL=FL+FL(X):NEXT:C-
LOSE 1:IF D$<>"" THEN D1$=D$:LOCATE 1,46:PRINT D1$
2105 LOCATE 21,1:DF$=DN$+D1$+EXT$:OPEN"R",1,DF$,FL
:LR=INT(LOF(1)/FL):X1=0
2110 FOR LI=1 TO Z1:FIELD 1,(X1)AS DU$,FL(LI)AS D$(LI):X1=X1+FL(L-
I):NEXT
2113 FIELD 1,FL AS A$
2115 IF LR=0 THEN RETURN ELSE RN=LR:GET 1,RN:IF A$=STRING$(FL,32)
THEN LR=LR-1:GOTO 2115
2116 RETURN
2120 CLOSE 2:DF$=D2$+".IDX":F2=0:OPEN"I",2,DF$:INPUT #2,Z2:FOR X=1
```

TO Z2:LINE INPUT #2,F2$(X):F2(X)=VAL(MID$(F2$(X),30,2)):F2=F2+F2(-
X):NEXT
:CLOSE 2:IF D$<>""THEN D2$=D$
2125 DF$=DN$+D2$+EXT$:OPEN"R",2,DF$,F2:L2=INT(LOF(2)/F2):X1=0:FOR
LI=1 TO Z2:FIELD 2,(X1)AS DU$,F2(LI)AS D2$(LI):X1=X1+F2(LI):NEXT:-
X1=0
2127 IF L2=0 THEN RETURN ELSE R2=L2:GET 2,R2:IF LEFT$(D2$(1),4)="
 "OR ASC(D2$(1))=0 THEN L2=L2-1:GOTO 2127
2128 RETURN
2200 IF IN$=IG$ THEN RETURN ELSE CLOSE BN+1:IG$=LEFT$(DF$,10)+"-
.I"+
IN$(L1):OPEN"R",BN+1,IG$,250:FIELD BN+1,250 AS H$:RETURN

THE FILES ON YOUR PROGRAM DISK

This information is provided so that you'll know the function
of each file and program in the BLINC system. BLINC consistently
names each particular kind of file for quick verification of its
purpose in the system. The last three characters of a file will
identify its use.

BAS - VISUAL BASIC program source code
EXE - the compiled version of the BASIC code
BAT - a batch file, used by the system to execute DOS funtions
BIN - an assembly language module which is called by
    the program
COM - an assembly language module which can also be
     executed directly from DOS
CFG - a data file which is used for storing configura-
     tion para- meters and reports
DAT - your data which you have entered
Ixx - an index to a file with the numbers 'xx' identi-
     fying the field in the file which is indexed

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addressee 7-5

*** B ***

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*** T ***

*** U ***

*** V ***

*** W ***

*** Y ***

*** Z ***