

# Address Program Help File

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## *Before you Begin*

Copy merge.dot and bee.dot to your winword template directory.

Copy add\_dat.mdb and address.mdb to your access directory.

Enter your WinWord paths.

Add the WinWord Macros

## *Address Menu Screen*

### **Enter Data**

Click this to open the address list main form and enter your data.

**Important!** When the program is first opened and you have not created your own address list yet, it may assume that ADD\_DAT.LST (or some other database) is your address list and that this database is in the c:\access directory. If it is not, you will get an error. To fix it, just follow the screen directions and enter the name of an existing address list or create your own new database list (which is probably what you will want to do).

Also, if you delete your current database files and then try to open the program, you will get this same error - it is looking for the files you deleted and can't find them.

### **Enter Address List**

Enter the name of your address list database. E.g. jddat.lst If it is not in the same directory as address.mdb, you need to enter the full path. If you enter a name that does not exist, you will get an error and be returned to the screen.

All address lists must have the extension LST and not MDB or the program will reject your name for your address list.

### **Set Winword Paths**

The programs assumes that your winword directory is c:\winword. If this is not so, then you must tell it where to find winword and where your letters directory is. It could be c:\winword or c:\winword\letters or c:\msoffice\winword\letters or whatever you want.

Also, you must copy bee.dot and merge.dot to you template directory before you can use the mail merge or Add WinWord Macros.

### **Add WinWord Macros**

In order for the mail merge feature to work, the "merge" macro must be in your normal.dot file. If you click this button, the program will walk you through the process. The merge macro is stored in BEE.DOT and must be copied to NORMAL.DOT.

### **Create New Database**

Probably you do not want to use ADD\_DAT.LST as your database. So enter your own. If you want to store your data in another directory besides the directory in which your program, address.mdb, is located, then enter the full path.

All address lists must have the extension LST and not MDB or the program will reject your name for your address list.

### **Find and Sorting Records**

The program assumes you have the Form View tool bar open. If you do not, click view, and toolbars, and Form View. You can sort by putting the cursor on the field you want to sort by and then click records and quick sort.

To find, put the cursor on the field you want to search on and click on the binoculars on the tool bar, the find icon. Or you can do a more complex find by clicking on the search button.

Also, you can click on Records and Edit Filter/Sort to devise your own search criteria.