Address Program Help File

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Before you Begin

Copy merge.dot, mergeenv.dot and bee.dot to your winword template 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). Address list files must have the extension *.LST.

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. Address list files must have the extension *.LST.

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. Address list files must have the extension *.LST.

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.

Mail Merge

When you click this option in the search form, you address.mdb exports the files you have selected with Find to your winword\letters directory and executes a macro in normal.dot called "merge" which opens a mail merge letter and attaches the data source. The data source is a file called merge.txt located in your winword\letters directory. From that point on, follow the WinWord 6 mail merge procedures. I usually merge to a document, and then edit, personalize, and print the document.

Envelopes

Clicking on the Envelope button will print the currently selected envelope. It assumes you are using #10 - 4 1/8 x 9 1/2. If you are using a different size, you will need to modify the rptenvelope according the instructions in the Access Manual on reports.

To mail merge your entire list and create envelopes, just do a mail merge on the selected data for your letter mail merge as above then. Do this:

1.   Open a the template called mergeenv.dot in winword\template directory.
2.   Print the mail merge to a document (or your could do this directly and print to printer.)
3.   Print the document

Wizard

Clicking this will export your data to the program OLE.EXE sold by Sharp which in turn will export your data to the Wizard OZ 9500. You must purchase this from Sharp. If you have OL2.EXE for the IQ 8000, or need some other export format, some modification would have to be made to the export procedure. If you know Access basic you could modify the Event Procedure cmdWizard_Click() attached to the Wizard button.

Zero Code 1

The Code 1 field is intended for random marking of various records for selection for mail merge or labels, etc. In order to clear out all these random codes and start over, clicking this will insert one blank space in every Code 1 field and set the field to a blank.

Update Notes

Clicking this button will bring up a dialogue box in which you can enter up to 255 characters to summarize a mass update of all records selected by clicking the Find button. For example you may have sent a mailmerge letter to 75 people and you want a record of who you sent it to. So you would enter something like

> Sent thank your note on 7/1/94 for attending the conference

Update will insert this line as the first line in every selected notes field.

Labels

The program assumes you are using Avery #5160 3 x 10 labels. If you want to change this you would have to modify the two reports, rptLabels, and rptLabels_Main.

Clicking the Label button in the main form will print a complete list in zip order. Clicking the label button in Search, will print a list of those labels selected by Find.

If You Need Help

Contact me at 73512,1645

Jody Dillow