Address & Mail Manager

This FileMaker® Pro template was designed as an address and mail list manager for business or personal use. It is a rework of the Mail List Management template that came with FileMaker® II.

The template includes scripts to automate printing of #10 envelopes and mail labels on LaserWriters and to print rolodex cards and mailing labels on ImageWriters. Other scripts automatically create MS Word mail merge files, and create output files for the DayTimer system. File sorts by Name, Company, Zip Code, etc. are also automated. A telephone-list feature allows viewing and printing of records by name and phone number, and clicking on any name or phone number brings up the corresponding full data record.

The template contains fields to give flexibility for users who use FileMaker® to create mail-merge files. Two Word 4.0 merge templates are also included—one that prints a full page of mailing labels on a LaserWriter, and another that adds an inside address and salutation to business letters.

For those of you who need to manage a few dozen or a few thousand names for mailing lists, and who send letters to groups frequently, will find that this template can do a lot to automate these tasks, and it may provide further ideas for customization and development.

Merge Example #1: Inside Address & Salutation for a Form Letter

This example of a merge instruction prints the first and last name (and the middle initial and discipline, if the record contains these) on line #1. If there is an organizational affiliation, it is printed on line #2. If there is no organizational affiliation, the street address is printed on line #2. The city, state and zip code are printed on the last line of the address section.

Simply copy the example into your form letter, with the text you want to repeat in each form letter. Using your FileMaker template, create a merge file focusing on the group that you wish to address. Follow MS Word's instructions for mail merges.

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«DATA Your Merge File Name Here»

«FirstName» «IF MI»«MI »«ENDIF»«LastName»«IF Discipline», «Discipline»«ENDIF»
«IF Organization»«Organization»
«ENDIF»«Street»
«City», «State» «ZipCode»

Dear «FirstName»:

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Merge Example #2: Self-Stick Mailing Labels

Enclosed with the template files, you will find an MS Word file called "Mail Labels". This file can be used to print a full page of mailing labels (one label per record) on a LaserWriter® printer. It will print labels with either three of four lines of information (the "Organization" field is optional) while maintaining the correct spacing needed. Use laser print label sheets that have 30 full labels per sheet, with half-labels at the top and bottom. You may have to look for these at a good business supplier, but they prevent waste, because LaserWriters cannot print the top and bottom half-inch of a page.

One additional note: To make sure that label spacing is correct, use the "New Century Schoolbook" font in 10-point size. Other 10-point fonts may work, but I haven't tried them.

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Good luck with this template. If you're having problems, would like to make suggestions, or want to work through a customization problem, drop a line. I can be reached at the following addresses:

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