

# ***What Mailing List?***

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## **DISCLAIMER OF WARRANTY**

By using this software and documentation ("WML") you must accept this disclaimer of warranty:

WML is provided "as is" without any warranties or conditions, expressed or implied, including, but not limited to, those concerning merchantability and fitness for a particular purpose. By using WML, you are expressly releasing the author, Angel Babudro, from any liability resulting from the use of this software and documentation. You must assume the entire risk of using WML. Please test and supervise WML thoroughly before relying on it.

## **COPYRIGHT**

WML is owned and copyright (c) 1989-1993 by Angel Babudro, all rights reserved. You may only use and/or distribute WML under the License terms below.

## **LICENSE**

1. WML is being distributed as Shareware; it is not free. WML is licensed for individual personal use and evaluation for an unlimited time. Use and evaluation by businesses, corporations, governments, consultants or professionals of any type, or individuals in any kind of organized or commercial activity is limited to 60 days, after which time the REGISTERED Edition of WML must be purchased or the use of Unregistered Edition of WML must be discontinued.

2. You may keep as many backup copies of WML as you wish. The Registered Edition is limited to simultaneous use on the number of computers indicated by your registration level. The Unregistered Edition may be used on any number of computers. You may share WML with others in complete and unmodified form. REGISTERED USERS may NOT distribute the separate file CONFIG.WDT nor the font files ending in SFP and SFL.

3. You MUST NOT charge any fee or receive any consideration for distributing the WML files and you MUST NOT include WML with another business transaction (e.g., a hardware sale) unless you have express written

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consent from the copyright holder, Angel Babudro. You MAY charge a fee of not more than US\$6 (six dollars) for the disk and/or service of distribution.

### **TECHNICAL SUPPORT (HOW TO REACH ME)**

If you have questions or need help, just drop a note to me through the mail or a BBS listed below. Registered users, vendors, and sysops may contact me via telephone as well. Sysops and shareware vendors please see VENDOR.DOC for distribution information.

Mail                    Angel Babudro, "Organic Computer Wizardry",  
28 Mulberry Street, Clinton, NY USA 13323-1506  
Phone                 (315) 853-6942 9am - 5pm Eastern Time, Mon-Fri

I will be moving during the summer of 1993 so please allow extra time for me to respond. You can still contact me via the above address & phone number - my wife's parents will continue to live here and they will give you my new address (I don't know what it will be yet) and forward mail & orders to me.

### **Official Distribution Bulletin Boards**

On bulletin boards I use the first name "Angelo" since it avoids gender confusion. Scan for the file name **WML\*.\*** to locate the latest version.

East Coast            Excalibur, Central NY (315) 736-3792 USR Dual  
My software can be FREQed from this board via RBBS  
Net address A:954/401, FIDO Net address 1:26501, or  
ICN Net 91:315/101.

West Coast            Researcher's, So Cal (805) 949-8151 USR Dual  
Conference #136 is OrganicSftwr - enter "J;136" before  
downloading, browsing for topics of interest, and/or  
leaving messages to me.

My software can also be found on many of the nations larger bulletin boards, such as Exec-PC and Channel 1.

### **ORDERING METHODS AND REGISTRATION FEES**

--

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If you WML beyond its trial period you must pay a registration fee. Here are incentives to register:

- The shareware license & pause at start-up will go away.
- You get the latest version direct from the author with free PCL soft fonts.
- You may order a printed and 3-ring-bound manual which contains more details than the manual on disk.
- You can sign up to receive automatic updates so you will always have the latest features and enhancements.
- You can talk to a real person who is fully knowledgeable about WML and can help you right away. I have been known to fix problems the same day and download updates to my customers via modem. I am committed to making my software work well for you.
- It's the right thing to do.

### **How To Order**

U.S. customers please send cash, check, or money order. Canadian customers please send cash or Canadian International Money Order (CIMO). Customers in other countries please send U.S. funds drawn on a U.S. bank. If you send cash use a "security" no-see-through envelope and you may want to send it via Registered mail, too.

If you prefer to use a credit card, you can order WML from Public (software) Library with your MC, Visa, AmEx, or Discover card by calling 800-242-4PsL (from overseas: 713-524-6394) or by FAX to 713-524-6398 or by CompuServe to 71355,470. THESE NUMBERS ARE FOR ORDERING ONLY. I CANNOT be reached at those numbers. To contact me for information about dealer pricing, volume discounts, site licensing, the status of shipment of the product, the latest version number, or for technical information, call 315-852-6942 or write me at 28 Mulberry Street, Clinton, NY USA 13323-1506. Shareware is "try before you buy" so please understand that product returns are not allowed.

When ordering from PsL ask for product #10800 and please note that PsL will add \$3 for shipping & handling to U.S. as well as Canadian orders.

### **Pricing**

# ***What Mailing List?***

**Registration with Disk** — A single copy costs \$29. You will receive the latest Registered Edition of *What Mailing List?* with automated installation, the latest version of this documentation on disk, some PCL soft fonts that I have put together, and notification of updates. See below for printed & video manuals.

**Multiple Copies** — If you would like to resell *What Mailing List?* or have multiple locations at which you would like to use WML etc., you may receive a discount as follows:

- 2-4 disk copies on the same order 40%
- 5 or more disks on the same order 50%

Resellers may receive a 40% discount on a single disk provided a copy of the resale certificate is provided.

**Site License** — use WML on as many computers as necessary at a **single location of a single business**. Purchase a single copy (see above) and add the appropriate site license fee below:

Up to 4 computers	\$30.00 per site
Up to 10 computers	\$70.00 per site
Up to 20 computers	\$150.00 per site
Any number of computers	\$400.00 per site

**Manuals** — printed on my laser printer and bound in a flexible 3-ring binder, these manuals contain graphics & detailed descriptions of each screen, some basic computer & data base lingo, and an index. I want people to have and use these manuals, but I am very concerned about deforestation. Experienced users will probably have no need for a manual.

- One copy \$8.00
- Multiple copies on same order \$6.00 each

**Video Manual** — I would like to make a video manual, but I need some indication that people want one. I can provide tapes in HiFi VHS, 8mm, or Beta formats. Anyone interested?

**Free Updates** — When you register I will send you a "key" file which will work for all 2.x releases of WML. You can download the latest version from a bulletin board or get a copy from a friend or shareware vendor and over-write the old files with the new ones. The new version will recognize your registration "key" in your CONFIG.WDT file (which is NOT distributed with the Unregistered Edition). If you can't find WML

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on a bulletin board in your area, ask a sysop if it can be FREQed from a network address given in the Technical Support (How To Reach Me) section.

**Updates Though the Mail** — I will send updates through the mail (on disk) for \$7.00 (add shipping outside the continental U.S.). You may deduct \$2.00 if you send me a disk to re-use.

How often is WML updated? At this stage I am releasing one to five new versions every month with a major update happening every six to eight months. There are a couple of major updates in the works (like bar codes on dot matrix labels), but most of the updating I've been doing lately is refining the documentation and fixing bugs with what's already there. If **you** find a bug, please let me know about it (be as thorough and specific as you can, please) and I will fix it and send you an update.

**Update Subscription** — I like to be flexible and fast with suggestions from users, but it can be very time-consuming to keep up with a product's evolution by downloading from BBSs. So I came up with an automatic update service. I will send new updates as they are released, about every other month - I'll skip the *really* minor ones, but any "fixes" or significant enhancements will be sent to you. In return you will be expected to send \$7 plus foreign shipping, if any, to me within seven days or return the disk to cancel this service.

**Complimentary Registered Editions** - I would like to give you a complimentary registration if you will give me a bit of marketing assistance in one of three ways:

1. Write a review of one of my packages and post it on five bulletin boards, then send me a copy showing the full message (with the BBS's header). Your review will be most helpful if it mentions your best & worst-liked features and any ideas you have for improvement. If you have experience with any competing software please include your opinion of how they compare to each other.
2. Upload a package to at least five public ("open") BBSs. It's nice if you upload to time-share systems, private ("closed") BBSs, or part-time BBS, but please do **not** use these to apply for a complimentary registered edition.



# What Mailing List?

3. If you are a consultant or other type of computer professional and your recommendation leads to one or more of your clients purchasing WML, send me a note with your client's registration or have them mention you when they register. I will send a complimentary registered edition or an update for every registration you get me. This is in lieu of a multiple copy discount; I intend it for consultants who choose not to deal with sales tax.

Please send \$2 for shipping expenses. One complimentary registration per person or company. Offer valid until Dec. 31, 1993. With a comp. registration you may order a site license or printed manual. I normally do not send notices or free updates to comp. reg. holders, but I will provide updates as outlined above.

## COMPLIMENTARY REGISTRATION APPLICATION

Date \_\_\_\_\_

Please also fill in the Invoice on the following page (put \$0 for the disk). Include **\$2.00** for shipping within the U.S. or the **amount indicated** on the invoice for addresses outside the U.S. Remember to order printed manual(s) if you so desire.

Review posted on (BBS name & number) \_\_\_\_\_  
Include a copy of the review, please.

I posted a review of \_\_\_\_\_ (name and version, like "WML 2.2") on the five 24-hour public BBSs below.

I uploaded (archive name, like WML22.ARJ) \_\_\_\_\_ to the five 24-hour public ("open") BBSs below.

	<u>BBS Name</u>	<u>Phone number/Modem speed</u>	<u>Sysop Name</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

Please indicate the modem speed (e.g., 2400, 9600, 14400) and put a

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"U" if it's a US Robotics modem. So, "U96" or "U14" or just "14,400" are fine entries. I use 14,400 modems.

Offers are subject to withdrawal or change at any time without notice. Prices are subject to change without notice. Vendors and sysops please see VENDOR.DOC; BBS sysops look at SYSOP.DOC.

Angel Babudro — "Organic Computer Wizardry"  
28 Mulberry Street, Clinton, NY USA 13323-1506  
(315) 853-6942 Mon-Fri 9-5 Eastern Time  
(home phone, so remember east coast is 3 hours later than west)

**Please register the Shareware you keep.**

# What Mailing List?

## INVOICE & REGISTRATION FORM

For Credit card orders see "How To Order" above

**REMIT TO: FROM:**

Name \_\_\_\_\_

Angel Babudro

"Organic Computer Wizardry"

Company \_\_\_\_\_

28 Mulberry Street

Clinton, NY 13323-1506 Address \_\_\_\_\_

USA

**Registration**      Registration & disk      Qty \_\_\_\_ x  
\$29 = \$ \_\_\_\_\_

**Multiple Disks**      2-4 disks: 40% disc, 5+: 50% disc.      (\_\_\_\_)

**Site License**      Up to 4 CPUs add \$30; Up to 10 add \$75  
Up to 20 add \$150; Unlimited add \$400      \_\_\_\_\_

**Printed Manuals**      One copy \$8; 2 or more \$6 each  
Qty \_\_\_\_ x \$ \_\_\_\_\_ each = \_\_\_\_\_

**Shipping & Expenses**      Canada, AK, HI, VI, PR add \$3      \_\_\_\_\_  
Other countries add \$9 per copy      \_\_\_\_\_

**\*\* T O T A L \*\***      \_\_\_\_\_

\_\_\_\_ (Yes/No) Send new updates about every other month and bill me \$7 plus foreign shipping, if any. I will send payment within seven days or return the disk & cancel this service.

Disk size & quantity       3½"       5¼"  
Drive density       Low (DD) required       High (HD) ok  
Extended densities       FDFORMAT extended densities okay

Printer make(s) & model(s) \_\_\_\_\_

Which version are you using now? \_\_\_\_\_

Where did you get it (BBS name)? \_\_\_\_\_

WML has been delivered to and accepted by customer. Upon receipt of this paid invoice the latest Registered Edition disk and any options chosen above

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will be sent. Send cash, cheque, money order in U.S. funds; Canadians send Cdn\$ or CIMO. NYS residents add sales tax. Mail this page with your cash, cheque or money order to Angel Babudro, 28 Mulberry Street, Clinton, NY USA 13323-1506. Allow 1-3 weeks for the latest version to land on your doorstep. Thank you for your order!

# ***What Mailing List?***

## **WHAT DOES THIS SOFTWARE DO?**

*What Mailing List?* provides a simple and flexible way to easily manage and print mailing lists. WML has the tools to track relatively small amounts of information - hundreds or perhaps a few thousand names - although there is no limit to the number of files and a theoretical limit of 5.5 million entries per file. You'll need a faster computer and a new hard disk before any of that becomes a problem.

WML is perfect for those times when you want a good-looking envelope or label, or maybe a hundred, but not fifty thousand. Software that is made to handle huge lists tends to be horribly complicated to use. WML is different.

I use WML regularly as I develop it: when I need an envelope I print it on my laser, and when I need a few labels I switch to the dot matrix printer. It's very fast and easy for me, and I hope you find WML just as easy and fast to use.

Learning WML can probably be done as you are using it, with little or no help from this manual. Keep an eye on the bottom of the screen since that is where I list special function keys. If you use a mouse, many of these commands can be accessed with the mouse as well. Many of my clients' greatest fear is losing data, so I'd like you to know that I use WML almost every day and my information is safe, plus WML will always warn you before it erases or abandons information so you can't lose anything without knowing about it first. Guarantees are impossible to make (actually, they're easy to *make* but impossible to keep), but I can say that WML is as "safe" as any other high quality PC software product. I've never lost a byte of information nor have I heard of anyone else who has.

This shareware manual is intended for people with some knowledge of computers, MS-DOS, and data bases. A detailed manual is available to registered users which is more thorough, covering elementary and advanced topics not covered here.

Any trademarks I happen to mention here are, of course, property of their respective owners.

Sysops are sure a big help to me - you guys help to find bugs, give helpful criticisms, and send in registrations more than anybody. Gratitude

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radiates from my being for The Researcher's BBS sysop Skip Taylor, Treble Clef BBS sysop Dan Healy, Vietnam Vets BBS sysop Mike Halley, and Pleasure Communications' Tom McElvy who have been very helpful in shaping the future of WML. Good karma would I send, too, to HDM IV author Jim Hass (MicroFox Co.) for his support, feedback, and excellent hard disk menu.

## **SYSTEM REQUIREMENTS**

The bare minimum you will need is:

1. Any IBM-PC-compatible with a 720k floppy or better
2. At least 370k of free RAM
3. MS/PC-DOS 3.3 or 5.0

I recommend you use:

1. An 80286 or faster computer
2. A hard disk with at least one megabyte of free space and an access time below 30ms
3. At least 512k free RAM (use CHKDSK to check your RAM)
4. A hard disk cache

WML has been tested on MS-DOS 3.3 and 5.0 and with 4DOS. It should work properly under PC-DOS or MS-DOS version 3.1 or later. You will need 400-600k of disk space for WML and its files, depending on which optional files you decide to keep on your disk, plus space for the files you will create. You may keep the data files and programme files on different disks, so floppy disk use is possible (but extremely slow).

WML will detect whether you have a monochrome or colour card installed, but it cannot detect what type of monitor you have. If you have a monochrome (black & white) monitor and the screen is difficult to read, try starting with the "/M" switch (for "M"onochrome) like so: "WML /M".

## **Storage Requirements (Disk Drives)**

Although WML has a theoretical limit of 5.5 million names per mailing list file, you would need a supercomputer or a lot of time to manage it. A 386dx/20 handles 2,000 names or less well; a 386dx/40 can handle 3,000; a PC/XT gets bogged down at around 400 names or so. I imagine that a 486dx can probably handle 4,000 to 7,000 names per list without much trouble. Remember, you can have hundreds of files; these are just practical limits for

# ***What Mailing List?***

each of those files. Duplicate Checking slows things down, so if you have a huge list or a very slow computer, you might want to turn Dup Checking off.

## **Printers**

WML supports two types of printers -- a laser printer and a dot matrix printer on LPT1, LPT2, or LPT3. The laser printer must be a PCL 1-5 printer (compatible with H-P LaserJet I, II, or III). WML has been tested on Panasonic 4450 (H-P LaserJet I-compatible) and H-P LaserJet III laser printers. If I read the ads correctly, WML should work with the LaserJet IV as well. I'm sure there are some lasers which could be better supported, so let me know if you own one of them. LaserJet III owners will be happy to know that they can use the PCL 5 scalable fonts.

If your printer is not on the list check in your printer's manual for its compatibility. Most dot matrix printers are compatible with Epson or IBM, so try these if you can't find a proper match. If you have trouble, send me a note with your printer model & the problem.

## **Networks**

With version 2.1 I have placed file "locks" to allow WML to be used on networks which use the DOS SHARE utility. I know LANtastic uses SHARE, and I think the majority of networks do, too. Prior to version 2.1 every file was opened with exclusive access, meaning that it could not be shared over a network. This would not allow the configuration, group, abbreviation, or zip code files to be shared which would need to happen on a network.

I don't have a network so please tell me your experiences. I would like WML to run on a network, allowing one station to open a particular file, and allow the configuration, abbreviation, group, and zip codes files to be shared by more than one station unless they are being updated. I wonder what will happen if two stations try to update the configuration at the same time or even try to open the same mailing list file. Will someone please try some things like this and tell me what happens?

A future plan (which will happen sooner if I get requests for it) is to use record locking (versus locking the whole file) so that more than one station can share a file as long as they work on different records within the file. This will take a fair amount of programming time and coordination with someone who can test it for me, so I'm giving it a low priority until/unless

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that special "someone" comes forward...

## FILES WHICH MAKE UP THE PACKAGE

*What Mailing List?* is made up of the following files:

WML.EXE	The executable file
WML.HLP	The help file
WML.TXT	The ASCII text file of this document [*]
WML.WP	The WordPerfect file of this document (so you can format it for your printer) [*]
POSTAL.DAT	Zip codes file
PRINTER.DAT	Printer definition file
MAILCODE.SFL	PCL landscape USPS postal bar code font
READ.ME	A text file of late-breaking news. Read this first. [*]
ORDER.FRM	Order form for all of my software
VENDOR.DOC	Information file for BBS Sysops & Shareware distributors/disk vendors [*]
SYSOP.DOC	Special deals for BBS sysops & co-sysops [*]

These are the files which are provided with the unregistered package. Additional files will be created in the same directory as you use WML. Files marked with [\*] are **not** needed to run WML so they may be erased if disk space is a premium (I would appreciate, however, if you would keep ORDER.FRM around until you decide whether or not to order).

The **Registered Edition** contains extra files which are for use by the registered owner only. So if you share WML with friends and BBSs, please **ERASE** these files:

*.SFP	Portrait soft fonts
*.SFL	Landscape soft fonts
CONFIG.WDT	Registration key & configuration info

## USING What Mailing List? FOR THE FIRST TIME

### Quick Start



# ***What Mailing List?***

Place all files in a directory<sup>1</sup> & type "WML" from the DOS prompt, press "P" to open the Preferences menu. Go down the list and fill in each preference window as necessary. Then use File/New to create a file, and enjoy. You can run WML from any directory, but WML expects the data (mailing list) files to be in the current directory.

Before you can start entering addresses you will need to create at least one mailing list file. Do this by selecting the "New" option under "File" (described below). Before you can print anything you will have to set your Preferences, at the very least defining your printer(s).

Before you print anything on a laser printer you may want to try a test (especially with laser labels which are expensive). I suggest you run a set of labels on a sheet of paper then hold the paper and the labels together up to a light to see if things line up. When you print laser labels WML will let you adjust the label definition including the top and left margin, if necessary. Any changes you make will be saved for the future.

## **Updating To a Newer Release**

If you download WML from a bulletin board (BBS) or get a copy from a friend or shareware vendor, just over-write the old files with the new ones - as you extract an archive you will be prompted for each file to be over-written; using DOS COPY the files will be over-written without prompting. The new version will recognize your registration "key" in your CONFIG.WDT file (which is **not** distributed with the Unregistered Edition). If you can't find WML on a bulletin board in your area, ask a sysop about FREQing it from the BBS networks listed in the "Technical Support (How To Reach Me)" section or send for a floppy disk update (see "Updates" section above).

## **Choosing a Directory for WML**

It is a good idea to install WML in its own directory under the root. Giving each software package its own directory keeps things organized and can improve file access speed. Besides this, the root directory is typically limited to 128 files, whereas a subdirectory can contain any number of files. You might use "C:\WML" (or any valid drive letter), or maybe put all of your business programmes under an "\APPS" directory and thus use "\APPS\WML".

You may organize things further by placing your data files and

---

<sup>1</sup>Data files (\*.WML and \*.IX\*) may be placed in any directory.

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programme files in separate directories, however, this is only a good idea if you plan to have a large number (perhaps hundreds) of list files. You may also want to keep your data files in a different directory if you commonly import & export data. For example, you might keep your WML files with some dBase files to & from which you swap information.

Let's say you put WML.EXE and all of its files in a directory C:\WML. To start WML from the DOS prompt just go your data directory (for example, "CD \LISTS\BUSINESS") then type "C:\WML\WML" and press ENTER. If you want to keep your data files in the same directory as the programme, that makes it even simpler: Just go to that directory (e.g., "CD \WML") then type "WML" -- you don't need to type the path name because you are in the proper directory already.

Highlight "Preferences" and press **<Enter>** (or press the letter "P", or point & click with your mouse) — you will see a list of choices. Select each item by pressing the highlighted letter or by highlighting it using the arrow keys and pressing **<Enter>**.

After you are done setting your preferences, press ESC to close the Preferences menu then press "F" for the File menu. If no files are on disk, the only option available will be "New" and "Exit". Press "N" and type a name for your mailing list file. In a couple of seconds the list will be created and you'll be ready to go. That's all there is to it!

### **Using an LCD or Monochrome Monitor with a Colour Card**

If you have a monochrome (aka Black & White) monitor connected to a colour adapter card or a laptop or notebook computer with an LCD screen, you will see shades of grey instead of colours. This may not be very readable. You can force WML to run in monochrome mode by using the "/M" switch like so:

```
WML /M
```

You may want to put the "/M" in WML.BAT using a text editor. There are a few screens which do not "listen" to the /M switch — it's a low priority, but I am working to fix this.

### **Using the Menus**

## **What Mailing List?**

I have used what I understand to be an SAA-compliant (Standard Applications Architecture) menu system. Most folks know it better as the Macintosh or Windows menu standard. Basically, there is a horizontal menu of choices -- File, Data Entry, etc. Under each of the horizontal choices is a menu of functions pertaining to that item -- it is a two-dimensional menu, in other words. The last item of the left-most menu is always Exit, to end the programme or the sub-menu you are on.

There are two ways to select an item from the main menu:

1. Press the letter which is highlighted in the option description
2. Use the Up/Down/Right/Left arrows to highlight the option you want then press **<Enter>** (a.k.a. RETURN or CR).

Some menus do not have highlighted options. On these menus you must use the arrow keys to highlight your choice then press **<Enter>**.

If you want to cancel an operation you selected, just press the Esc ("Escape") key.

### **Status Line**

At the top of your screen is WML's title followed by the WML file you have open (if any). At the bottom of the screen is a bar which looks like this:

Total | Selected | Bad/Omit | Pack | Index | 01-01-1980

From left to right the items are:

1. Total records in the open file
2. Total records selected for printing
3. Total records bad or excluded from mailings
4. The word |Pack| if there are entries to be erased
5. Selected indexing method (name, company, address, or zip).
6. To-day's date (so far as the computer knows). If you have a filter chosen, this will be replaced with "**Filter**" followed by:
  - \* "**Sel**" for Selected records only,
  - \* "**Del**" for Deleted records only, or
  - \* "**SelDel**" for both.

If the filter message is **bright** the selection is unchanged, otherwise changes have occurred. For example, suppose you have set the filter to "Selected Only" then cleared the selection

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status of a record. The filter message would change to dim since the filter is no longer accurate.

## **MANAGING & PRINTING YOUR FILES**

The "File" menu contains options to use and manage your files and to print entries from these files. Here is a summary of the choices under the File menu:

- New - Create a new mailing list file
- Open - Open an existing mailing list file
- Close - Close the open file
- Delete - Erase a file from the disk
- Change - Rename a file and/or change its description
- Back-up - Make a back-up copy of data files
- Restore - Restore data files from a back-up copy
- Format Floppies - Format floppy disks (for back-up use)
- Index - Change the order in which entries are displayed and printed or specify which entries you would like displayed (called "filtering")
- Pack - Remove entries which are flagged to be deleted
- Import - Bring data into the open file from another file format
- Export - Send data to a different file format
- Print/Select/Query - Menu of ways to print your list, choose which entries are to be printed or otherwise operated upon, and search the file
- Exit - End WML and return to DOS

Many of these options cannot be used at certain times (e.g., if you have an empty mailing list file the Print option is useless so WML won't let you use it). Valid options have a bright white letter; non-valid ones are "gray" with no highlighted letter.

## **Creating a New File**

Up to 250 files can be managed by *What Mailing List?*. When you choose this option you will be asked to enter a name and description for the new file. The name will be checked for proper DOS syntax and you will be warned if the file name you entered already exists. If everything is okay your new file will be created and opened for use.

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## **Opening an Existing File**

Just like using a filing cabinet, you have to open a file before you can see what's in it. **File/Open** lets you open a file which has been previously created.

After you select this option you will be presented with a list of the WML files in the current directory. Use the up and down arrow keys to highlight the file you wish to use, then press **<Enter>**.

Note that entries will be displayed and printed in the order indicated on the bottom status line. To change the sort order use the Index menu.

## **Saving/Closing a File**

WML saves your information every time you change something. If you enter information and press the Esc key or click on a "Cancel" button with your mouse a message will warn you about losing any changes you have made. The only danger comes with a power outage or anything else that causes WML to end improperly (e.g., the reset button or Ctrl-Alt-Del are used). However, even in this case the only thing you would have to do is re-index the file — no information would be lost.

Just the same, it's always safest to Close a file when you will be away from your computer for a while. That way if anything happens while you are away your information is saved. The other use for Close is when you want to delete the open file. The Delete function (below) will not let you delete an open file, so you must close it first.

## **Deleting a File**

WML contains all the tools you need to manage your mailing list files. The **File/Delete** function gives you a convenient way to remove files from your disk. When you select this option you will get the same file list you see with the "Open" option.<sup>2</sup> Highlight a file and press **<Enter>**, and the computer will read the name back to you (to be sure you picked the right one) and ask for permission to continue. If you press **<Enter>** (or click on "Ok") then the file will be erased from the disk (along with its indices) and will no longer appear on lists.

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<sup>2</sup>The list will **not** contain the name of the open file (if any), only the files which are "put away."

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## **Changing a File's Name & Description**

The **F**ile/**C**hange option let's you enter a new DOS file name and/or a new description for any unopened mailing list file. Once you choose this option you will see the file list. Choose a file and the file name window will pop open. Change anything you like and select "Ok" to save it.

## **Transferring Files**

To move a particular file between computers (say, a laptop and desktop) you will need to copy more than just the data file for proper operation. A complete set of data consists of:

1. The data file (ending in WML)
2. The index files (ending in IX\*)
3. The group definitions (files matching GROUPS.\*)

You can re-create the index files if you do not copy them, but it is usually faster to copy them. If the GROUPS files are missing you will not be able to select records by group nor will you be able to change or view the group settings.

The easiest way to be sure you have it all is to copy all of your data files using the Back-up option under the File menu. Alternately, you can use the DOS copy command to copy the files in the three points above.

To demonstrate, let's say you have several mailing list files and you only want to put one of them on a 3.5" floppy to use on your laptop. Let's call the list MYLIST and assume that your 3.5" disk drive is B:

1. Go to your WML directory (e.g., **CD \WML**)
2. **COPY MYLIST.\* B:** to copy the data & index files
3. **COPY GROUPS.\* B:** to copy the group files

## **Making Back-up Copies of Your Files**

Your computer is a machine and one day it will probably break down. **F**ile/**B**ack-up protects your information by copying it to another disk. On the **P**references/**O**ther screen you should have indicated how you want to perform back-ups -- using the DOS COPY command, ARJ, LHARC, or PKZIP

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(the default is DOS COPY).

You must have a formatted floppy disk ready. You can use the same back-up disk over and over again (the new copy will over-write the old one), but it is a good idea to alternate at least three back-up copies. When the work you've done since your last back-up becomes too much to lose, it's time to make another back-up.

Using compression software packs more information in less space (so you can use fewer floppy disks) but requires more memory (RAM). Use | Help/About| to see your free DOS memory.

ARJ 2.30 needs at least 242k free  
LHARC 2.13 needs at least 189k free  
PKZip 1.1 needs at least 119k free

So, then, you select File/Back-up and a summary window pops up and the system pauses for you to enter the back-up destination (which is typically a floppy disk drive, such as A:, but you may decide to back-up to another hard disk, a network drive, etc.). All WML data files will then be backed-up to the destination disk and directory using the method shown in the window.

See also the section on choosing a back-up method under Preferences.

### **Restoring Files from a Back-up Copy**

If you ever need to recover data files from a floppy disk you made using the Back-up command (above), just place the floppy disk in its drive, if applicable, and select **File/Restore**. The method used to restore the files will be the one specified on the **Preferences/Back-up** window. The system will pause for you to enter the source drive -- the one you used when backing-up, which is typically a floppy disk drive, but may be another hard disk, a network drive, etc. All WML data files will then be restored from the back-up copy to the WML directory.

Please see also the section of choosing a back-up method under Preferences.

### **Formatting Floppy Disks**

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This option is for those times when you have decided to make a back-up copy of your data but don't have a formatted disk handy or want to re-format a disk to check for any bad spots. **File/Format Floppies** lets you format a floppy disk to your computer's standard density without exiting WML. By "standard density" I mean that if you have a high density drive you can only format high density disks (in other words, WML doesn't pass any parameters to DOS FORMAT). There is an exception to this:

If you have *What Floppy Format?* (WFF.EXE) available somewhere in your DOS search path, WML will automatically access it for formatting floppy disks so you can format any kind of disk using FDFORMAT. (You will receive a complimentary copy of the latest version of WFF with your WML registration. FDFORMAT is a Freeware product by another author and can be found on my support BBSs.)

### **Fixing Damaged Index Files (Re-Indexing)**

Sometimes a data base's index files can be damaged. This can typically happen with a power outage, Ctrl-Alt-Del while in WML, etc. **File/Re-Index** allows you to re-build the indices for a mailing list. Just open a file then select this option; everything is automatic.

### **Removing Records Which Are Marked for Deletion (Packing)**

**File/Pack** is used to remove deleted records from the mailing list data base which is currently in use. Entries which are marked for deletion remain in a mailing list file the file is Packed. This can be handy if you accidentally mark a record for deletion because you can "un-mark" it; or you could use this feature to mark all the records you want to delete then review the records on the screen before actually packing the file.

### **Importing Data from Other Software**

**File/Import** allows you to read data from other files to become a part of the mailing list file you are using (the Open file, shown at the top of the screen). Once you select import, you will be shown a menu of file types:

- ASCII
- What Mailing List? 1.x file

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# ***What Mailing List?***

- What Mailing List? 2.x file
- Another dBase file

Highlight the type of file you would like to import and press **<Enter>**. Descriptions of each file type follow.

## Importing dBase Files

WML's DBF import can handle any file made by dBase III, FoxBase, dB XL, dB Fast, QuickSilver, Clipper, or any other dBase clone. Many information organizers (including other mailing list managers) use the DBF file format. Chances are, if the file ends in DBF you can import it into WML.

When you select this option from the menus you will be asked to enter a file specification and "\*.DBF" will be the default answer. Type the name of the DBF file you want to import or use the DOS wildcards to scan a file list. For example, you might type "C:\DBASE\\*.DBF" to see a list of files in that directory or you might type the whole file name something like, "C:\DBASE\MYFILE.DBF".

Once the DBF file is established you will see two windows with field names. On the right are the WML field names. On the left are some or all of the DBF field names for the file to be imported.

Once you have specified the DBF file to import, WML will show you two windows: 1) on the right, a window with the names of each WML field, and 2) on the left, a window showing the input file's fields which are assigned to the highlighted WML field (initially "None").

Use the arrow keys to highlight a WML field then press the **F3** key. A window showing the list of input fields will open. Just highlight the input field which belongs to the WML field and press the **SpaceBar** - an arrow will appear indicating that the input field is chosen. You may continue to choose as many fields as you like - they will be added together with a space in-between. Of course, the input data may be truncated (cut) if a WML field is shorter than the data coming in.

Once you have defined just how WML should import the DBF file you may wish to save the set-up in case you ever want to import this

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type of file again. Just press the **F7** key and enter a name for the definition. Unless you have reason to do otherwise, there is no need to enter a drive or path name.

After you have saved definitions you can restore them from disk using the **F5** key. When you press **F5** WML will ask for a directory name (unless you have a reason to do otherwise, just press **ENTER** to use WML's home directory). After you press **ENTER** or click on "Ok" you will see a list of available definition files (if any). Highlight the one you want and press **ENTER**.

To view the definition of each WML field just press the up and down arrow keys and watch the contents of the window on the left - it will change to reflect the definition of each field.

To clear the definition for a field press **F3** to bring up the list of input fields (you will see arrows highlighting the chosen fields) and press the **Esc** key. Alternately you may highlight each input field and press the **SpaceBar** to toggle the arrow on & off.

To begin importing press the **F9** key.

### Importing ASCII Files

An ASCII file must have commas delimiting each field and one record per line (i.e., CR/LF or ASCII 13 10 terminates a record). WML automatically detects NAD and WML ASCII files and you can define the layout for **any** ASCII file.

Once you have specified the ASCII file to import, WML will show you two windows: 1) on the right, a window with the names of each WML field, and 2) on the left, a window showing the input file's fields which are assigned to the highlighted WML field (initially "None").

Use the arrow keys to highlight a WML field then press the **F3** key. A window showing the data from the first record of the file will open, with each field on a separate line. Just highlight the field which belongs to the WML field and press the **SpaceBar** - an arrow will appear indicating that the field is chosen. You may continue to choose as many fields as you like; fields will be added together with a space in-between. Of course, the input data may be truncated (cut) if

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a WML field is shorter than the data coming in.

Once you have defined just how WML should import the ASCII file you may wish to save the set-up in case you ever want to import this type of file again. Just press the **F7** key and enter a name for the definition.

After you have saved definitions you can restore them from disk using the **F5** key. When you press **F5** WML will ask for a directory name (unless you have a reason to do otherwise, just press **<Enter>** to use WML's home directory). After you press **<Enter>** or click on "Ok" you will see a list of available definition files (if any). Highlight the one you want and press **<Enter>**.

To view the definition of each WML field just press the up and down arrow keys and watch the contents of the window on the left - it will change to reflect the definition of each field.

To clear the definition for a field press **F3** to bring up the list of input fields (you will see arrows highlighting the chosen fields) and press the **<Esc>** key. Alternately you may highlight each input field and press the **<SpaceBar>** to toggle the arrow on & off.

To begin importing, press the **F9** key.

### Importing WML Files

This option is handy for consolidating several files into one. Just select **File/Import/WML** and you will see the file list box. Choose a file, then choose whether to import all of the records or just those which are selected for printing, and away it goes. As usual, you will see a progress graph and the record number count on the bottom status line will be updated.

This is a handy way to separate a group of entries which have grown too large. For example, let's say you had a list of clients grouped by occupation and one occupation became so large that you wanted to put them in a separate file. You could select all of the records with that particular group for printing. Then, create a new file and import the selected records. Back in your old file you can delete all of the selected records. Now you have a new file with just the

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records you want in it.

## **Export**

### ASCII, comma-delimited

This creates an ASCII file with fields trimmed of trailing blanks, quotation marks around strings, and commas between each field. Carriage return & line feed codes (dec. 13 and 10) end each record.

### ASCII, fixed field length

This creates an ASCII file with full length fields, including trailing blanks. Carriage return & line feed codes (dec. 13 and 10) end each record. It is my understanding that this format may be used for having your list checked by the post office - I am checking into this and will quickly correct if I am mistaken.

Note: If your country setting is "USA only" then the State field will be a length of two, otherwise it will be a length of 15.

### WordPerfect Merge

First you will be asked for a file name for the exported data. Enter the full file name you wish to use, including drive and path if necessary. Once you finish with this function you will have an ASCII file which contains WordPerfect's merge codes. To prepare the file for use, start WordPerfect, import the ASCII file (Ctrl-F5, 1, 2) then save it in WordPerfect format.

### Microsoft Word Merge

Just like with the WordPerfect Merge file, this option will make you an ASCII file which is in Word's merge format. I don't use Word regularly, but I believe there is no special preparation needed to use the file. The most you might need to do is import the file and save it.

### Ventura Publisher

This is an ASCII text file with a "TXT" extension. Each line of the data begins with an "at" sign (@), the name of the field, a space, an

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equal sign (=), another space, and then the data. For example:

```
@NAME = ABC Company  
@ADDRESS_1 = 123 Main Street
```

Lines are double-spaced in the file since this is how VP determines end-of-paragraph.

## **Query/Select and Print**

Choosing this option under the File menu brings forth a whole new pull-down menu which lets you select or clear the records you wish to print and print labels/envelopes/etc.

Under the Print submenu are options to print and exit back to the top menu. Before printing you must first select the records to be printed, so I'll go through the select/query options first then the printing options later.

### Selecting entries to be printed

Notice that the second item on the status line at the bottom of your screen shows the number of entries which are selected to print. This number will change as you use the options on this submenu.

"All" lets you mark or un-mark all records in the data base.  
"Group" lets you select or clear records according to the groups to which they belong. "Date/New" will mark or un-mark records which have never been printed (i.e., the number of last mail date = 0);  
"Date/by Date" will select or clear records based on a specific date you provide. "Individual/All" will allow you to scan the entire data base, marking and un-marking records one at a time;  
"Individual/Selected" will allow you to scan only those records which are currently selected. City/State/Zip options let you select or clear options based on exact matches in these fields.

### Acting upon selected entries

The "Action" submenu lets you perform actions on the selected records. Once you have selected records you can reset the group settings for the records, flag them as deleted, or clear the delete flag.

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The Group function **replaces** existing group definitions with the new definition(s).

## Query Examples

WML's Query may seem limited at first glance, but it is actually quite comprehensive. At the time of this writing I found myself thinking that WML couldn't do a certain type of query and then realizing that it **could**, so I think some examples are in order.

Let's say you have two groups defined in a mailing list: Team A and Team B. Of the entries on file, some are part of Team A, some Team B, and some are both.

Now, let's say you want to send a mailing to all Team A members. First you may want to choose All/Clear to clear any existing selection, then you would choose Groups/Select and flag the group Team A in the Groups Window.

For another mailing you want to include all members of Team B who are **not** members of Team A. First, clear any existing selection. Second, use Groups/Select to flag all members of Team B. Finally, use Groups/Clear to clear all members of Team A from the selection.

For another mailing you may want to include all members of Team A who have not yet received a mailing. Use the Date/New option to select these. Or you can use Date/by Date to select members who last received a mailing on a certain date.

Whatever you need to do, chances are WML will do it. If you can't figure out how to get what you want, please let me know!

## Printing

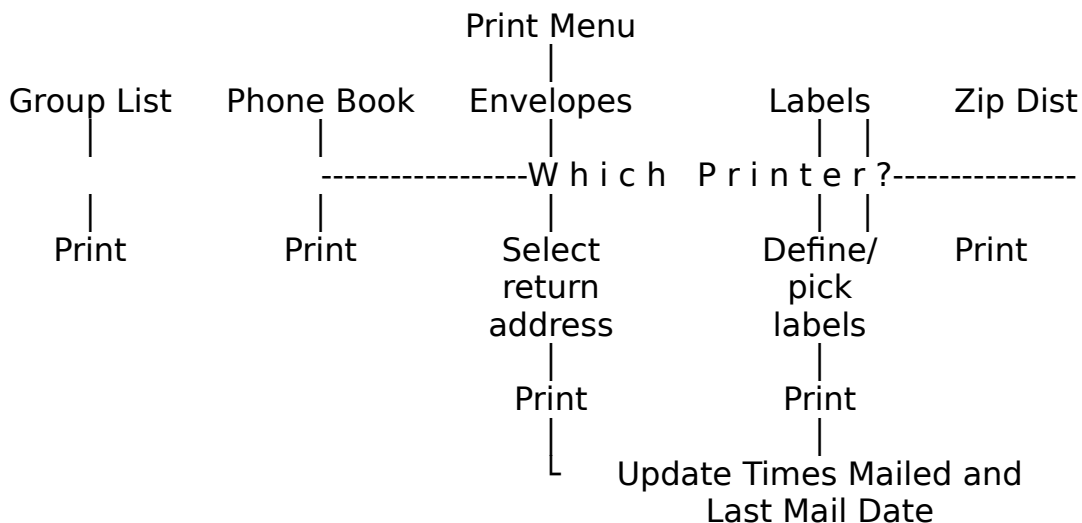
**Note:** You must define at least one printer and its fonts on the Preferences/Printer screen before you can select any printing options. The U.S. Post Offices prefer 10 to 12 point Helvetica type (aka Swiss or Univers) or another *sans serif* font (which means that it has no tops or bases, like a Times Roman/Dutch font does). The post office also has a hard time with italic type.

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Some or all of the printing options on the "Print" submenu may be "grayed-out" and unavailable for use depending on certain conditions. For example, if you have not selected any entries for printing then all of the options except for "Group List" and "Exit" will be gray and you will not be able to select them.

**Note:** The number of records which are selected for printing appears on the status line at the bottom of the screen.

Here is an overview of the sequence of events for printing:



### 11-digit Zip Codes

The USPS's latest thing is an 11-digit zip code which pinpoints the delivery location for an item. The 11-digit zip is made up of a 9-digit zip plus two extra digits and a check-digit.<sup>3</sup> These two extra digits are normally the last two digits of the street address or Box, but there may be exceptions, the reasons for which are known to the USPS. My guess is that there are very few, if any, exceptions at this point, but the Post Office doesn't want to make a guarantee in case things change.

If the 9-digit zip is known but the extra two digits are not known,

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<sup>3</sup>The 12th digit of the extended zip code is calculated from the other 11 zip code digits and is used by OCR equipment to verify the accuracy of what they read.

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WML will use the last two digits of the address.<sup>4</sup> On a bulk mailing, if this turns out to be incorrect you will never know because bulk mailings are not returned for bad addresses, but the post office tells me that it won't have any effect beyond being undeliverable (e.g., it won't affect your standing with the post office or anything like that).

The way to get the exact 11-digit zip codes for your mailing list is to submit them to the post office or a third-party service on disk and get zip code and address corrections. WML will very soon be able to make a disk to submit and read correction from disk - coming soon!

### Other Post Office Considerations

One common thing you should know about addressing envelopes: the U.S. post office delivers to the address line which is just above the zip code. If you have two address lines (such as, "123 Anywhere Street" and "P.O. Box 17") the post office will send it to Box 17.

### Group List

The **Group List** option lets you print a list of the groups you have defined. If you have two printers defined you will be asked to choose the one to use.

Group List only appears if you have defined groups, and does **not** update the times mailed or last mail date.

### Envelopes

If you defined two printers on the Preferences/Printers screen you will first be asked on which printer you want to print the envelopes.

Next, you will be given a menu of return addresses to print on the envelopes. Select "None" if you do not want any return address to be printed or use the arrow keys to highlight the one you want and press **<Enter>** to select it.

When printing envelopes on a laser printer, any soft fonts you defined (on the Preferences/Printers screen) will be downloaded for

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<sup>4</sup>You can disable this feature on the Preferences/Other Settings screen.



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printing then the postal bar code font will be downloaded, if present. Finally, the envelopes will be printed.

Note: If you are using an impact printer and have set the "Pause" field to "yes" then you will be prompted to load each envelope and press **<Enter>** before the data is sent to the printer. All dot matrix printers, with a few rare exceptions, have a sensor switch which detects when the paper has run out. Some dot matrix printers, especially older models, stop printing when the paper moves past the sensor, rather than printing to the bottom of the form. With envelopes this is a problem since the form is very short (typically about 4.5-inches long) and you want to print the return address about 2-inches from the bottom.

If your printer has this problem with single-fed envelopes, one trick you can try is to put a business card or other piece of paper against the sensor so it will print to the bottom of the envelope. This defeats the paper-out sensor, though, so it's up to you to make sure everything is okay.

After all envelope data has been sent to your printer WML will ask if you want to update the Times Mailed and Last Mail Date for the records printed. Answer by pressing the **<Enter>** key for "Yes" or the Esc key for "No." Answering "Yes" will change the Last Mail Date of the selected entries to today's date and the Number of Times Mailed field will be incremented by one.

A laser printer tip -- if the print density is uneven try changing the left or top offsets (on the Preferences/Define Envelopes screen) so all of the return address is on a constant thickness of paper. Laser printers have trouble printing on uneven surfaces. You might also try using a different brand of envelope. As far as national brands go I have found that Meade recycled-fibre "security" envelopes work very well, but the Stuart Hall ones do not (too thick); Nobility recycled envelopes have a flat sealing edge which is perfect for lasers.

During envelope printing you can press Esc to cancel printing.

If the soft font MAILCODE.SFL is in your WML directory then postal bar codes will automatically be printed on laser envelopes which have U.S. zip codes. Bar codes on dot matrix envelopes &

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labels is coming soon.

### Labels

If you defined two printers on the Preferences/Printers screen you will first be asked on which printer you want to print the labels.

- For laser labels, you will be asked for the specifications of your label sheet -- the number of labels across and inches (vertically) between labels.

- For impact printer labels, you will be given the menu of label types from which to choose the one you are using.

Note: During label printing you can press Esc to cancel printing.

You can change the left offset for impact printers on the Preferences/Label Types screen. Some impact printers, such as the NEC P5300, have the paper sensor a few inches from the left margin. If you use a narrow strip of labels, such as the common 3.5 x 15/16 labels, the printer will not "see" the labels and will, therefore, not print.

This is where the left offset comes in handy. You can set a left offset of, say, 1.5 inches, then load your labels 1.5-inches from the left margin.

Got something for everybody in here... :)

### Phone Book

You can print the phone book on your dot matrix or laser printer. A 12cpi to 17cpi mono-spaced (fixed) font will work best for the phone book, although the entries themselves work quite well with proportional fonts. If you use a proportional font for the titles you will find that the index at the top right of the page "floats." Short of figuring out how to do width tables, this was the best I could come up with. So just use Courier 12 or something like that. Experiment to find the best method to print the phone book on your equipment.

The phone book will only include records which have been

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selected for printing, and does **not** ask to update the Times Mailed and Last Mail Date. Entries without a phone number will just show the name & address (no trailing dots after the name).

### Zip/Postal Code Distribution List

Here is a useful report for people who do bulk mailings. It shows each of the zip codes included in the open file's Selected records along with a count of the total number of entries in that zip/postal code. U.S. zip codes are classified by the 5-digit zip even if the entry has a 9-digit zip. When you print your bulk mailing, just bring this report with you to the Post Office. It is my understanding that they will use the report rather than count each envelope bundle by hand.

The Zip/Postal Code Distribution does not update the times mailed or last mail date since it does not print any entries.

### **DATA ENTRY**

This menu lets you enter data into a mailing list or define groups and abbreviations.

#### **Names**

This is the main data entry screen of WML since it is where you enter and change your mailing list information. You can only use this function when you have a mailing list file opened for use. When you choose Names a window will open which has room for all of the information for a single entry. If the open file has any entries the window will be filled with the first entry on file. If the file is empty, a blank form will be displayed.

As you move through a mailing list file, a file position indicator on the right side of the screen will change to show you the displayed record's position in the file. When you are entering a new record the indicator turns yellow (or bright white on a monochrome monitor) and is positioned at the bottom.

### Special Keys and Key Combinations

While on the Names screen there are several special keys (such

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as **PgDn**) and key combinations (such as **^PgDn**) shown at the bottom of the screen.

**PgDn** Move forward (down) through the file. If you press **PgDn** on the last record on file, What Mailing List? will beep.

**PgUp** Move backward (up) through the file. If you press **PgUp** on the first record on file, What Mailing List? will beep.

**^PgDn** "Control-PageDown" — hold down the key marked **Ctrl** and press the **PgDn** key. This tells WML to begin adding new records.

**^Home** "Control-Home" — moves to the first entry on file. Hold down the **Ctrl** key then press the **Home** key.

**^End** "Control-End" — moves to the last entry on file. Hold down the **Ctrl** key then press the **End** key.

### Function Keys (F-Keys)

On the bottom of the screen you will see several function keys defined. Function keys are labelled "F1" through "F10" along the left side of your keyboard, or "F1" through "F12" along the top of your keyboard.

### Alt Key Combinations

On the right-hand side of the window you will notice four toggles: Delete, Bad, Omit, and Select. The first letter of each option is highlighted to indicate the Alt-key combination to use.

Example: To toggle the delete flag hold down the <Alt> key (like you would the <Shift> key) and press the letter "D".

### Using Filters

If you have selected one or more filters from the Index menu the entries you see will be only those included in the filter at the time the filter was set. The Names screen will begin with the first entry with the filter criteria (e.g., the first deleted record on file may actually be the fifth record).

When records within a filtered set of records change, those records remain within the filtered set of records. To illustrate, if you have the filter set to show you only those records which are selected

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for printing, then you go to the Names screen and change the Select flag for a record. Since this record is no longer selected for printing it doesn't "belong" in the filtered set of records any more, but WML leaves it there so you can review the changes you have made to the records which were originally filtered.

To reset a filter (e.g., using the above example, to eliminate the records which were changed from the filtered set), just toggle the filter setting OFF then back ON again.

As you use the PgUp and PgDn keys the display will jump to the next or previous entry with the filter criteria. The **F2** (Find) key will display only those selections included in the filter.

**Note:** I decided that filters are more useful if they do not change dynamically. That is, if you have the filter set to Selected records then you Clear (or un-select) a record, that record will still be in the filtered list until you reset the index or filter options. Think of it this way: if you are reviewing a bunch of records you had marked for printing to make a final decision, it would be really a pain if, every time you changed a Select status flag, entries disappeared from your review list so you couldn't see which ones you had Cleared from being printed.

If you **want** to reset the filtered list after changing many records, just go to the Index menu and turn the filter off and back on.

### Getting Help (F1/Help)

When you see the "F1/Help" message at the bottom left of your screen it means there is context-sensitive help available for the field on which the cursor is sitting. Whether or not the message is displayed you can press the "F1" key for help. If there is no specific help for the item you are on you will get the Help Index.

In the State/Province field pressing F1 brings up a list of U.S. State and Canadian Province names from which you may browse and select one. The abbreviation for the selected State or Province will be placed in the record.

### Locating Another Entry (F2/Find)

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Use this function key to navigate through your mailing list. F2/Find opens a window showing all of the entries on file, one line per entry. You can browse through the list to jump directly to the entry you want.

You will notice new function keys at the bottom of the screen while the Find function is active. You can press a letter or number to go directly to the index-key entry beginning with that letter or number (if you are using the Zip index press a "9" to jump to the first entry with a "9" zip code; if you are using the Company Name index you could press "K" to jump to the first company beginning with "K")<sup>5</sup>. Use the arrow and PgUp/PgDn/Home/End keys to move around the list. Press **<Enter>** to use the entry which is highlighted.

### Grouping Entries Together (F3/Group)

F3 opens a window showing all of the groups defined with arrows next to ones to which this record belongs. You define groups by using the Data Entry/Groups screen (defined below). Basically, just highlight a group and press **<Enter>**; the arrow will appear and disappear (toggle) next to it — an arrow means that the entry belongs to this group.

When you press the **F3/Group** key a window appears showing the groups defined. Inside the window all of the group descriptions for this mailing list file are displayed (up to 255 groups). You can move through the list using the up/down arrow keys, the PgUp/PgDn keys, or by pressing the first letter of the group description you wish to find. When a group is highlighted, press **<Enter>** to select it or clear the selection. Selected groups have an arrow to the left of them. When a group is Selected for an entry, it means that this person or business is a part of that group. For example, if you have a group called "Christmas List" you can Select this group for all people you want to be on your Christmas list.

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<sup>5</sup>The index is determined by the setting of the Index menu. If the index is set to Address, then the entries will be sorted by whatever is in the first address line — starting with blanks, then numbers, then letters. The current index is displayed on the status line at the bottom of the screen.

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## Adding New Records

When you first use the Names screen on a new (empty) file, WML will automatically place you in Add mode. Once the file has information, however, you are initially placed in Edit mode (i.e., existing information is displayed for you to view and/or change).

To add a new record to the file just press **^PgDn** (hold down the **Ctrl** key then press the **PgDn** key). This places you in Add mode. You will see a blank data entry form and the file position indicator will go to the bottom and turn yellow (or bright white on a monochrome monitor).

While adding new records What Mailing List? checks for duplicate names and addresses. If you have duplicate checking enabled (on the Preferences menu) you will see an information window telling you about any duplicates and asking permission to continue. An entry must contain something unique in personal and company name. You can't enter two records with the same personal names and company name. The only time I can think that you might need to enter a duplicate is if the same person & company has two offices. I may figure out a way around this soon...

When you are finished entering new addresses you can change modes in one of three ways:

1. Press ESC on a **blank form** to return to the menu (if you press ESC and have changed any information on the screen you will be given a message and an opportunity to save it -- don't worry)
2. Press PgUp to move "up" to the existing records in the file (i.e., switch to "change" mode)
3. Press F2 (Find) to locate an existing record

To abandon new information (i.e., if you have started entering something on the screen and decide you don't want to save it), press the **Esc** key **before** you finish the screen.

## Changing Existing Records

While an existing record is displayed you can change information, mark it for deletion, exclude it from being printed, or

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mark it as being a bad address.

You can use your mouse to go to the field you want to change or use the arrow keys to move around. After you have made changes just press F7 (Save), or press Esc (Cancel) to abandon any changes you made.

### Using the Delete/Omit/Bad Address Flags

On the right side of the Names data entry window you will notice four lines which have square brackets [ ] to the left of them. These are called **flags** (since they flag a condition) or **toggles** (since they act like toggle switches, being turned on and off). If there is a check-mark (✓) inside the brackets then this item is selected, otherwise it is not. For example, if a check-mark is next to the "Delete" flag then this record is marked for deletion and will be removed from the file the next time it is Packed.

You can set the toggles either with a mouse or the keyboard. To use a mouse just place the mouse cursor anywhere on the item you want to change and press the left button. The check-mark will turn on and off as you click on the option. To use the keyboard just hold down the Alt key and press the highlighted letter of the flag you wish to toggle (e.g., "D" for the Delete flag).

The **Delete** toggle indicates whether a record is to be removed from the file the next time the File/Pack option is used. The **Bad Address** toggle indicates that the entry is a bad address and should not be printed. Likewise, **Exclude** indicates an entry which should not be included in print-outs. Records marked Bad or Exclude cannot be selected for printing. The **Select** flag indicates whether the entry is selected for printing. Only those entries which are selected for printing will print.

### Using Smart Zip

Release 2.0g of WML brings Smart Zip -- a feature which can save a lot of typing if your mailings tend to target a region. Using Smart Zip is easy -- it's automatic, there's nothing to do. Every time you type in a zip/postal code, WML will look for it. The state/province will always be filled in for you, although it is not always 100%



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accurate since some states overlap (according to the information I have). If the exact zip code is on file (5 digits checked for U.S. zips) the city will also be filled in. Otherwise, the city and state/province you enter will be remembered and the next time you type that zip code the city & state/province will be filled in automatically.

### Macros & Key Words

Some mailing list packages use function key (F-key) macros to save you typing and let you define "key words" for entries. *What Mailing List?* does all this, too, but in a slightly different way.

The use of macros can be simulated using WML's Abbreviations (described below). A simple 1-5 letter abbreviation can expand to whatever you need. For example, you can define an abbreviation "POB" which expands to the full text, "P.O. Box" or even "Post Office Box."

Note: Abbreviations are used on the address, comments, and city fields (although the city is usually automatically filled in via Smart Zip).

"Key words" are usually one or more short fields in which you can put short key words (like "PRO" for "Prospects", "XMAS" for "Christmas List", etc.). WML gives you two flexible ways of accomplishing this same goal without cluttering the screen with extra fields:

1. Define group names into which your entries fit (such as "Service companies," "Christmas list," etc.). While entering a new name or viewing an existing entry just press the F3 key to pop-up the Groups window. An entry can belong to none or as many as 20 groups. When you want to print your Christmas list just use Print/Select/Query (under the "File" menu, described above): Under the "Groups" menu choose the "Select" option. You will see the familiar pop-up window showing all group definitions. Select as many groups as you want then press F7. All entries in those group(s) are now selected to print.

2. Place key words or phrases in the comment lines. Let's say you had a customer list and in the comment lines you liked to keep track of which computer equipment your client's owned. You might

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put things like XT, AT, 386, Laser, Tape, VGA, DTP, etc. in your comments. When you want to mail a notice to all of your desktop publishing clients ("DTP" people), just use Print/Select/Query (under the "File" menu, described above): Under the "Phrase" menu choose the "Select by phrase in comment" option; enter the key "DTP" and press **<Enter>**. All entries with "DTP" somewhere in the comments are now selected to print.

### **Groups**

Use this screen to define and change up to 255 group descriptions. Grouping entries together makes it easy to select just the people you want for mailings. For example, if you are setting up a mailing list for your business which will contain retail stores and service companies you might want to make groups for each type of business. You might also want to set up groups to identify the people who have responded to a mailing and those who have not.

**Note:** Groups are an **optional** part of each record. An entry may belong to no groups at all, or it may belong to a maximum of 20 groups.

Use the Up and Down Arrows to highlight existing entries and press **<Enter>** to edit. Press the **Ins** (Insert) key to insert a new entry. Press the **Del** (Delete) key to delete (erase) an entry.

**Note:** When you tag a mailing list entry as belonging to a particular group, WML remembers the record number of the group, not the actual name. So if you change the name of a group all entries will reflect the change. If you delete a group, any entries which were part of that group will remember the record number; next time this record gets used for a new group these entries will "belong" to the new group. The reason for this is that it could be a very slow process to have WML search through every mailing list file to remove a group codes from all files -- if you had many large mailing lists it could take minutes or hours to delete a group code. I didn't think that was a good way to do things...

### **Abbreviations (Macros)**

This handy feature lets you define abbreviations to be used in entering your data. This is the same concept as a macro. Abbreviations will be used on the address, city, and comment lines of entries.

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Use Ins/Del to insert and delete abbreviations, or use the Up/Down arrows to highlight and change existing abbreviations.

An abbreviation entry consists of an abbreviation and the full text for the abbreviation. For example, an abbreviation might be "LA" and the full text "Los Angeles." Any time you put "LA" on the city, first address line, or any of the comment lines it will be expanded to say "Los Angeles."

### **INDEXING (CONTROLLING THE SORTING SEQUENCE OF ENTRIES)**

This menu lets you change the order in which the entries in your mailing list are displayed and printed. There are four indexing options and two filter options from which to choose:

1. by Name — will sort entries by Surname plus First Name plus a portion of the Company Name.
2. by Company Name — will sort entries by Company Name plus Surname plus a portion of the First Name.
3. by Address — will sort entries by the first address line plus a portion of Surname plus a portion of First Name plus a portion of Company Name.
4. by Zip/Postal code — will sort entries by zip/postal code plus a portion of Address.
5. Filtered to include Selected records only. This option, when activated (a dot appears to the left), allows only the records which are selected for printing to be displayed and modified. To state the reverse, any records which are not selected for printing will seem to be gone -- they will not show up on the screen nor on the F2 (Find) window.
6. Filtered to include Deleted records only. When activated (a dot appears to the left), only records which are marked for deletion will show up on the Names data entry screen, including the F2 (Find) window.

### **Changing the Index**

The active index has a dot to the left of it. To select a different index and/or to clear any filters (on the bottom section of the Index menu), just highlight or press the first letter of the index you would like to use. Only one

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index can be active at a time.

## **Filters**

A filter is a way of limiting what you see, just like a camera filter. This makes it easier to review certain entries, especially in very large mailing lists.

### Setting a Filter

Let's say you selected all records in Group A for printing and then wanted to browse that list, eliminating a few here and there to reach a goal of 75 mailings. Just use the Index menu to set the "Selected filter" ON (a dot will appear to the left when it is ON). You will see a bar graph as the open file is filtered (on smaller files it may fly by so quickly you'll barely know it was there). Now, when you go to the Data Entry/Names screen you will see the first record on file which is selected for printing (which may not necessarily be the first actual record on file).

Pressing the PgUp and PgDn keys will move you around with the filtered list. If you press the F2 (Find) key, the window will contain only the filtered list. It may seem as if the other records are gone, but a quick look at the status line at bottom of the screen will tell you that the number of records in your file has not changed.

### Clearing a Filter

To clear a filter just select it again from the Index menu. Filters are toggles — select once to turn ON, again to turn OFF, again to turn ON, etc. etc.

## **PREFERENCES**

The Preferences menu contains options which help you customize the operation of WML and set necessary parameters, such as the type(s) of printer(s) you have. Preferences are in two groupings on the menu, separated by a horizontal line. The upper options are screens; the bottom two options are toggles (i.e., they are either "on" or "off"). A dot next to any of the bottom three toggles indicates that it is "on."

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Please check each Preferences screen before making full use of WML, otherwise something might seem wrong with the software whereas it is due to the set of conditions under which WML is operating.

## **Setting Your Return Addresses**

You can set up to two return addresses which you would like to print on laser envelopes. Each address may contain up to four lines, and can include punctuation, even quotation marks and commas.

When you are finished with this screen you can click on "Ok" to save the information and exit, "Cancel" to ignore any changes and exit, or use the keyboard keys F7 to Save or Esc to cancel.

## **Setting Envelope Size**

I expect that most folks, like me, tend to use the same kind of envelope time and again, and it's probably a #10 "business" envelope. So I decided to keep this screen simple and just have a single definition for an envelope which can be changed from time to time, if necessary.

There are just three numbers to fill in: The width of the envelope (left to right), the length (top to bottom), and the left margin for the return address. Enter fractions of an inch as decimal figures (e.g., 1/2 is .5, 1/8 is .125, etc.). The left margin adjustment can be negative or positive. A negative number will move the return address to the left, a positive number will move it to the right.

## **Selecting Continuous (Dot Matrix) Label Types**

Version 2 brings a vastly enhanced label system. Now, instead of picking two labels from a list, you always have access to the entire list of defined label types. And instead of only one user-defined label type, **ALL** label types are now user-definable.

WML is pre-configured for a few common label types, such as the ever-popular 1-across 3½-inch by 15/16-inch labels which are commonly sold in boxes of 5,000. There are several blank, undefined label types which you can set up yourself. In addition, you can even change the pre-defined labels to whatever you need.

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First you will see the menu of label choices. Highlight the one you want to change and press **<Enter>**. A window will open showing the name of the label and all of the measurements. Type a short name (such as "Mailing", "Shipping", "Disk", etc.) to indicate the type of label. Enter the width of the actual label (i.e., how much room there is upon which to print), the vertical distance from the top of one label to the top of the next, the horizontal distance from the left side of one label to the left side of the next, and the number of labels across.

You can use the Up and Down Arrow keys to move between lines, or point and click with a mouse. When you are finished click on "Ok" to save or "Cancel" to abandon any changes, or use the keyboard keys **F7** to Save or **Esc** to cancel.

### **Settings: Back-up, Country, & Directory Display**

#### **Back-up & Restore Method**

Under the File menu are options which allow you to back-up and restore your data to/from other disks for safety. These operations will use the DOS COPY command unless you use this option to change it.

You will see a menu of four choices of methods to use when backing-up and restoring: DOS COPY (the default), ARJ, LHARC, or PKZIP. In order to use ARJ, LHARC, or PKZIP compression software you **must** have the compression programme available in your DOS PATH. In addition, you will also need enough free memory (RAM) to run both WML and the compression software.

#### **Mailing to Various Countries (Country setting)**

WML has been designed to validate data differently for U.S., Canadian, and other (International) addresses. By using the proper country setting you will have the following abilities and features:

- ◆ The U.S. setting will only allow numerical zip codes in the format #####-#####, telephone numbers in the format (###) ###-####, dates in the format MM/DD/YYYY, and state two-letter abbreviations. If you enter a full State name (properly spelled, of course) WML will find its abbreviation for you.

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- ◆ The Canadian setting allows postal codes only in the format A#A #A# (where A is a letter and # is a number), telephone numbers as (###) ###-####, dates in the format DD-MM-YYYY, and province abbreviations. If you enter a full province name WML will find its abbreviation for you.
- ◆ The U.S. & Canadian setting accepts data in either of the formats mentioned above. Dates are presented in the format "## AAA #####". For example, "17 Sep 1992".
- ◆ The International setting does the least "work" for you: it does not format zip codes or telephone numbers and does not look up state/province abbreviations. Everything you enter is treated as literal information. Dates are displayed in yyyy-mm-dd format.

### **Directory Display Format**

Some of the options under the File menu, such as Open and Erase, display files on your disk. You can choose one of three ways to display these files:

1. The DOS file name followed by the size, date, and description
2. The DOS file name only
3. The description (long name) followed by the DOS file name, size, and date.

WML sorts the files from left to right, so format #1 and #2 will be in the same order, but #3 will be sorted according to the descriptions of each file.

### **Error Tone**

When some type of error or warning message is displayed on the screen, you reach the end of a field, press a wrong letter in a menu, etc., WML can alert you with one of three sounds or you may select "No sound" for silent operation.

### **Automatic 11-digit Zip**

If this feature is enabled then WML will figure out the extended

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zip code for any address which has a 9-digit zip. According to the USPS this is normally accurate but there may be exceptions. When an envelope is pre-barcoded it seems to me that it goes coast-to-coast a day faster. If you are doing ordinary first class mailings having a bad barcode would take away that one day advantage and maybe even add a day for them to correct it. If you are doing a bulk mailing, an improper bar code is grounds for trash-canning your mail - you'll never know about it (so you can't correct the mistake), but it isn't otherwise a problem.

Of course, it is best if your mailing list is entirely accurate. This is almost entirely impossible with large lists, but you can get closer to that goal using the post office and third-party vendors who can correct your lists and provide the full 11-digit zip. Ask your postmaster for information about submitting a disk for free updating by the post office.

The Post Office will verify a given mailing list file only once - after that you will have to go to the C.A.S. who provide the service for a fee. If your mailing list consists of local addresses, the Post Office's one-time free service will probably be all you'll ever need. If you get your list verified then a year later you go after a new market and create a new list, this new list is eligible for the PO's free one-time service. I'm really impressed that such an excellent service is free of charge and that it is beneficial to all parties.

### **Defining your Printers**

WML can use two printers, a laser and a dot matrix. The laser can be used to print envelopes and laser labels. The dot matrix can be used to print continuous labels. Either printer can be used to print group lists and phone books. Until you define your printer(s) and font(s) there will be a flashing message at the bottom of the screen and you will not be able to use the File/Print option.

The Printer definition window shows the current settings. Use the arrow keys to move around, and press the **F3** key to change anything. For example, to set your dot matrix printer move the cursor to that line then press **F3** and a menu of choices will appear. Highlight your printer (or one compatible with it) and press **<Enter>**. Then move down to the font definition and press **F3** again. Highlight your font selection and press



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**<Enter>**. When you are finished, highlight the "Ok" button and press  
**<Enter>**. Alternately, you can press **F7** to save the screen and exit.

### Laser Printer Soft Fonts

You will need landscape (SFL) fonts for envelopes and portrait (SFP) fonts for everything else. You decide which fonts to use once — on the Preferences/Printers screen — and, from then on, WML automatically uses these choices.

Consider an example: When you set the font for the envelope return address you may choose any of your printer's built-in fonts or a soft font. If you select the first item in the font list, "Select a soft font," you will first be asked for the drive and/or path containing the files. The last directory you used will be the default.

After you enter a correct path you will be shown a list of the landscape soft font files (\*.SFL) in that directory. Use the arrow keys and PgUp/PgDn keys to move around, highlight the one you want, and press **<Enter>**. The soft font file name will now be shown on the screen.

### Scalable Fonts

A scalable font is a single font (e.g., CG Times, Helvetica, etc.) which can be printed in practically any size. I have yet to see how a scalable *soft* font works and I have no idea how one would work with WML (try it and see) (then tell me!).

Printers like the H-P LaserJet III and IV have scalable fonts built in. This means you can pick a font, such as Roman, and print in practically any size you want.

When you select a scalable font WML will prompt you for the pitch (cpi) or the point size, depending on whether it is a fixed-pitch or proportionally-spaced font. In general numbers between 8 and 14 work best. My favourite font for both my laser and dot matrix is a Helvetica-type (sans serif) font at 12cpi or 12 points.

### Post Office Considerations

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The USPS uses OCR (optical code recognition) equipment to automatically read machine-printed envelopes. When it works properly it can speed your mail through faster and on bulk mailings it saves money. For laser printers, a font size of 8 to 18 points must be used; 10 to 12 points is recommended. It is also recommended that you use Sans Serif fonts such as Helvetica, Swiss, or Univers (some of which are provided with WML registration). On dot matrix printers use a 10cpi or 12cpi font.

## **Duplicate Checking**

WML can check for duplicate personal names, company names, and/or addresses while you are entering information. Just select any or all of these flags - a dot to the left of the item means that it is "On." You can toggle them on and off as desired; their setting will be saved.

Duplicate checking helps avoid duplicate entries which have different personal names or ones which have identical addresses but a different name. The drawback is that dup checking can slow your computer down, so if you are working on a very large mailing list or a very slow computer you might want to try turning some or all of the duplicate checking options OFF to increase speed.

## **HELP**

The Help menu has three options: Index, About, and Settings.

Help/About gives you some information about your memory and how to reach me.

Help/Index gives you a list of help topics from which you may choose. This is like a brief on-line manual. To use it just highlight a topic and press **<Enter>** -- a helpful window of information will appear.

Help/Settings shows you the Preferences settings on a single screen so you can review them.

## **ERROR MESSAGES**

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WML has three types of errors which you may experience:

1. Logical error - this is a minor problem, not really an error at all. An example of this type of error is when a duplicate entry is found. These "errors" will appear in a window and, once you press ENTER or click on "Ok" WML will continue its operation.
2. File error - these problems cause an error screen to appear which suggests a possible solution to the problem and, if you can't fix it, my address and phone number is shown so you can mail me the error or call me. A common reason for this error is that an index file contains a bad entry (perhaps due to a power outage). The most common solution to these problems is to re-index your files (**F**ile/**r**e-**I**ndex).
3. Programme error - this is a mistake of mine and will cause the programme to abruptly end with a one-line error message and a message like "Press any key to return to system." Report these errors to me right away, please. WML is a huge programme, and the bigger it gets, the more likely it is that bugs will creep in there somewhere. These errors get top priority and are usually fixed and a new version released within a day.

If anything happens that you don't understand, or if you can't get WML to do what you want, I would appreciate knowing about this so I can fix the software or update the documentation as necessary. Thank you for your help and support! :)

That's about all I can think to babble about. Enjoy!