Nvelope - Keeping up with people that are important to you.

General

Procedures

Conceptual Overview

Nvelope was originally developed for personal use because there weren't any programs available were useful enough without being overkill.   It is designed not only to provide envelope printing services but to provide group dial services as well.   This makes it useful for not only personal use (such as guest lists or keeping up with family and friends), but also for uses such as contact management.   If most programs just don't seem to 'fit the bill', try Nvelope on for size.

Address can be of two types: personal and business.   These addresses can belong to multiple groups. When organizing Nvelope, first enter a set of starting groups to work with (i.e. family, work, friends, etc.....).   Then enter the address into the separate groups.   Don't forget to use the right mouse button, it can save you time.

Shareware and Registration Information

Nvelope is not free.   It is a commercial Shareware product. You are permitted to evaluate this product for 15 days.   After that time you must register or discontinue using the program. The   cost to register Nvelope is $15.   See ORDRFRM.WRI for details.

Whether or not you choose to register, I'd enjoy hearing your comments on my program.   Please send all suggestions, gripes, bug reports and anything else to any of these addresses:

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Modifying the list of Addresses

Adding new addresses:
Before adding addresses, at least one group must be added to the group list.   For help on adding groups see Modifying groups topic.   The group which is currently selected is the default group for the address being added.   If this group is incorrect, select the correct group before adding the new address information.

1. Select *Add Entry* from the Address Menu..   Out to the right side of the *Add Entry* command, select one of the address formats (i.e. **Personal** or **Business**).
2. Enter information into relative fields.   Use TAB or RETURN key to move from field to field.
3. Click on the OK button to complete the add or CANCEL button to abort the add.

Editing an existing address:
1. Select the name of the entry to modify.   Select *Edit Entry* from the Address Menu.
2. Modify the information in the fields.
3. Click on the OK button to complete the edit or CANCEL button to abort the edit.
NOTE: The phone dialer can also be used from the edit dialog box.   The purpose of this is to allow the user to easily modify the notes field of the entry.

Deleting existing addresses:
1. Select the entry that you want to delete.
2. Select the *Delete Entry* item from the Address Menu.
Note: The address is deleted from all groups that it was categorized under.   If you want to delete it from only one group, then use the categorize option.

See Also: categorizing entries

Modifying the group list

Adding new groups:
1. Select *Add Group* from the Group Menu.
2. Enter the group name into the dialog box.
3. Click the OK button to complete the add or CANCEL button to abort the add.

Editing an existing group:
1. Select the group to be modified.
2. Select the *Edit Group* item from the Group Menu.
2. Modify the group name in the dialog box.
3. Click the OK button to complete the edit or CANCEL button to abort the edit.

Deleting an existing group:
1. Select the group that you want to delete from the group box.
2. Select the *Delete Group* item from the Group Menu.
Note: All addresses are deleted from the group that is deleted. If the address was categorized in multiple groups then the address remains in the other groups.

Categorizing addresses into multiple groups

To assign an address to more than one group:
1. Select the address in the address box.
2. Click the left mouse button on the Address Menu button (or use the <u>right mouse short-cut</u>)
3. Select *Categorize* from the menu.
4. The **Categories dialog box** should be displayed.   Move all groups, that you want the address to be stored under, into the left-hand list box.
5. Click OK button to close dialog

Copying an address to the clipboard

To copy an address to the clipboard:
1. Select the address in the address box.
2. Click the left mouse button on the Address Menu button (or use the <u>right mouse short-cut</u>)
3. Select *Copy Address* from the menu.
4. The address is pasted to the clipboard.

Note: The standard address format is used during the paste operation.

> Mr. & Mrs. First Last
> Address Line 1
> Address Line 2
> City, ST ZipCode

Dialing Phone Numbers

Dialing a single number:
1. Select the entry that you want to dial.
2. Click on the *Dial Button* or Select *Dial Phone* item from the <u>Address Menu</u>.

Dialing multiple numbers within a single group:
1. Select the entries that you want to dial from the address list box (see Note below for additional instructions on select entries.)
2. Click on the *Dial Button* or Select *Dial Phone* item from the Address Menu to start dialing procedure.

Dialing multiple numbers between several groups:
1. Click on the *App Menu Button* to access the application menu and select the *Group Dial* menu item.
2. From the group list box at the top of the dialog box, select the *All Groups* item from the list.
3. Select the people or businesses that you want to call from the lower list box.
   Note: Depress the **CTRL** key while clicking on entries to select multiple items OR continue to hold the left mouse button down while selecting entries.
4. Click on the OK button to begin the dialing procedure.

See also: <u>Dialing Dialog</u>

Dialing Dialog

Single Number Dialed:
While the modem is dialing the numbers, the receiver of the phone should be picked up.   After the modem has finished the dialing process, press the <SPACE BAR> or <RETURN> to hangup the modem. The handset should be off-hook before the modem is hung-up.

Multiple Numbers Dialed:
Dialing multiple numbers is very similar to the above.   The user is given several additional options after the initial dial.   If the modem reports a busy signal, the user may either redial the last number, delay the number until all other numbers have been dialed or continue to the next number without storing last number in the queue.   If the modem is hungup by the user, the modem is set to dial the next number.   At this point the user may dial the next number or skip the current selection.   After all numbers are dialed the dialog closes.   The user may cancel the dialing procedure at any time by selecting the *cancel button*.

Displaying multiple addresses

To display multiple addresses at once, the user can pop-up a smaller window that contains the information and then repeat using another address entry.

To pop-up the child window:
Double-click the left mouse button on the address information in the upper left-hand corner of the main window.

Moving the child window:
The child window can be moved by clicking & holding the left mouse button on the title bar of the window and dragging it to its new location before releasing the mouse button.

Closing a child window:
The child windows will remain open until the mouse button is clicked within the child window.   When this happens, the child windows in removed from the screen.

Exporting Address Data to a .DBF file

All fields (except note field) can saved to a dBase compatible file.   The export feature is very powerful because it allows you the flexibility of using the stored address list in other programs.

To export a list:
1. Click on the <u>App Menu</u> button to access the application menu and select the *Group Dial* menu item.
2. From the group list box at the top of the dialog box, select the group or *All Groups* item from the list.
3. Select the people or businesses that you want to export from the lower list box.
   Note: Depress the **CTRL** key while clicking on entries to select multiple items OR continue to hold the left mouse button down while selecting entries.
4. Click on the OK button to begin the exporting procedure.
5. Enter the file name and press RETURN.
6. The information is saved to the .dbf file in the selected directory.

Printing Addresses and Phone Numbers

To access the print dialog box, select the *Print List* menu item from the <u>App Menu</u>.

Form Select   There are three different options to choose from: phone numbers only (1 record per line), addresses only (2 columns) and Both (up to 4 lines per record).

Groups To Print   List of groups which will be printed.   To add groups to this list, move them from the remaining group list.

Font   Click on this button to change the font which is used for the form.   This setting defaults to Times Roman 12 pt.   Changes which are made are only in effect for the current session.

Text   To overide the default title on the printed list, click on this button and enter a one line title.

Printing Envelopes

Envelope Sizes Select the envelope size that is to be printed on.   The custom settings item contains envelope size and address location which was last stored in the user-defined envelope setup.

Orientation To allow for different printers, several orientations are available.   For dot matrix printers, the horizontal orientation is best.   Some experimentation may be necessary to achieve the desired results with laster printers.

Print Return Address Select this check box to print the return address (from Address Setup) on the envelope.

Additional Topics

Preview
Address Setup
Modify Custom Settings

Envelope Preview

The preview screen allows you to see the what the envelope will look like when printed.   It also allows you to change the location of the return and mailing addresses.

Moving address locations

Click and hold the left mouse button on the address you want to move.   While holding down the mouse button, drag the address to its new location and release the mouse button.   To save the settings to custom settings select *Save to Custom Settings* or *Print and Save Settings* from the preview menu.

NOTE: Access the preview menu from the command menu or by clicking the right mouse button.

Preview menu choices
  Close Box (no save) - Exit preview without printing or saving modifications
  Save to Custom Settings - Exit preview saving modifications but not printing envelope
  Print and Save Settings - Exit preview saving modifications and printing envelope
  Print (no save) - Exit preview and print envelope without the latest modifications

Envelope Address Setup

Four lines are provided to for the return address.   If less than four lines are needed, leave blank lines at the bottom.   Different fonts can be selected for each of the addresses.   Use the two buttons on the left hand side of the dialog to change these fonts.   The changes are stored and used each time the program is used.

Envelope Custom Settings

When modifying the current setting stored in the custom settings, measurements are stored as inches. Enter the size and x and y offsets for both addresses.

Setting up Nvelope

To access the Nvelope setup dialog, select the *Setup* item from the system menu (upper-left corner of program).   This dialog is displayed automatically the first time the program is executed.

Area Code   This is the local area code.   It is used to determine when lond distance strings should be used.

Outside Line   Some phone systems require a series of numbers to acces the outside line.

LD code   If a special long distance number is required, enter the sequence in the edit box.   To allow for pauses enter a 'W' in the sequence.

Modem setup Select the COM port that the modem is installed on.

Sort Addresses for Mail-outs

When performing a mail-out, it is often desirable to split the mail into groups of zipcodes.   This option creates a new group for each unique zipcode.   Only the entries in the current group are separated into seperate zipcode groups.

To split a group into separate groups based on zipcode:
1.   Select the group to split.
2.   Select the *Sort for Mail* item from the <u>Group Menu</u>.

Using the right mouse button

In order to provide easy access to menus, the right button of the mouse can be used.   To access the menus of either the group, address or application, click the right mouse button while the mouse pointer is over the interested area of the screen.   In addition, the right mouse button can also be used on the envelope preview screen to access the window exit menu.   The graphic below shows the context sensitive areas of the main screen.

Address Box   Group Box
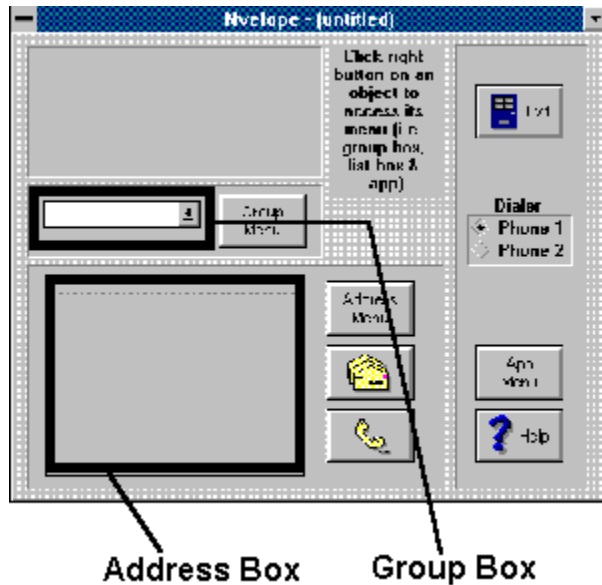
Categorizing addresses - places the address into multiple groups.   The information is stored only once and does not duplicate addresses.   This feature allows one person to be viewed when several different groups are selected in the group box.

Address Menu - provides menu for selected entry (or entries).   You can access the menu by clicking on the *Address Menu* button with the left mouse button or by clicking the right mouse button on the address list box.

Group Menu - provides menu for selected group.   You can access the menu by clicking on the *Group Menu* button with the left mouse button or by clicking the right mouse button on the group list box.

Application Menu - provides menu for the application commands.   You can access the menu by clicking on the *App Menu* button with the left mouse button or by clicking the right mouse button on blank areas of the main window.