

## **File-Configure**

Use this option to set up WorldMerge to communicate with your Internet mail account.

- |                |  |
|----------------|--|
| Real Name      | Your name or your business name. This appears in the recipient's "From" box.   |
| Return Address | Your email address goes here.  |
| SMTP Server    | Your Internet Service Provider's mail server.<br>( <i>Example mailrelay.ispname.com</i> ) Consult with your ISP to get this information.               |
| Logging        | Enable or disable WorldMerge auto logging. Mail results are saved as a file project.log that lists a history of each send operation to all addressees. |

**File-Exit**  
Exits WorldMerge.

**File-New**

Create a new mail merge project. When you select New, the Wizard is invoked to set up the new project.

**File-Open**

Open an existing WorldMerge project.

**File-Save / Save As**

Saves the current project. The message is saved in its original file. If you typed in a new message, the message is saved as a text (txt) file. The project status including the message send status and list selections is saved as a PRH file. The project itself is saved as a PRJ file. The PRJ file contains reference information for all files involved in the project.

## **Help About WorldMerge**

Display WorldMerge release information.

## **Help Contents**

Display this help file.

## **How to Send Email**

Start WorldMerge, Wizard launches.  
Select New to enter message manually.  
Select Existing to specify external text file.  
Select database type and filename.  
Select field name with Internet email address.  
(field names are specified in first text line in database).  
Select whether to launch help file automatically.  
Bring up the File-Configure dialog and set up mail connectivity parameters.  
In needed, type in the text message.  
Optional: enter merge fields in the message with Merge Field icon in toolbar.  
Optional: select or unselect names from the mailing list.  
Select Message-Send or press the Send icon in the toolbar to start the mailing operation.

If needed, you can pause the operation with Message Pause.

## **List-Clear Status**

Clears the status flags (check marks) that appear in the status field to the left of the entries in the mailing list display and reset the index of sent messages to zero. Be sure you are ready to clear the status flags. If you have sent mail to a portion of the mailing list and paused with the Pause Send command, then do a Clear Status, you will not easily be able to mail to the remaining portion of the list (without manually examining the log and rebuilding your mailing list).



**List-Select All**

Selects and highlights all entries in the mailing list.

**List-Select on Query**

You can select mailing list entries based on a query you configure in this dialog.

**List-Unselect All**

Unselects all entries in the mailing list database.

**Message-Attach**

Attaches an external file to the message.

**Message-Pause**

If you select Message-Pause or press the Pause Send icon in the toolbar, the mailing operation is halted. You can resume the mailing operation by again selecting Message-Send or pressing the Start Send icon in the toolbar.

**Message-Send**

Initiate the mailing process. You must be dialed in or otherwise connected to the Internet and have an active Winsock connection. WorldMerge sends the message to each of the selected addressees, one at a time. Merge fields in the message are replaced with the corresponding fields from the mailing list database file. Note that a valid Internet Post Office must be set up with the File-Configure option. As each message is sent, a check mark appears in the status field to the left of each addressee in the mailing list display.

## Toolbar



New = Create a new project



Open = Open an existing project



Save = Saves current project



Insert Merge Field = Places merge field in message



Attach = Attach external file to mail message



Start Send = Start or resume mailing operation



Pause Send = Halt mail operation

**View Status Bar**

Enable or disable display of the WorldMerge status bar.



**View-Toolbar**

Enable or disable display of the WorldMerge toolbar.

## **Edit Operations**

These windows Edit operations affect only the text message window.

Undo	Undo last edit
Cut	Cut text
Copy	Copy text
Paste	Paste text

# World Merge Reference

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Contact:

PEAK Solutions

[thmatson@csn.net](mailto:thmatson@csn.net)

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