MAILLIST™

MAILLIST CONTENTS

Introduction

WordStar® includes MailList, a program that makes it easy to work with mailing lists. You can use merge printing to insert information from your mailing list into personalized letters for mass mailings. You can also print reports, labels, and envelopes with the information from a mailing list.

With MailList, you can create one or more mailing lists. You just display a form on the screen and type information in the blanks. Besides keeping names and addresses in your mailing list, you can also keep telephone numbers and other information you may want to save. MailList gives you a choice of two forms, one for mailing lists and the other for lists such as inventories. You can update your lists any time and sort them in any order you want.

The MailList documentation is organized into three chapters:

"Creating and Updating a Mailing List" covers the basic operations for creating and maintaining mailing lists.

"Creating Form Letters" gives guidelines for using the WordStar merge print commands to create form letters for use with a mailing list.

"Printing Envelopes, Labels, and Lists" contains instructions for easy printing of envelopes, labels, and reports using the information in a mailing list.

If you didn't copy MailList when you installed WordStar, do so now. See the *Installing and Customizing* booklet for information on adding a feature.

Creating and Updating a Mailing List

MailList enables you to create lists of names, addresses, and other information. Each list is kept on disk in a file called a data file. The following pages give step-by-step procedures for creating and maintaining your mailing lists.

Starting MailList

Follow these steps to start using MailList.

1   To start MailList using pull-down menus, select **Additional** at the WordStar Opening screen, then choose **MailList**.

   To start MailList using classic menus, press **A** at the WordStar Opening Menu, then press **M** for MailList.

   The MailList Menu appears.

2   Press **C** to choose a data file. MailList displays a list of the data files (files with the .DTA extension) in the directory that contains the MailList files.

   MailList comes with a data file named WSLIST.DTA, which is empty. WSLIST.DTA is the default data file; if you don't choose a data file, this is the file you will work with.

T I P *You can use WSLIST.DTA as your main mailing list file. Just choose it as the data file when you're ready to start your mailing list, then enter your list as described below in "Adding Names and Addresses." If you do this, you won't have to choose a new data file each time you start working on your mailing list.*

If you want to display a list of data files in a different directory, first type \ and press ↵ to display a list of directory names, then move the highlighting to the directory you want and press ↵.

3   Type the name of the data file you want to create or update and press ↵. Include the drive letter or directory path if necessary. You don't have to type the .DTA extension; MailList automatically adds this extension. (If you're updating a mailing list, you can move the highlighting to the filename and press ↵ instead of typing the name.)

C A U T I O N *To choose a file that you entered using the inventory form rather than the mailing list form, you must first choose the inventory form. Otherwise, when you type the filename, an error message appears. See "Using Another Data Entry Form" in this chapter.*

Running MailList from Another Directory _____

If you try to run MailList from a directory other than the one that contains your MailList data files (WSLIST.DTA), you get the message *Can't find WSLIST.DTA on drive x.* If you press ↵ , WordStar creates a new WSLIST.DTA file in the current directory, allowing you to run MailList. Keep in mind that if you ran MailList previously from a different directory, any data you entered in the WSLIST.DTA file in that directory is not contained in the new WSLIST.DTA file.

Adding Names and Addresses _____

You add names, addresses, and other information to your mailing list by filling in an onscreen data entry form. You fill in the form once for each person on the list; the entry for each person is called a record. Each piece of information in a record, such as first name or phone number, is called a field. The information that you enter in a field is called data. The data for the entire mailing list is kept on disk in a data file.

You assign a number, usually 1, to the first record in each MailList data file. MailList sequentially numbers the rest of the records for you.

1   Press **A** at the MailList Menu. The data entry form appears, with the Add New Records Menu at the top of the screen. If this is the first record in a new mailing list, the cursor is in the Record Number field. Otherwise, the record number is the first available number, and the cursor is in the First Name field.

The example below shows the mailing list data entry form, WSLIST.DEF. (Another form, INVNTORY.DEF, is also available. You work with it in the same way as with the mailing list form. It is shown in "Using Another Data Entry Form.")

```
FORM: C:WSLIST          A D D   N E W   R E C O R D S        C: INVNTORY.DTA

   ┌──────────────────────────────────────────────────┬─────────────┐
   │ Copy from previous record    Write/save record in file │ F1  Help  │
   │                                                    │             │
   │                                                    │ Escape      │
   └──────────────────────────────────────────────────┴─────────────┘

                      Type data and press ◄─┘.


          Record Number: 00000                      Date: 00/00/00
                Mr./Ms.:                                  mm/dd/yy
     First, Init., Last:                     Jr./M.D.:
                  Title:

                Company:
         Address Line 1:
         Address Line 2:
       City, State, Zip:
                Country:
                Phone-1:
                Phone-2:
    User Fields-          Remarks-
    1:
    2:
    3:
```

Note: If you keep data files on any disks or directories other than the MailList directory, copy WSLIST.DEF and INVNTORY.DEF to each of these disks or directories.

2 For a new data file, type the number you want the first record to have (generally **1**) and press ↵.

3 Fill in the data entry form for the first person on your list or the next person you want to add. At each field, type the information and press ↵. The cursor moves to the next field.

All the fields are optional; you are not required to fill in any field. To skip a field and go on to the next one, press ↵.

Always start typing in the first space of a field; if the data in the field begins with a blank space, you won't be able to sort it properly.

If you make a typing error, you can erase characters with the **Backspace** key. You can move the cursor around the form using these commands:

Left one character	**^S** or ←
Right one character	**^D** or →
Previous field	**^A** or ^ ←
Next field	**^F** or ^ →
Top (first) field	**^T** or **Home**
Last field	**^L** or **End**

4   When the form is completed, press ↵ after the last field or press **^W** from any other field. Then press ↵ again to save the data as a record.

A blank form appears, with the next record number already entered.

5   Enter the rest of your records in the same way. Be sure to save each record (using step 4 above) as you complete it. You can't save records in groups.

   T I P   At any field, you can copy the same information you previously typed for the field by pressing ^C. For example, if you're adding several records and they all have the same date, type the date in the first record. Then when you get to the Date field in each subsequent record, just press ^C, and the same date is automatically inserted.

6   After you enter and save all your records, press **Esc** to return to the MailList Menu.

Updating and Correcting a Mailing List _____

After you create your mailing list, you can look at your records and make changes. To change any information, use the steps below to display the record on the screen, make your changes, and save the updated record.

1   Press **V** at the MailList Menu. The View and Edit Records Menu appears with the first record in your mailing list.

2   Make any changes you want. Use the same cursor commands as you do to add a record.

3   Press **^W**. Then press ↵ to save the updated record. The next record appears. (If you press **^W** and then decide you don't want to save the changes, you can press **Spacebar** to return to the record without saving the changes, or you can press **Esc** to abandon the changes and return to the MailList Menu.)

4   Continue editing your records. If you don't want to change a record, you can press **^N** to display the next record or **^P** to display the previous record.

5   After you save the last record you want to change, press **Esc** to return to the MailList Menu.

Normally, you view and edit your records in order of record number. However, if you've sorted your mailing list in another order, the records appear in the sorted order. See "Sorting Mailing Lists." You can also view and edit particular records without going through all the records in order. See "Working with a Specific Group of Records" and "Finding a Particular Record."

6 After you finish editing records, sort your mailing list. See "Sorting Mailing Lists."

Working with a Specific Group of Records

You may want to view or update a specific part of your mailing list, such as all records with the name "Weiss" or all records with the city of "Summertown" in the state of "TN." You can use a record filter to display only certain records. The record filter "filters out" the records you don't want.

1 At the MailList Menu, press **V** to display the View and Edit Records Menu.

2 Press **^C** for Create or Change Filter. The data entry form appears with asterisks in place of the data in each field. The Record Filter Menu is at the top of the screen.

3 Move the cursor to a field you want to use as the filter, and type the information you want to match in that field. If you want to use more than one field, move the cursor to each field you want to use and type the information to match.

```
FORM: C:WSLIST          R E C O R D   F I L T E R          C:WSLIST.DTA

     Erase filter          Use this filter          F1   Help
                                                    Escape

          Type data in the field(s) you want to match and press U.


    Record Number: *****  *********************************  Date: **/**/**
          Mr./Ms.: *****************                               mm/dd/yy
First, Init., Last: ************* *** *****************  Jr./M.D.: ************
            Title: ******************************

          Company: **********************************
    Address Line 1: **********************************
    Address Line 2: **********************************
  City, State, Zip: ******************* CA* 95********
          Country: **********************************
          Phone-1: **********************************
          Phone-2: **********************************
User Fields-          Remarks-
1: **************    ***************************************************
2: **************    ***************************************************
3: **************    ***************************************************
```

In the above example, two fields are used as the filter, "CA" for state and "95" for the first two digits of the ZIP code.

4 Press ^U to start using the filter. The View and Edit Records Menu appears with the first record that matches the data in the filter.

You can keep viewing and editing records as usual, except that only the records that match the filter are displayed.

While you are using a filter, you can press ^C again at the View and Edit Records Menu to change the filter. To stop using the filter, press ^E at the Record Filter Menu. Otherwise, the filter is automatically erased when you exit the current View session.

Finding a Particular Record

You can select a specific record to view or edit by giving its record number.

1 At the MailList Menu, press **L**. The Locate Records by Number Menu appears with a blank data entry form. The cursor is in the Record Number field.

2 Type the number of the record you want to see and press ↵ . The matching record appears.

3 You can either edit the record or view other records in numerical order beginning with the record on the screen.

To edit the record, make changes the same way you do when adding or viewing a record. After you finish editing, press ^W, then ↵ . A blank record appears again with the cursor in the Record Number field. You can enter another record number to display another record.

To view other records, press ^P to display the previous record or ^N to display the next record.

4 When you finish locating and editing records, press **Esc**. The MailList Menu appears.

Erasing Records

You can erase a record only when it is displayed on the screen.

1 Use either **V** (View) or **L** (Locate) at the MailList Menu to display the record you want to erase.

2 Press ^E.

3 Press **R** to confirm that you want to remove the record. MailList removes the record from the mailing list.

4 After you finish erasing records, sort the mailing list (see "Sorting Mailing Lists" on the next page).

Sorting Mailing Lists

When you view your mailing list, records normally appear in the order in which you entered them. You can sort the mailing list to make records appear in any order you want. After you sort the list, records appear in the sorted order until you sort them again. You can save up to 32 different orders for sorting mailing lists; for example, sometimes you may want to sort by name and other times by date, by state, or ZIP code. (You can also save up to 32 sort orders for the inventory data entry form.)

After you update or erase records, you should sort your list to put the records in the order you want and to use disk space more efficiently. Sorting the mailing list puts the updated records back into place in the data file and erases information left from before you updated the mailing list.

TIP *When you merge print with your mailing list, the form letters (or labels, envelopes, etc.) are printed in the sorted order. Sorting your mailing list before printing enables you, for example, to print labels in ZIP code order.*

To sort your mailing list without changing the sort order, use the following steps:

1. Press **S** at the MailList Menu. The Sort Records Menu appears with a data entry form that shows the current sort order, which is the order you used the last time you sorted a mailing list. If you haven't used any sort orders, the default sort order is in order of record numbers.

2. Press **^U**. MailList sorts the mailing list. When sorting is finished, a message appears.

3. Press **Esc** to return to the MailList Menu.

CAUTION *If you sometimes use leading spaces or zeros in a field, remember that MailList will consider these spaces and zeros when it sorts. Be sure to use these characters consistently so that you can sort the records in the way you want.*
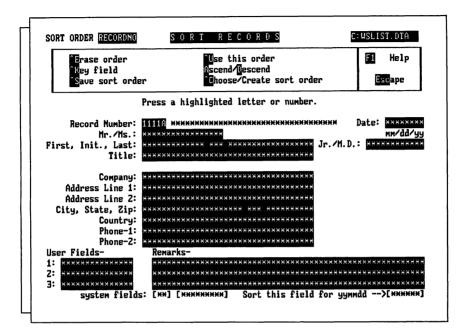
You may want to sort your mailing list into different orders for different purposes. For example, you may want to edit records in order of record number, print out phone lists in alphabetical order, and print labels in ZIP code order. The following sections tell you how to create a new sort order and how to change between sort orders.

Creating a Sort Order

Follow the steps below to create a new sort order.

1. Press **S** at the MailList Menu. The Sort Records Menu appears at the top of the screen.

   Below the menu is a data entry form that shows the current sort order. This is the order you used last time you sorted a mailing list. If you haven't created any sort orders, the form looks like the one on the next page. This form shows the default sort order, RECORDNO. The 1111A in the Record Number field means that the list will be sorted in order of record number.

```
┌─────────────────────────────────────────────────────────────────────┐
│ SORT ORDER RECORDNO        S O R T   R E C O R D S      C:WSLIST.DTA  │
│  ┌────────────────────────────────────────────────┐  ┌────────────┐  │
│  │ Erase order          Use this order            │  │ F1   Help  │  │
│  │ Key field            Ascend/Descend            │  │            │  │
│  │ Save sort order      Choose/Create sort order  │  │ Escape     │  │
│  └────────────────────────────────────────────────┘  └────────────┘  │
│                Press a highlighted letter or number.                  │
│                                                                        │
│      Record Number: [1111A ********************************  Date: ********
│            Mr./Ms.: *****************                      mm/dd/yy     │
│ First, Init., Last: ************ *** ******************  Jr./M.D.: ************
│              Title: ************************************                │
│                                                                        │
│            Company: ****************************                       │
│     Address Line 1: ****************************                       │
│     Address Line 2: ****************************                       │
│   City, State, Zip: ***************** *** **********                   │
│            Country: ****************************                       │
│            Phone-1: ****************************                       │
│            Phone-2: ****************************                       │
│ User Fields─      Remarks─                                             │
│ 1: ****************  **************************************************│
│ 2: ****************  **************************************************│
│ 3: ****************  **************************************************│
│      system fields: [**] [**********]   Sort this field for yymmdd -->[******]
└─────────────────────────────────────────────────────────────────────┘
```

2   Press ^C to choose a new sort order. A list of the available sort orders appears. If you haven't created any sort orders, the only one listed is RECORDNO.

3   Type the name you want to give to the new sort order and press ↵ . A sort order name can have up to eight letters and numbers. The data entry form appears for you to enter the sort order.

The sort order is based on up to nine fields called keys. The first key is the first field that is checked when sorting. If several records have the same information for the first key, the second key is checked, and so on. For example, if the first key is the State field, all the records with AK will be first, those with AL will be next, and so on. If the second key is Last (last name), the records within each state will be in alphabetical order by last name. If the third key is First (first name), whenever more than one record has the same state and last name, those records will be in alphabetical order by the first name.
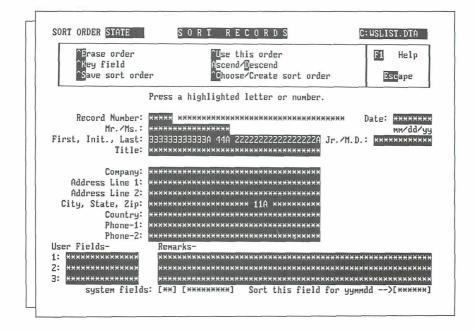
4   Move the cursor to the field you want to be the first key. Use the same keys you use when editing records: ^F or ^→ to move to the next field and ^A or ^← to move to the previous field.

5   When the cursor is in the field you want, press ^K. The field fills with the number 1, except for the last character in the field, which is an A for ascending order.

When MailList sorts, it uses this order for characters: first spaces, then digits starting with 0, then letters starting with A (for each letter, lowercase immediately follows uppercase). This is considered ascending order. You can have MailList sort any

key in descending order, which is the opposite order. In descending order, for example, Z is the first letter of the alphabet and A is the last, and letters come before numbers. Just put the cursor in the key field and press **D**. The A that is the last character in the key changes to a D. To change a key back to ascending order when it is in descending order, move the cursor to the key field and press **A**.

6 Move the cursor to the second key field and press **^K**. The field fills up with the number 2, with A as the last character.

Mark the rest of your keys in the same way. When you're finished, your screen should look similar to the following example, in which four keys are used, State, Last, First, and Initial.

```
SORT ORDER STATE              S O R T   R E C O R D S          C:WSLIST.DTA
    ┌─────────────────────────────────────────────────┐   ┌──────────────┐
    │ ^Erase order          ^Use this order           │   │ F1    Help   │
    │ ^Key field            ^Ascend/^Descend          │   │              │
    │ ^Save sort order      ^Choose/Create sort order │   │ Escape       │
    └─────────────────────────────────────────────────┘   └──────────────┘
              Press a highlighted letter or number.

         Record Number: *****  *********************************** Date: ********
               Mr./Ms.: *****************                                mm/dd/yy
    First, Init., Last: 333333333333A 44A 2222222222222222222A Jr./M.D.: ************
                 Title: *****************************************

               Company: *****************************************
        Address Line 1: *****************************************
        Address Line 2: *****************************************
      City, State, Zip: ******************* 11A ***********
               Country: *****************************************
               Phone-1: *****************************************
               Phone-2: *****************************************
    User Fields-            Remarks-
    1: ****************      ****************************************************
    2: ****************      ****************************************************
    3: ****************      ****************************************************
          system fields: [**] [**********]   Sort this field for yymmdd -->[******]
```

7 You can press **^U** to save the new sort order and sort your mailing list, or you can press **^S** to save the sort order without sorting.

8 Press **Esc** to return to the MailList Menu.

Note: To sort by date, you need to choose a special date field. When you enter the date in a record, you enter it as month, day, and year. This date also appears on the bottom right of the sort screen as year, month, and day. This extra field is the one you must use as a key for sorting.

Choosing a Sort Order

To change from one sort order to another, press ^C (Choose sort order) at the Sort Records Menu. A list of the available sort orders appears. Choose the order you want. A data entry form appears showing the order you choose.

Note: The sort orders you create are stored in a file named MAILSORT.OVR in the current disk or directory. If you don't see the list of sort orders you expect, you may need to copy this file from the disk or directory where you created it.

When the sort order is on the screen, you can use it to sort the mailing list or you can edit or erase the sort order as described below:

- To sort the mailing list using the displayed sort order, press ^U.

- You can edit a sort order to add keys or to change a key from ascending order to descending order or vice versa. You can't change the order of keys that are already in the sort order, and you can't delete keys. For example, if you have a sort order that has two keys, ZIP code and last name, you can add first name as the third key, or you can change from ascending ZIP code order to descending order. To edit the displayed sort order, just use ^K and the A and D commands as you do when creating a sort order. When you finish editing, press ^S to save the sort order or ^U to save the sort order and sort the mailing list.

- If you have created the maximum 32 sort orders and want to create another one, you need to erase an existing sort order. You can also erase sort orders you no longer use. To erase the displayed sort order, press ^E, then answer Y to confirm that you want to erase the sort order. After you erase a sort order, it no longer appears in the list you see when you press ^C to choose a sort order.

Exiting MailList _____

When you finish working with your mailing list, press **Q** at the MailList Menu to return to WordStar. Be sure to exit WordStar before you turn off your computer. (Using pull-down menus, select **File** at the Opening screen, then choose **Exit WordStar**. Using classic menus, press **X** at the Opening Menu.)

C A U T I O N   If you exit incorrectly, your data file may be damaged.

MailList Index Files _____

When you create or update a mailing list data file, MailList also creates or updates an index file. The index file has the same filename as the data file with the .NDX extension. For example, if you name your data file CLIENTS.DTA, the index file is named CLIENTS.NDX.

Data files and index files go together. MailList needs to use the index file whenever you work with your mailing list. If you've erased your index file, when you try to work on your mailing list, a message appears telling you that the index file is missing and instructing you to press **R** to rebuild the index file.

Backing Up Mailing Lists

Make frequent backup copies of your data and index files. Always keep at least one extra copy of your mailing list on a floppy disk. This is your insurance against accidental erasures, damaged disks, and other problems.

Using Another Data Entry Form

In the examples so far, the mailing list data entry form was used. MailList also provides an alternate data entry form called the inventory form. You use the inventory form for any list that doesn't include name and address information. The data entry forms are stored in files with the .DEF extension. The mailing list form is WSLIST.DEF. The inventory form, shown below, is INVNTORY.DEF.

```
FORM: C:INVNTORY          A D D   N E W   R E C O R D S          C:INVNTORY.DTA

      ^Copy from previous record      ^Write/save record in file    F1    Help

                                                                    Escape

                        Type data and press ⏎.

      Record Number: 00000                      Date: 00/00/00  mm/dd/yy
      Item:                   Code:             Status:

      Description:


      Account:

      Quantity:

      Price:

      User Fields-           Remarks-
      1:
      2:
      3:
```

Each time you start MailList, the WSLIST.DEF form is the current form. This form is used for any mailing list you create unless you select the inventory form.

Follow the steps below to change to the inventory form, or from the inventory form back to the mailing list form.

1   Press **U** at the MailList Menu. A list of the form files appears.

2   Type the name of the form you want or move the highlighting to the name. Press ↵.

The form name you choose is now the current form until you exit MailList or choose another form. If you try to edit a mailing list that uses a form different from the current one, an error message appears, and you must select the correct form before you can edit the list.

Creating Form Letters

You can use information from your mailing list in form letters and other documents. You do this by creating a master document, which contains both the text of the letter and the merge print commands and variables. Before you create a master document for your mailing list, read the **Merge printing** section of the *Reference* manual.

Starting the Document

Use the following steps to create a master document to use with your MailList list.

1 Open a WordStar document file. For the filename, type the name you want to give the file and press ↵.

   T I P *You may want to give all your master documents the same filename extension (for example, .MRG) so that you can easily identify them.*

2 Choose the File command on the Insert menu (**Alt+I,F**) or use the **^KR** classic command to insert a file. At the Insert File dialog box, type the filename **maillist.dot**. If necessary, include a directory path for the MAILLIST.DOT file. (To create a master document for an inventory list, type **invntory.dot** and press ↵.)

Your master document should look like the one on the next page. The document is followed by brief explanations of the commands. For more information on these commands, refer to the information on merge printing in the *Reference* manual. (If you used INVNTORY.DOT, the dot commands contain different information.)

```
.op
.df wslist.dta
.rv x, number, full-name, first, mi, last, Mr-Ms, title
.rv company, addr1, addr2, city, state, zip, country
.rv phone1, date, Jr-MD,
.rv user1, phone2, user2, x, user3, remark1, remark2, remark3, ymd

(Type text and variable names here.)

.pa
```

The **.op** command omits page numbers, since most form letters don't need page numbers; you can delete this command if you want to print page numbers.

The **.df** command defines the data file as WSLIST.DTA. If you are not using WSLIST.DTA, substitute the name of your data file. If your data file is in a different directory from your document, include the path.

The **.rv** command loads the data from your file into the variable names shown. The names in this command correspond to the MailList fields. Four commands are used so all the fields can be named. All the fields must be named here even if you use only a few of them in your letter.

The line of text is a reminder for you. Be sure to remove this line before you type your letter.

The **.pa** command causes each letter to print on a separate page.

Typing the Document

After you open the document, you can type your text. In each place where you want to use information from your mailing list, type the corresponding variable name, enclosed in ampersands (&). When you finish typing your master document, save it as you would any document. For more detailed information on using variables, see the information on merge printing in the *Reference* manual.

The variable names you can use to enter mailing list information are the same names used in the **.rv** dot commands. These names refer to the fields on your MailList data entry form. The list on the next page shows the variable names in the MAILLIST.DOT file and the names of their corresponding MailList fields.

VARIABLE NAME	MAILLIST FIELD	VARIABLE NAME	MAILLIST FIELD
&number&	Record Number	&state&	State
&full-name&	First, Initial, and Last	&zip&	Zip
		&country&	Country
&first&	First	&phone1&	Phone–1
&mi&	Initial	&phone2&	Phone–2
&last&	Last	&date&	Date
&Jr-MD&	Jr./M.D.	&user1&	User Field 1
&Mr-Ms&	Mr./Ms.	&user2&	User Field 2
&title&	Title	&user3&	User Field 3
&company&	Company	&remark1&	Remark 1
&addr1&	Address Line 1	&remark2&	Remark 2
&addr2&	Address Line 2	&remark3&	Remark 3
&city&	City	&ymd&	*

* The &ymd& variable represents the date in year, month, date format (for example, 900826). MailList generates this field automatically, and you can use it for sorting and with MailMerge conditions.

The variable names for the inventory form and their corresponding fields are shown below.

VARIABLE NAME	MAILLIST FIELD	VARIABLE NAME	MAILLIST FIELD
&number&	Record Number	&qty2&	Quantity 2
&date&	Date	&price2&	Price 2
&item&	Item	&acct3&	Account 3
&code&	Code	&qty3&	Quantity 3
&status&	Status	&price3&	Price 3
&desc1&	Description Line 1	&user1&	User Field 1
&desc2&	Description Line 2	&user2&	User Field 2
&desc3&	Description Line 3	&user3&	User Field 3
&acct1&	Account 1	&remark1&	Remark 1
&qty1&	Quantity 1	&remark2&	Remark 2
&price1&	Price 1	&remark3&	Remark 3
&acct2&	Account 2	&ymd&	*

* The &ymd& variable represents the date in year, month, date format (for example, 900826). MailList generates this field automatically, and you can use it for sorting and with MailMerge conditions.

*P*rinting Form Letters ————————————————

To print a form letter, choose the Print command (**Alt+F,P**). At the Print dialog box, type the filename of your master document. Change any print options you want. Make sure you select the Merge option, and then press **F10** or **^K** to start printing.

The examples that follow include a master document and two printed letters.

```
.op
.df wslist.dta
.rv x, number, full-name, first, mi, last, Mr-Ms, title
.rv company, addr1, addr2, city, state, zip, country
.rv phone1, date, Jr-MD
.rv user1, phone2, user2, x, user3, remark1, remark2, remark3, ymd
.oj off

                    Sonoma Textbooks
                     30 School St.
                  Lake City, WI 53701


November 18, 1990

&full-name&
&company&
&addr1&
&city&, &state& &zip&

Dear &Mr-Ms& &last&:

Sonoma Textbooks introduces Newsletter, the reading and editing
game that adds creativity to computerized learning.

Newsletter is a learning game that takes the excitement of
computers out of the arcade and puts it into the classroom.  It
combines the enrichment of language skills with the fun and
imagination of the high tech world.

We are sure that you and your students at &company& will be
pleased with this product.

Newsletter is available from your Sonoma representative and at
quality bookstores everywhere.

Sincerely,


Susan Skinner
Sonoma Textbooks
.pa
```

```
                    Sonoma Textbooks
                     30 School St.
                   Lake City, WI 53701

November 18, 1990

Albert G. Alvarez
Wright School
2330 Lark Ave.
Buena Vista, CA 95912

Dear Mr. Alvarez:

Sonoma Textbooks introduces Newsletter, the reading and editing
game that adds creativity to computerized learning.

Newsletter is a learning game that takes the excitement of
computers out of the arcade and puts it into the classroom.  It
combines the enrichment of language skills with the fun and
imagination of the high tech world.

We are sure that you and your students at Wright School will be
pleased with this product.

Newsletter is available from your Sonoma representative and at
quality bookstores everywhere.

Sincerely,


Susan Skinner
Sonoma Textbooks
```

```
                        Sonoma Textbooks
                         30 School St.
                       Lake City, WI 53701


November 18, 1990

Mary E. Bowen
Dogwood School
1 Schoolhouse Rd.
Lynville, OH 47308

Dear Ms. Bowen:

Sonoma Textbooks introduces Newsletter, the reading and editing
game that adds creativity to computerized learning.

Newsletter is a learning game that takes the excitement of
computers out of the arcade and puts it into the classroom.  It
combines the enrichment of language skills with the fun and
imagination of the high tech world.

We are sure that you and your students at Dogwood School
will be pleased with this product.

Newsletter is available from your Sonoma representative and at
quality bookstores everywhere.

Sincerely,


Susan Skinner
Sonoma Textbooks
```

Printing Envelopes, Labels, and Lists

MailList comes with ready-made files for printing your mailing list on envelopes, labels, and Rolodex cards and for printing proof reports of your mailing list. These files are WordStar documents that contain the merge print commands to insert the data from your list. They are located in your MailList directory (usually \WS\OPTIONS). Just use the following procedures.

Note: If you want to print envelopes, labels, or lists for only part of your mailing list, you can edit these files and insert the appropriate merge print commands. See the information on merge printing in the *Reference* manual.

Printing Envelopes

You can print standard $4^1/_8$-by-$9^1/_2$-inch envelopes for a mailing list using the ENVELOPE.LST file.

Note: Special files are provided for printing envelopes with Hewlett-Packard LaserJet printers. For the LaserJet or LaserJet Plus, use HP-ENVMM.LST. For the LaserJet series II, use HP2-ENVM.LST if you feed the envelopes manually, or HP2-ENVE.LST if you have an automatic envelope feeder.

If your data file is not named WSLIST.DTA, before you print envelopes, you need to edit the envelope file and substitute your filename for WSLIST.DTA in the **.df** dot command. If your data file is not in the current drive or directory, you need to edit the envelope file and add the drive letter or directory path.

1   Choose the Print command.

2   For the name of the file, type **envelope.lst**, (**hp-envmm.lst**, **hp2-envm.lst**, or **hp2-enve.lst**). Include a drive letter or directory path if necessary.

3   If you want to change any of the print options, do so. *Don't* start printing yet.

4   Make sure your printer is ready and the paper is removed. Then press **F10** or **^K**.

5   Choose the Print command to go to the Print screen.

    A message saying printing is paused appears on the screen.

6   Insert an envelope in the printer, rolling the platen until the top of the envelope is just visible. The top of the envelope should be at the same spot as the top of the page is when you align paper. (Don't align the envelope where you want printing to begin. It will advance the correct number of lines before printing.)

7   Press **C** to print the first envelope.

    The name and address from the first record are printed on the envelope, and printing pauses.

8   Repeat steps 6 and 7 until you have addressed envelopes for the entire list.

Sample printed envelopes are shown below.

```
┌──────────────────────────────────┐
│                                  │
│                                  │
│     Albert G. Alvarez            │
│     Wright School                │
│     2330 Lark Ave.               │
│     Buena Vista, CA 95912        │
│                                  │
│         ┌──────────────────────────────────┐
│         │                                  │
└─────────│                                  │
          │       Mary E. Bowen              │
          │       Dogwood School             │
          │       1 Schoolhouse Rd.          │
          │       Lynville, OH 47308         │
          │                                  │
          │         ┌──────────────────────────────────┐
          │         │                                  │
          └─────────│                                  │
                    │        Lucy Harris               │
                    │        Oakvale High School       │
                    │        770 Burton St.            │
                    │        Oakvale, KY 32701         │
                    │                                  │
                    │                                  │
                    └──────────────────────────────────┘
```

*P*rinting Labels or Rolodex Cards

You can print names and addresses from your mailing list on several different types of labels. The LABEL.LST file prints on $3^{1}/_{2}$-by-1-inch, one-across labels. The LABELXL.LST file prints on 5-by-3-inch, one-across labels. The LABEL3.LST file prints on $3^{1}/_{2}$-by-1-inch, three-across labels on 11-inch wide label stock.

If you have a laser printer, MailList provides two special files to print labels:

- HP-LAB3.LST prints 27 three-across labels. Each sheet contains 33 labels; however, the file is set up to leave the top and bottom rows of labels blank because most laser printers can't print at the top and bottom of the page.

- LSRLABL3.LST prints 30 three-across labels. This file is designed for label stock that has half-high labels at the top and bottom of the page.

You can also print names and addresses on $2^{1}/_{6}$-by-4-inch continuous strip Rolodex cards, using the ROLODEX.LST file.

LABEL.LST

3 1/2"x1" one-wide labels

LABELXL.LST

5"x3" one-wide labels

LABEL3.LST   3 1/2"x1" three-wide labels

If your data file is not named WSLIST.DTA, you need to edit the appropriate label or Rolodex file and substitute your filename for WSLIST.DTA in the **.df** dot command. The files to edit are SHOLABEL (for LABEL.LST), SHOLABLX (for LABELXL.LST), SHOLABL3 (for LABEL3.LST), and SHOROLDX (for ROLODEX.LST). If your data file is not in the current drive or directory, add the disk drive or directory path.

If you're printing labels, you must change to the MailList directory before you print.

1   Choose the Print command.

2   For the name of the file, type **label.lst** for 3¹/₂-by-1-inch one-across labels, **labelxl.lst** for 5-by-3-inch one-across labels, **label3.lst** for 3¹/₂-by-1-inch three-' across labels, **hp-lab3.lst** or **lsrlabl3.lst** for three-across labels on laser printers, or **rolodex.lst** for Rolodex cards. Include a drive letter or directory path if necessary.

3   If you want to change any print options, do so. If you're printing labels with LABEL3.LST, LABEL.LST, LABELXL.LST, or ROLODEX.LST, type **N** next to *Use form feeds*. Make sure you select the Merge option. *Don't* start printing yet.

4 Remove the paper from your printer. Insert the labels (or cards), rolling the platen until the top of the label is just visible. The top of the label should be at the same spot as the top of the page when you align paper. (Don't align the label where you want printing to begin. It will advance the correct number of lines before printing.)

5 When the printer is ready, press **F10** or **^K**. WordStar prints a sample label (or row of labels) to help you align the labels correctly, then pauses printing.

6 Choose the Print command.

7 Check the sample label. If the text is not centered on the label, realign the labels. Press **C** to continue.

Two more sample labels are printed, with pauses after each one. At each pause, make any necessary adjustments to the alignment, then press **C** to continue printing. After the third sample label, WordStar prints your labels, one for each record in your data file.

When printing is complete, you are returned to the Opening screen.

Sample printed labels are shown on the following page.

```
*********************************
*                               *
*    Label Alignment  3.5" x 1"  *
*                               *
*                               *
************* 1 of 3 *************
```

```
*********************************
*                               *
*    Label Alignment  3.5" x 1"  *
*                               *
*                               *
************* 2 of 3 *************
```

```
*********************************
*                               *
*    Label Alignment  3.5" x 1"  *
*                               *
*                               *
************* 3 of 3 *************
```

Albert G. Alvarez
Wright School
2330 Lark Ave.
Buena Vista, CA 95912

Mary E. Bowen
Dogwood School
1 Schoolhouse Rd.
Lynville, OH 47308

Lucy Harris
Oakvale High School
770 Burton St.
Oakvale, KY 32701

*P*rinting Reports

You can print two types of reports that list information from your mailing list. A **proof report** is a listing of all the information in the mailing list; a **phone report** is a list of names and phone numbers only. You can also print a proof report for your inventory list.

If your data file is not named WSLIST.DTA, before you print reports, you need to edit the report file (PROOF.LST, PHONE.LST, or INVNTORY.LST) and substitute your filename for WSLIST.DTA in the **.df** dot command. If your data file is not in the current drive or directory, you need to edit the report file and add the drive letter or directory path.

1 Choose the Print command.

2 For the name of the file, type **proof.lst** (or **invntory.lst** for an inventory data file) for a proof report or **phone.lst** for a phone report. Include a drive letter or directory path if necessary.

3 If you want to change any of the print options, do so. Make sure you select the Merge option. Then press **F10** or **^K** to start printing.

WordStar prints the report.

A sample phone report and a sample proof report for a mailing list are shown below.

```
                         PHONE DIRECTORY
                        August 26, 1990
       Number    Name                    Phone Number

       00001    Alvarez, Albert         101-555-7676

       00002    Bowen, Mary             101-555-7497

       00003    Harris, Lucy            513-555-0380
```

MAILING LIST PROOF REPORT
August 26, 1990

```
00001                                    08/26/90
  Albert G. Alvarez                      Mr.
  Wright School                          101-555-7676
  2330 Lark Ave.
  Buena Vista  CA 95912
                                         English Teacher


User Fields:
1:
2:
3:



00002                                    08/26/90
  Mary E. Bowen                          Ms.
  Dogwood School                         101-555-7497
  1 Schoolhouse Rd.
  Lynville  OH 47308
                                         Principal


User Fields:
1:
2:
3:



00003                                    08/26/90
  Lucy Harris                            Ms.
  Oakvale High School                    513-555-0380
  770 Burton St.
  Oakvale  KY 32701
                                         English Teacher


User Fields:
1:
2:
3:
```

A sample proof report for an inventory list is shown below.

```
                    INVENTORY PROOF REPORT
                       August 26, 1990

Record: 00000   Date:   08/26/90
                Item:   File folders   1:
                Code:   01960          2:
                Status: N              3:

Description:


Account         Quantity              Price
manila          1050
blue            380



Remarks-



Record: 00001   Date:   08/26/90
                Item:   Copier paper   1:
                Code:   10843          2:
                Status: RS             3:

Description:


Account         Quantity              Price
8 1/2 x 11      7 boxes
8 1/2 x 14      8 boxes
11 x 17         2 boxes

Remarks-
   Be sure to reorder legal size paper if less than two
   boxes.
```

If you want, you can change a proof report to put the information in another order or to exclude information you don't use. Copy PROOF.LST or INVNTORY.LST to a new file, then edit the file as you would a master document so that the variable information you want is in the correct place. (Don't change the **.rv** commands; just change the placement of the variables enclosed in ampersands.)