

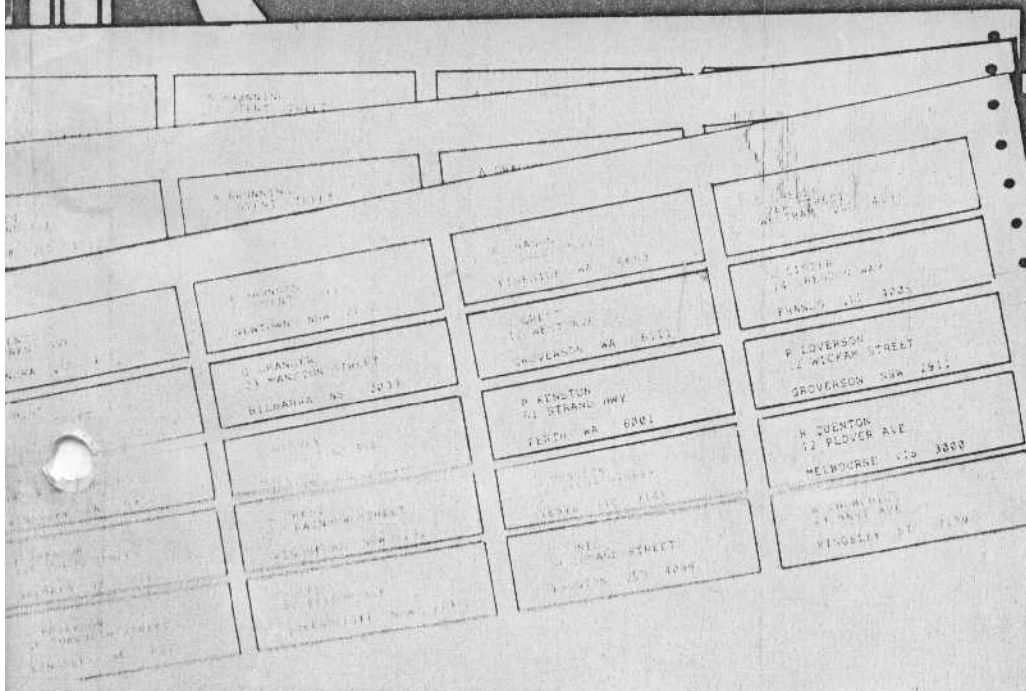
DICK SMITH'S MAILING

system

For the System-80
MK I MK II Business
Computer & TRS-80
Model 1 (level II)
Computers

FEATURES:

- * UP TO 450 NAMES ON ONE DRIVE
- * PRINTS LABELS IN SORTED ORDER
- * LABEL STATIONERY MAY BE FROM ONE TO FIVE LABELS WIDE
- * MAY SORT LABELS ON ANY LABEL FIELD
- * TWO FIELDS MAY BE USED TO STORE ANY ADDITIONAL INFORMATION YOU MAY FIND USEFUL



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Dick Smith
Electronics
SYDNEY
PA229

SETTING UP AND GETTING STARTED

The Dick Smith Mailing System may be run with one or more drives. If more than one drive is used, all of the information relating to the mailing list is stored on the second drive. The maximum number of labels for a one drive system is 450, and for a two drive system 650 labels may be maintained.

When first inserting your Mailing System disk, you will be asked if you want to back up the disk. If you do want to back up a disk, then type in a "Y". You will then be asked which disk drive contains the source disk, and then you will be asked for the drive containing the destination disk. The answer to this question must be a numeric value ranging from 0 to 3 inclusive. You will then be asked to press <NEW LINE> when you are ready. If you only have one drive connected to your computer, you should place a write protect tab over the notch in the source disk (the disk you want to make a copy of). It is important if you are using a one drive system to place the correct disk into the drive when asked to do so by the system. The destination disk will first be formatted, and then the source disk will be copied to the destination disk.

INITIALISATION

Once the disk copy is complete, remove and store the master disk. Replace the newly copied disk into drive 0. You will then be asked to name the two data fields. These fields are information fields that are related to every name in the list and are there so that you can store additional information within the system. If you don't want to use these fields, just press <NEW LINE>.

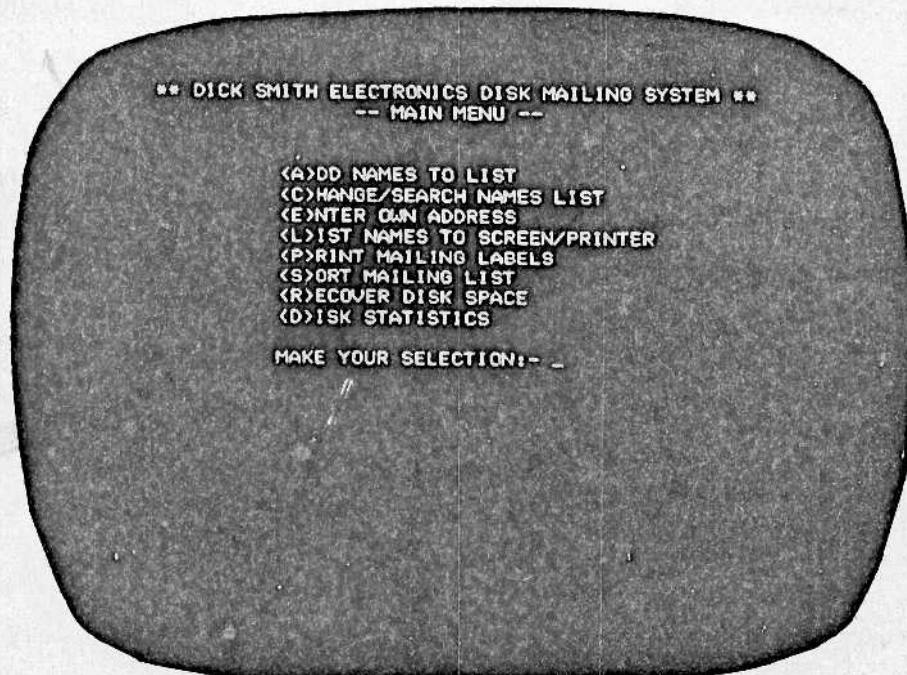
You will then be asked if you wish to initialise a disk for the mailing list.

If you already have a mailing list and you don't want to initialise a new disk, simply type in "N" and then press <NEW LINE>. You will then be asked which drive contains the disk with your names. Now you type the drive number (0 to 3) followed by <NEW LINE>.

If you want to initialise a drive for a new list of names, type "Y" followed by <NEW LINE>. If you select any drive other than the zero drive, (which contains the mailing system) that disk will be formatted before initialisation.

MAIN MENU

Once the system has passed the initial questions, the MAIN MENU will be displayed. This is a list of selections that are possible from the mailing system.



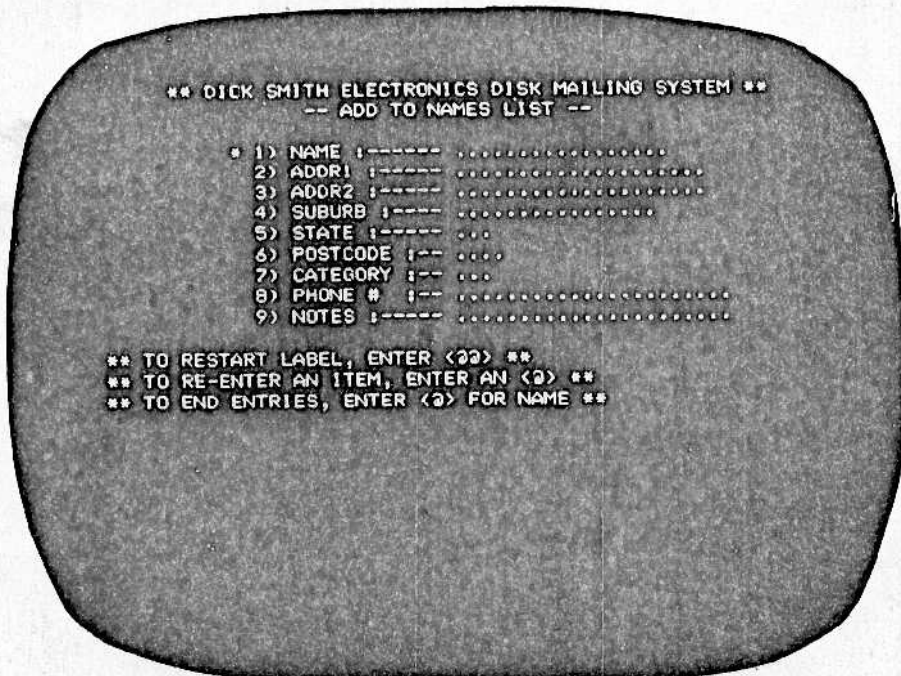
Under normal use, you will choose one of the options by entering the letter surrounded by the "<" and ">" symbols. The system will load the requested part and then run it. Each section of the menu will be explained more fully in the following pages.

Note: when you are finished with a part of the mailing program, you will be returned to the MAIN MENU, where you may then make another selection. If you have finished with the system, this is the time where you may safely remove the disk(s) from the drive(s).

(A)DD NAMES TO LIST

This option allows you to enter new labels and their details to your mailing list system.

On the screen will be displayed the nine fields that describe the entries that are related to each name.



A description of each field follows.

1) NAME field.

This is the field used to contain the persons full name. The entry may be up to 17 characters in length, including all spaces and commas.

When you are making an entry in this field, you may enter it in two ways. The first way is to just type the name in the normal manner, ie:

JOHN SMITH

or you may also enter the last name first in the form:

SMITH, JOHN

If you enter the name in the second form, you must use the comma. In this form, you may use the NAME field to sort names by the surname. When the labels are printed and a comma is found in the name field, everything after the comma is printed first, followed by the surname. The comma, of course, is deleted when the label is printed.

An example of the effect of the comma on a label entered as:

SMITH, Mr. JOHN H

would be printed as:

Mr. JOHN H SMITH

Note: it is advisable to enter all names in the NAME field using only one method, that is either with or without the comma so that if it is used as a sort field, all of the names will be sorted in the same way.

2,3) ADDR1, ADDR2 fields

These two fields are the address fields relating to the number and street name. If all the details can fit on one line, you can use the ADDR1 field as an extra DATA field by leaving the first character blank, and you place the street number and name on the ADDR2 field (if the first character in the ADDR1 field is left blank, it will not print on the labels when you do a label print run). These two fields are both 20 characters in length.

4) SUBURB field

This is the suburb or city name field and may be up to 16 characters in length.

5) STATE field

This is the state for the address in the fields 2, 3 and 4. The field length is 3 characters and should be the state's initials only.

6) POSTCODE field

This is the postcode field and has a length of 4 characters.

7) CATEGORY field

This field is a general purpose field that is included to categorise each name into different groupings to allow the extraction and sorting of different groups of people (ie whether the address is a business or private address). The field may be up to 3 characters in length.

8,9) DATA fields

These two fields are given the names you enter when you initialise the mailing system. The names you give to the fields will actually appear on the screen as the name of the relevant field. The length of these fields is 22 characters each.

** DICK SMITH ELECTRONICS DISK MAILING SYSTEM **
-- ADD TO NAMES LIST --

* 1) NAME :----- JENSON, JULIO
2) DATA :----- PERSONAL LIST
3) ADDR2 :----- 23 JAMES STREET
4) SUBURB :----- MIAMI
5) STATE :----- QLD
6) POSTCODE :-- 6013
7) CATEGORY :-- PRI
8) PHONE # :-- (071) 21145
9) NOTES :----- HOSPITAL

** TO RESTART LABEL, ENTER <00> **
** TO RE-ENTER AN ITEM, ENTER AN <0> **
** TO END ENTRIES, ENTER <0> FOR NAME **

** DICK SMITH ELECTRONICS DISK MAILING SYSTEM **
-- ADD TO NAMES LIST --

* 1) NAME :----- SMITH, PETER
2) ADDR1 :----- 11/125 "SOUTHSIDE"
3) ADDR2 :----- MAYNARD STREET
4) SUBURB :----- TRUNDLE
5) STATE :----- NSW
6) POSTCODE :-- 2233
7) CATEGORY :-- BUS
8) PHONE # :-- 243 7199
9) NOTES :----- SEMI RETIRED

** TO RESTART LABEL, ENTER <00> **
** TO RE-ENTER AN ITEM, ENTER AN <0> **
** TO END ENTRIES, ENTER <0> FOR NAME **

(C)HANGE/SEARCH NAMES LIST

With this option you may step back and forth through your mailing list, viewing or changing any field of any label or deleting a label from the list. An explanation of each command follows. When you enter this mode, you will start with the first label in the list.

To exit this mode, use the "E" (EXIT) command explained below.

<C> Change.

You enter this mode within the CHANGE option by pressing the letter "C". This mode allows you to re-enter the current field of the present label displayed on the screen, pointed to by the cursor. This change to the label will be added to the disk as soon as you go on to the next label or exit the Change mode. If you don't want to make the change you have just entered, use the "Q" (Quit) command (see later for details of this command).

<R> Restore.

This option will allow you to forget the changes you have done to the label which is currently displayed on the screen. When this option is selected, the unchanged label information will be re-loaded from the disk and re-displayed on the screen. This command is used when you have edited a label on the screen and that label is still on the screen, but this option will restore the label to its original state once the Forward or Search commands have been selected, since these commands will update the disk with the modified label information.

<F> Forward.

The Forward option allows you to scan through the mailing list one label at a time. The names and all other details are displayed in the order in which the mailing list was sorted. When the end of the list is reached, further commands are ignored and the last label in the list will remain on the screen.

 Back.

This option is similar to the Forward option, except the file is scanned backward from the currently displayed label.

<D> Delete.

The delete option allows you to delete the label displayed on the screen from the mailing list. Before deleting the label, the program will ask you to confirm that you want to delete the label, to prevent mistakes.

<S> Search.

Search mode will allow you to locate a particular label by searching the mailing list using the field on which the list is sorted. All you need to do is enter enough details to identify the label you want. For example, if you have sorted the mailing list using the name field and you wish to locate all labels starting with the letter "M", you would enter the letter "M" followed by <NEW LINE> when asked to enter enough to identify the field. If you type in a full name, then you will locate the first label with that name if there is more than one label with that name.

** DICK SMITH ELECTRONICS DISK MAILING SYSTEM **
-- CHANGE/SEARCH NAME LIST --

* 1) NAME :----- ARDUARK, ETHEL
2) ADDR1 :----- "QUANTITIY HOUSE"
3) ADDR2 :----- 14 SURVEYER STREET
4) SUBURB :----- BANKSTOWN
5) STATE :----- NSW
6) POSTCODE :-- 2466
7) CATEGORY :-- PRI
8) PHONE # :-- 766 4512
9) NOTES :----- DEGREE COURSE

<C>=CHANGE; <R>=RESTORE; <F>=FORWARD; =BACK; <D>=DELETE
<S>=SEARCH; <P>=PRINT; <NEWLINE>=NEXT FIELD; <X>=EXIT

<P> Print.

This mode will allow you to print a single mailing label from the information displayed on the screen. Normally, you would print groups of labels using the PRINT mailing labels option from the MAIN MENU, but sometimes you may wish to print only one or two. All you need to do after placing the label stationery in the printer is to select the names you wish to print by using any combination of the above commands and pressing the "P" key when you are ready to print the label. Note that no alignment tests are done and only one label per row will be printed using this option.

8) <NEW LINE>.

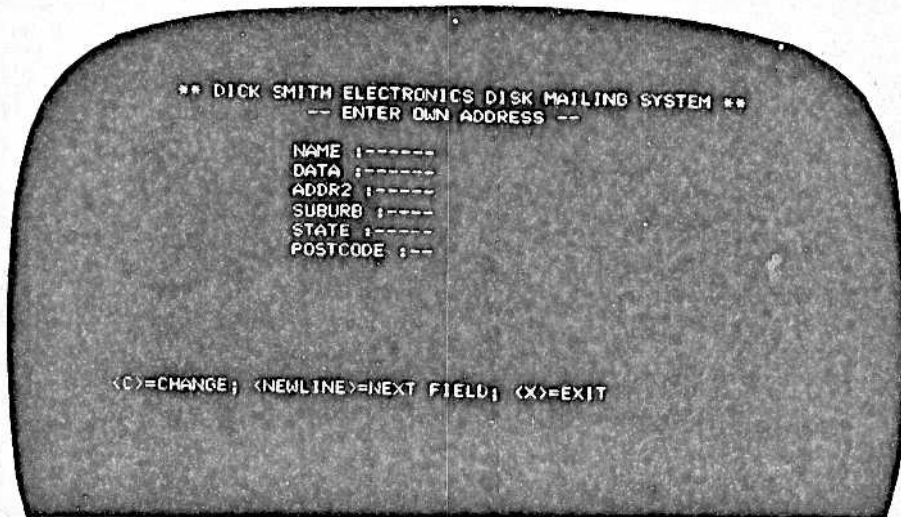
By pressing the <NEW LINE> key, the cursor will be moved to the next label field. If the cursor was on the last data field, the cursor will move to the first field at the top of the display. This option is used in conjunction with the Change option to select a field so that you can modify the data in the field.

9) Exit.

This option will update any changed labels and then return to the MAIN MENU.

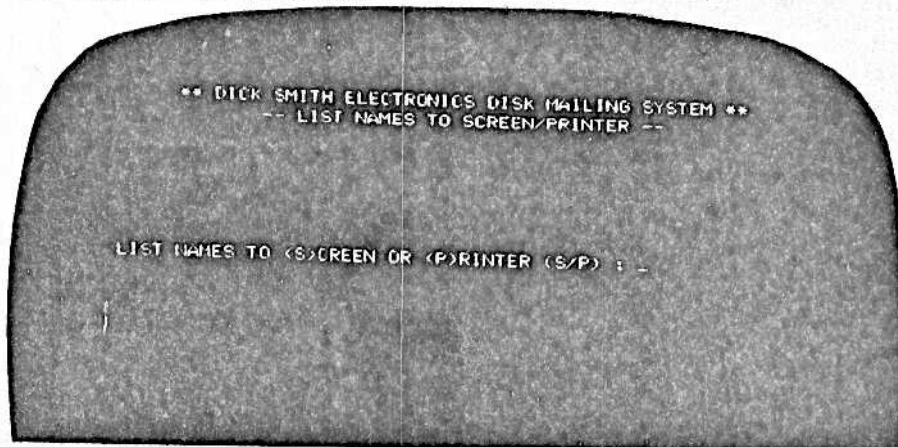
(E)NTER OWN ADDRESS

This option permits you to enter your own address to be used later in the production of return address labels. The basic commands for this option are Change, <NEW LINE> and Exit. These commands are similar to the commands found in the Change/Search option explained earlier.



(L)IST NAMES TO SCREEN/PRINTER

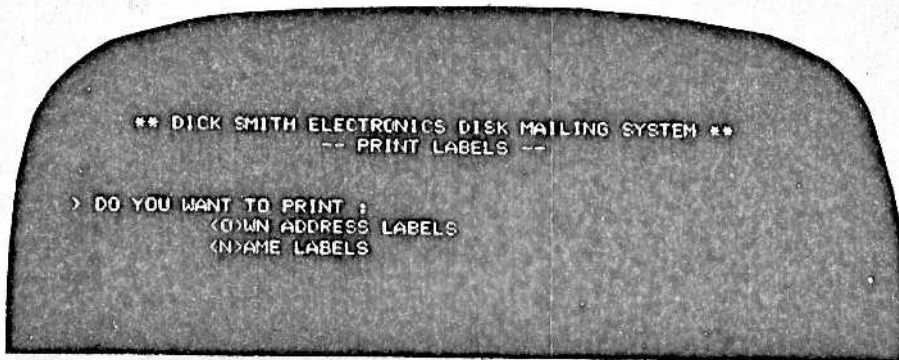
This option allows all names in your mailing list to be displayed on your screen or printed for reference purposes on your printer. They will be printed in whatever order the mailing list was last sorted.



As you can see, you will be asked whether you want to print to the screen ("S") or the printer ("P"). Simply type the letter corresponding to your choice.

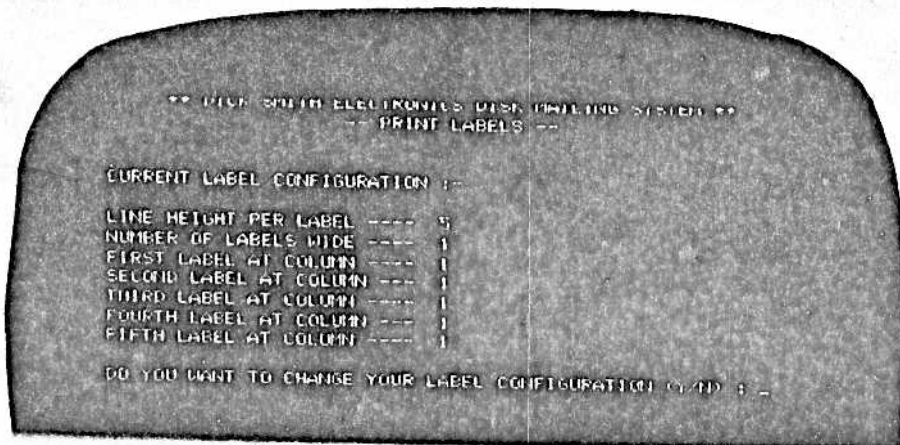
(P)RINT MAILING LABELS

This option allows you to print mailing labels or return address labels from your list.



You will first be asked to define the format of the labels by questions on how many labels across, what column they start and how many rows to the top of each label.

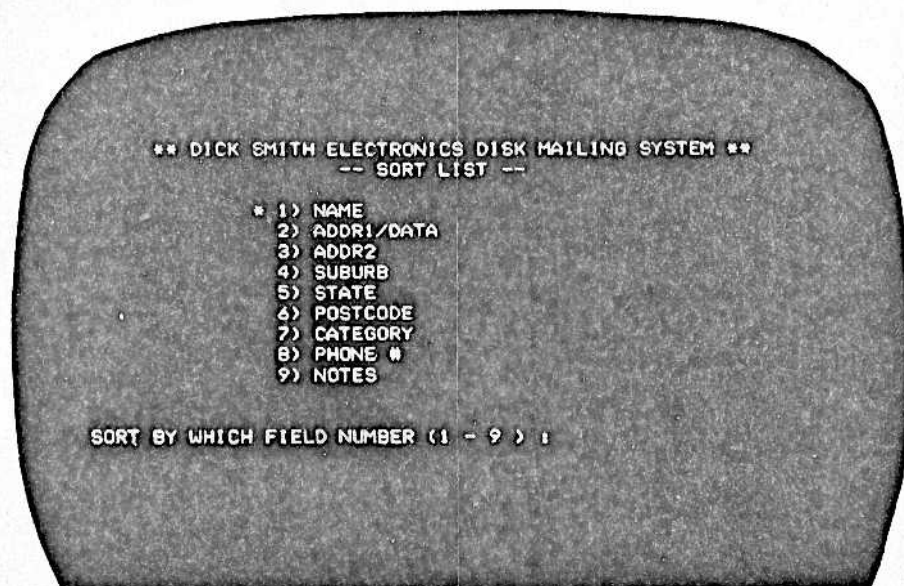
You are then asked if you wish to test the alignment of your labels on your printer. If the answer is "Y", the printer will start to print asterix fields for each line of a sample label and continue with these labels until you terminate printing by pressing the "@" key.



The system will then ask whether you wish to print name labels or your own labels. If you ask for OWN address labels, these will be printed until terminated by pressing the "@" key. If you select NAME labels, you will be asked whether you want to print all labels. If the answer is "Y", all the labels will continue to be printed, otherwise you can select which labels you want to be printed given any field as a selection criteria. Here is an example of where the field "Category" may be used. This field of three characters can carry data which is used to selectively print certain labels from your list depending on your selection criteria.

(3) SORT MAILING LIST.

This option allows you to sort your list on any field within a label. As before, an asterix is used to indicate the field by which the mailing list is currently sorted.



You are asked on which field you wish to sort your list. If you press <NEW LINE>, the list is re-sorted using the current sort field number, which will have the asterix next to it, otherwise the list will be sorted according to your nominated field.

During the sort, the system will display on the screen what is currently being processed.

After sorting the mailing list, you will be returned to the main MENU.

NOTE: The sort will affect other commands in that the data will be accessed in the order in which it was last sorted. Changing the sort field without actually sorting the list will give unpredictable results.

R) RECOVER DISK SPACE

This option is selected when, as a result of the deletion of labels, your names list has a number of holes which can prevent the full use of all of the disk space for label data.

If, when adding new names using the Add option from the MAIN MENU described above, you receive the display:

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** DISK SPACE FULL **
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and you then do a check on disk statistics by using the disk statistics option, which shows that you still have capacity remaining, you should consider requesting a recovery of disk space.

Following the disk space recovery action, you will automatically enter the disk sort option where you can elect to sort by another field, but whichever field you select, the sort will be executed.

(D) ISK STATISTICS

This option allows you to check the label space remaining on your disk. This space is expressed in terms of that area available without recovering disk space and that following a disk space recovery.

