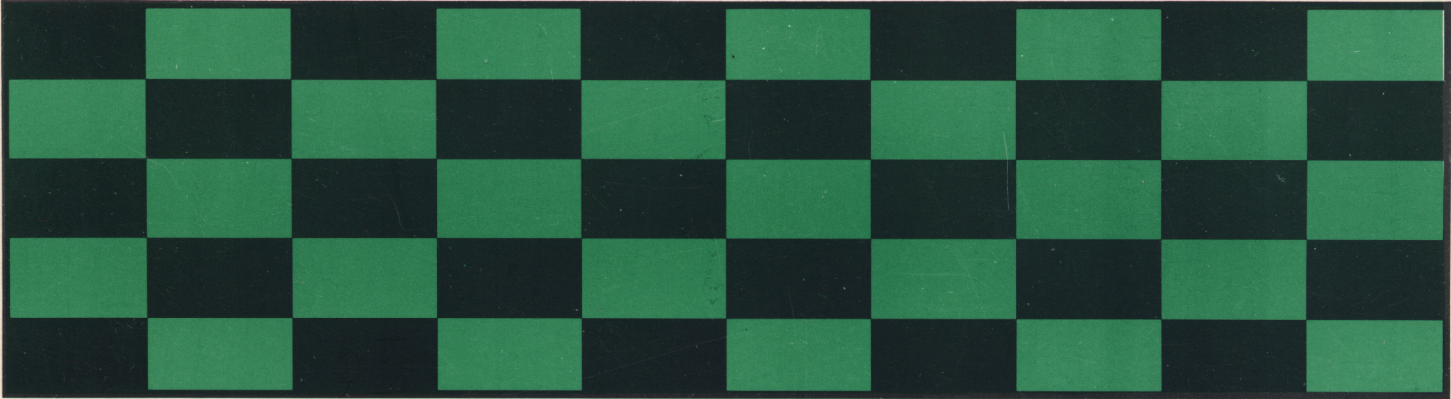# MASTER LIST

by Larry McGinnis

MASTER LIST is a disk-based mailing list designed to enter, maintain, sort, and edit up to 600 addresses on a single disk. There is virtually an unlimited amount of addresses that can be entered and saved since all that is required is an additional disk. MASTER LIST will address envelopes and/or labels. Another added feature of MASTER LIST is that it interacts with LETTER WRITER, a business letter formatting program, through the MERGE program. MASTER LIST is primarily designed for a business setting, but it can be used for many other general purposes. 40K disk.

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OFFICIAL POSTAL SERVICE ABBREVIATIONS FOR STATES AND TERRITORIES

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
American Somoa	AS	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Caroline Islands	TT	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Northern Mariana Islands	CM
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Marshall Islands	TT	Virgin Islands	VI
Maryland	MD	Washington	WA
Massachusetts	MA	West Virginia	WV
Michigan	MI	Wisconsin	WI
Minnesota	MN	Wyoming	WY
Mississippi	MS		

MASTER LIST
by Larry McGinnis
with Documentation by Kimberly J. Stinson

Minimum RAM and Accessories

REQUIRED ACCESSORIES

> 40K RAM
> ATARI 810 Disk Drive
> ATARI 850 Interface
> Any Parallel Printer
> ATARI BASIC Language Cartridge
> DOS 2.0S

OPTIONAL ACCESSORIES
> LETTER WRITER program
> MERGE program

Special Terms or Notation

The terms "In mode" and "Enter mode" refer to the mode that the user is currently in (e.g., add, rerun, edit, etc....) and, also, the mode which the user may choose, respectively. "Record" refers to each individual address which is coded for ease in access.

Loading Program into Computer Memory

1. Remove any program cartridge from the cartridge slot of your computer console and insert the ATARI BASIC Language Cartridge.

2. Turn on printer.

3. Turn computer off.

4. Turn on your disk drive.

5. When the BUSY light goes out, open the disk drive door and insert the MASTER LIST diskette with the label in the lower left-hand corner nearest to you. (Use disk drive one if you have more than one drive.)

6. Turn on your computer and your TV set. The program will load into computer memory and start automatically.

OPERATION

The program begins by displaying the logo with the program's name and copyright information. After the logo is displayed, the user is prompted to insert an initialized data disk. (To initialize a data disk, see section below.)

The modes available within MASTER LIST are now displayed. They are as follows:

> 1. Add
> 2. Edit
> 3. Print
> 4. Re-Run
> 5. Sort
> 6. Exit

Any module may be selected by entering its corresponding number as long as the user is in the "Enter Mode".

INITIALIZING A DATA DISK

For the first time user of this program, the MAIL LIST disk must first be initialized to the number of disk drives that are going to be used. This is done by not inserting a data disk when requested to do so, but rather leaving the MAIL LIST disk in the disk drive and pressing **START**. The user is requested to enter the number of disk drives intended on being used (one to four disk drives may be used) and then press **RETURN** . If the user intends on using only two disk drives even though more disk drives are owned, enter "2". If, for example, "4" is entered then disk drive #4 will be the data disk drive. This process need only be done once in the life of your disk unless you add more disk drives to your computer system.

The data disk must now be initialized to hold files (i.e., addresses). It is important that the prompts be followed very carefully. For those using only one disk drive, it is imperative that you remove your MAIL LIST disk. For those using more than one drive, the number entered above corresponds to the disk drive that is to be used. If the user wishes to insert an initialized disk, insert disk into appropriate drive and push **START** . If the disk has not yet been initialized, press the **OPTION** key. The computer will then ask the user "Are you sure". If **N** is chosen, the user is again asked whether she/he wants to initialize a disk. If **Y** is chosen, the user is asked to enter the number of the data disk drive to be used. The user is now asked to enter a disk name. The disk name is only one alpha character, A to Z. Enter the character and press **RETURN** . The computer will now format 600 records. Initializing a data disk will result in the computer erasing any material previously saved on the disk — BE CAREFUL.

MODES AVAILABLE

The modules will be discussed in the order in which they appear.

1: Add

Add allows the user to enter new addresses. A description of the format for addresses as displayed on the screen is given below. This general format is also used in the "edit" mode.

★★★★★★★★★★★★★ Display for Format ★★★★★★★★★★★★★★

The format for addresses is broken down into seven categories. They are as follows:

> 1. Enter name
> 2. Enter address
> 3. Enter city
> 4. State (abbreviated St.)
> 5. Zip Code (abbreviated Zip)
> 6. Enter contact
> 7. Phone

In the upper right-hand corner, the record number is shown. This is used as a form of identification, especially during the "print" and "edit" mode. The bottom of the screen shows the mode that the user is currently in.

★★★

To Use: (If there is any category which the user does not want to complete or if the information is unknown at the time, just press **RETURN** and the computer will go to the next section.)

> 1. Enter the name and press **RETURN** . The name may be up to 30 characters. (NOTE, a space counts as one character.)

2. Enter the address and press `RETURN` . The address may also be up to 30 characters.

3. Enter the city and press `RETURN` . The city may be up to 18 characters.

4. Enter the state and press `RETURN` . The state may be only 2 characters. It is strongly recommended that the standard abbreviations used by the United States Postal Service be used. (See State Abbreviation List.) The reason for using standard abbreviations will be explained in the "print" mode.

5. Enter the zip code and press `RETURN` . Even though there is space for 6 characters, only 5 characters should be used according to the current United States Postal regulations.

6. Enter a contact and press `RETURN` . The contact may be up to 16 characters.

7. Enter the phone number and press `RETURN` . Follow the parameters given. That is, the first 3 spaces are designated for the area code, and the last 7 spaces following the hyphen are designated for the actual phone number.

8. After the phone number is entered, the user is asked to select one of the other modes.

2: Edit

Edit allows the user to edit previously entered addresses.

To use:

1. The display for formatting is shown with the colored cursor in the record number box. Enter the record number of the record desired to be edited and press `RETURN` .

2. Enter whether you wish to edit this record by pressing either `Y` for yes or `N` for no. If `N` is chosen, the user is requested to choose another mode. If `Y` is selected, enter the number of the category to change and press `RETURN` . The line is completely erased after `RETURN` is pressed. BE CAREFUL!

3. The colored cursor is placed at the beginning of the line requested to change. Enter the new data and press `RETURN` .

4. The computer will again ask the user if she/he wishes to edit this record. Follow above directions #2 and #3.

3: Print

Print allows the user to print the addresses either on the screen or the printer.

To use:

1. Choose either `P` to have addresses printed on the printer, `S` to have addresses displayed on the screen, or `X` to exit print mode and return to enter mode. If `S` is chosen, follow #4 below only.

2. If the printer is used, choose either `E` to have addresses printed on envelopes, `L` to have addresses printed on labels (see Appendix A), or `F` to have addresses listed out in full format. If `F` is chosen, it is recommended that continuous paper be used.

3. If `P` is also chosen, enter either `Y` for yes or `N` for no if the user wishes to have the phone numbers printed.

4. Choose one of the six options. They are as follows:

A All
C Area Code
F From-to
S Selected files
T State
Z Zip

Each option will be described below.

All

By pressing **A** , all the addresses will be displayed or printed one at a time in numerical order (i.e., according to record number).

To use:

1. If the screen is used, once the first address is displayed, press **START** to continue viewing remaining records one at a time.

2. After records are displayed, the program will ask the user to enter another mode.

Area Code

By pressing **C** , all the addresses containing a particular area code will be displayed or printed.

To use:

1. Enter the area code and press **RETURN** . Remember the area code is only 3 digits!

2. If the screen is used, once the first address is displayed, press **START** to continue viewing remaining records one at a time.

3. After records are displayed, the program will ask the user to enter another mode.

From-to

By pressing **F**, the addresses will be displayed from a specified record number to another specified record number.

To use:

1. Enter a record number after the "start printing from:?" prompt and press **RETURN**

2. Enter and record number after the "end printing at:?" prompt and press **RETURN**

3. If the screen is used, once the first address is displayed, press **START** to continue viewing remaining records one at a time.

4. After records are displayed, the program will ask the user to enter another mode.

By pressing **S** , certain addresses will be displayed by record number as specified by the user. That is, if a user wishes to view Record number 3, 7 and 12, this is the printed format to use.

To use:

> 1. Enter number of records to print and press **RETURN** . From the example given above, the user would enter 3.
>
> 2. Enter record number to view and press **RETURN** . The program will continue to ask for record numbers until the number specified in #1 above is reached.
>
> 3. If the screen is used, once the first address is displayed, press **START** to continue viewing remaining records one at a time.
>
> 4. After records are displayed, the program will ask the user to enter another mode.

State

By pressing **T** , all the addresses containing a particular state will be displayed or printed.

To use:

> 1. Enter a state to compare and press **RETURN** . As mentioned before, it is highly recommended that the user use the "standardized" abbreviations. This will result in always obtaining the requested state (i.e., the computer will only read CA when CA is asked for. It will not read Ca as being CA.).
>
> 2. If the screen is used, once the first address is displayed, press **START** to continue viewing remaining records one at a time.
>
> 3. After the remaining records are shown, the program will ask the user to enter another mode.

Zip Code

By pressing **Z** , all the addresses containing a particular zip code will be displayed or printed.

To use:

> 1. Enter zip code to compare and press **RETURN** .
>
> 2. If the screen is used, once the first address is displayed, press **START** to continue viewing remaining records one at a time.
>
> 3. After the remaining records are shown, the program will ask the user to choose another mode.

4: Re-Run

Re-run allows the user to rerun the program.

5: Sort

Sort allows the user to alphabetize the data disk. Sort may be used anytime after entering new records or may be used after the entire disk is complete. The time required to sort a data disk depends on the number of records entered.

To use:

> 1. If only one disk drive is used, the MASTER LIST disk must be loaded. This is because Sort is a separate program due to memory limitations. To reload the program, remove the data disk and insert the MASTER LIST disk and push **START** . Once the program is loaded, the user is requested to insert the data disk and push **RETURN** .
>
> 2. Once the disk has been sorted, push either **SELECT** to run MASTER LIST or **START** to exit program.

6: Exit

Exit clears the memory and displays the READY prompt.

Appendix A

RUNNING GUMMED LABELS

It can be a little difficult to run gummed labels on a fixed or non-pin feed printer. The following directions should be followed when printing on the gummed labels.

> 1. Use AVERY 5355 (4″ x 1^{15}/$_{16}$″) labels or DENNISON 37-107 (4″ x 1^{15}/$_{16}$″) labels.
>
> 2. Load the labels carefully making sure that the labels are straight and even, and are on the printer platen.
>
> 3. Start printing about 2 to 3 lines down from the top of the label.
>
> 4. Check labels about every 20 printings. Better yet, use the From-To mode and print only 20 at a time.
>
> 5. It is important that the labels do not roll back into the printer after they have been printed. As you can probably guess, this means that you need to keep a fairly close eye on the labels while they are being printed.

We at the Programmers Workshop have run thousands of labels successfully. All that is needed is a little care.

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