HabaMerge™

SOLUTIONS™

FOR ATARI ST™

HABAWRITER™ MAIL MERGE UTILITY

Haba

HabaMerge™

Mail Merge Program
for the Atari ST™

Program by Dr. Jeff S. Freedman

For Technical Support, please call:
(818) 901-0701

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Welcome to HabaMerge

HabaMerge makes printing form letters easy. You can create a file with Habadex PhoneBook or a list of records with HabaWriter and merge it with a HabaWriter document. You can merge entire files, or select records by setting conditions.

HabaMerge is very easy to use. To select a function, just move the pointer with the mouse and click. The functions do exactly what their names imply. You don't have to learn any special commands.

To use HabaMerge, you will need the following equipment:

- An Atari 520ST
- One or more floppy disk drives or hard disk
- A monochrome or color monitor.
- HabaWriter (to create documents and files)
- Several formatted disks (for saving files).
- A printer.

Optional equipment:
- Habadex PhoneBook (to create files).

While HabaMerge is very easy to use, you should read this manual to familiarize yourself with the program before you use it. We will display the names of keys and functions in **boldface** for easy reading. If there are any special terms for you to know, they will also be displayed in boldface and defined for you.

Copy the Disk

You should make backup copies of any disk that is important to you. Be sure to make a copy of your HabaMerge program and data disks. Use the copies for your everyday use and keep the master disk in a safe place.

If HabaMerge gets damaged, you can purchase a replacement for a nominal charge. For more information, contact Technical Support:

Haba Systems, Inc.
6711 Valjean Avenue
Van Nuys, CA 91406
(818) 901-8828

Quit HabaMerge

Click **Cancel** to quit HabaMerge and return to GEM. Do not turn off your computer in the middle of HabaMerge or any other program.

Getting Started

To merge your document, follow these steps:

1. Create the file (with Habadex PhoneBook or HabaWriter).
2. Create the document with HabaWriter.
3. Open HabaMerge
4. Select the files to be printed.
5. Set conditions (if desired).
6. Print

The rest of this manual explains these steps in detail, depending on whether your file is created by Habadex PhoneBook or HabaWriter. Most of the steps are the same for both, but if you're planning to use a HabaWriter file, you will need to make a few minor modifications. Read the "Merge with Habadex PhoneBook Files" section first, then read how to create your file with HabaWriter and merge it with your documents.

To begin, boot up your system by inserting your TOS disk into the drive and turning on your computer. If you have a color monitor, set it to **medium** resolution with **Set Preferences** in the **Options** menu. If you save the desktop by selecting **Save Desktop**, also from the **Options** menu, it will come up in the proper resolution every time.

Merge with Habadex PhoneBook Files

1. Create the File

You can use any file you created in Habadex PhoneBook. Take note of the **exact** spelling of your field names, including upper and lower case, so you'll know how to enter them in your document and HabaMerge. You can make a print out of the field names by going into a new record and pressing the **Alternate** and **Help** keys.

2. Write the Letter

Create your letter in HabaWriter. Wherever you want a field inserted, type the field name **exactly as it is in Habadex PhoneBook** and enclose it with braces {}, as shown below:

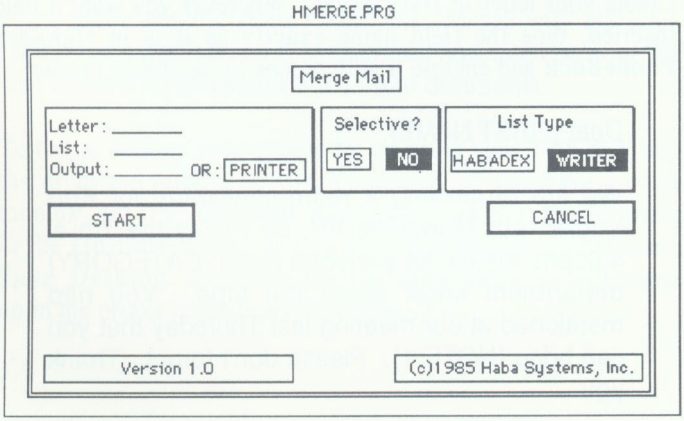
> Dear {FIRST NAME},
>
> We are organizing a retirement party for Kurt Vogler, our Marketing VP, on Friday the 7th at 4:00pm. Please let everyone in the {CATEGORY} department know about the time. You had mentioned at our meeting last Thursday that you can bring {NOTE 1}. Please don't forget. Thank you.
>
> Sincerely,

Save the file and give the name a .DOC extension.

3. Open HabaMerge

Before you begin, HabaMerge must have access to your data file and document when it does the merge. If you have a single drive system, copy the file and document to the same disk as the HabaMerge application. If you have a two drive system, the file, document and HabaMerge can be on either disk. You do not need HabaWriter or Habadex PhoneBook on the disks to perform the merge, however, you must have the WRITER.SF file on them. If you want to use same page length in HabaMerge that you used for HabaWriter, copy the WRITER.SF file from the HabaWriter disk over to the HabaMerge disk.

Load HabaMerge by double-clicking on the HMERGE.PRG application icon. The main screen will appear:



4. Select Files

The box on the left side of the screen lets you select your document and list files, and whether you want your merged documents printed to a file or the printer.

Click on the **Start** button. You will be asked to select your letter file from the GEM File Selector will appear. All the HabaWriter documents which have the extension .DOC will appear. Select the file by double-clicking on the file name. The selected file will appear on the line next to the word "Letter". If the file you want is on another disk, see "The GEM File Selector" section at the back of the manual about changing the directory.

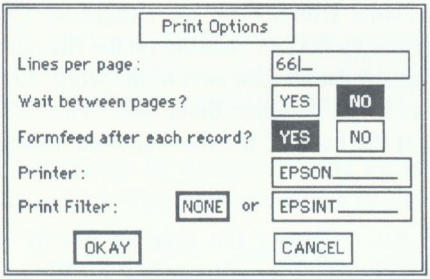
Next, select the list. Choose the type of list by clicking **Habadex** for a Habadex PhoneBook file or **Writer** for a HabaWriter list. Click on the **Start** button or press **Return** again. You will be asked to select your list file. Once you select the file, it will appear on the "List" line.

HabaHint: Another way to select files is to click on the "Letter" or "List" line. Select the file from the GEM File Selector. For the list, first click **Habadex** for a Habadex PhoneBook file or **Writer** for a HabaWriter file. Then click "List".

•Print to File or Printer

You can print your merged documents to the printer or a file that can be read by HabaWriter.

If you want to print your file to the printer, click the **Printer** file. You will see this dialog box:



If you are printing on cut sheets, enter Y for **Wait Between Pages**. If you are using continuous feed paper, enter N. On the second line, **Number of Lines per Page**, enter the number of lines on your page. If you are using standard 11" long paper, enter 66. HabaMerge prints 6 lines per inch. **Form Feed Between Pages** makes HabaMerge go to the next sheet of paper after printing each document, or if you're printing a file to disk, a page break will be inserted between each document. If this is what you want to do, enter "Y". If you are using HabaMerge to create a report, you may want all of the records printed on one sheet. In this case, answer "N". "Printer" lets you select a printer driver. You will see the GEM File Selector which lists the available .PTR files. If you have a file on another disk, read "The GEM File Selector" on how to change to that disk or directory. Some printers require a filter for proper printing. If you are using an Epson printer, click the filter box and select the EPSON.PFT file or click **None** to use no filter.

If you want to print to your disk, click on line next to the word "Output:". Again, you will see the GEM File Selector. Select a file you to which you want your documents printed by double-clicking on it, or type in a file name under the "Selection" line. End your file name with the extension .DOC.

Printing your merged documents to disk is a good way to see how your documents will turn out before they are printed. To find out some other ways to use them, see "Use HabaMerge Files in HabaWriter" later on in this manual.

•Note on Printer Files

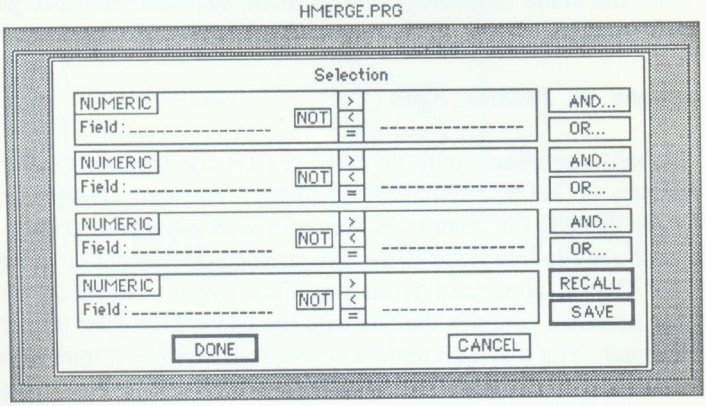
HabaMerge comes with an EPSON.PTR file that works with Epson or 100% compatible printers. You can change the EPSON.PTR file from HabaMerge to work with your printer. Load the file into HabaWriter like any other document by using the **Open** command from the **File** menu. Replace the hexadecimal codes in the file with the codes from your printer manual. You may also replace printer codes for one feature with codes for another, such as replacing boldface with italics. Save the file with the **Save ASCII** command and give the file name a .PTR extension.

HabaMerge will also work with printer files from HabaWriter versions 1.1 or later that use hexadecimal printer codes. It will *not* work with printer files from HabaWriter 1.0 that use octal printer codes.

5. Set Conditions

If you want to print the entire list, click **No** in the **Selective** box and skip to step 6.

If you want to print only a select group of records, click the Selective **Yes** button. You will see this screen:



When you set conditions, HabaMerge will only print the records that meet those conditions. You can select records with Last Names greater than J or all the people who live in Chicago. You can also set multiple conditions, so you can look up all the people whose last names are greater than J, less than N *and* live in Chicago.

Type in the field name next to the word "Field". Type it in **exactly** as it is in Habadex PhoneBook. If it is a numeric field, click on the **Numeric** button so it is highlighted.

Press **Tab** to move the cursor to the conditions line. Type in your condition. You may use whole or partial numbers or words.

The buttons between the field and condition sets the type of condition. Click on the button of the desired function, so it is highlighted. You can use more than one button, so you can look for records that are less than or equal, or not equal, to your condition. If you don't want to use a function you had already selected, click on it again to turn it off.

If you want to use multiple conditions, use the **And** or **Or** buttons at the end of the line, then enter your next condition on the next line. You can combine up to four conditions.

Once you set conditions, click **Save** to save them as a disk file. A GEM File Selector will appear to ask you to name your file. Give the file name an .SEL extension. To recall the conditions, click the **Recall** button. Select the desired conditions from the GEM File Selector.

Once you have set your conditions, click **Done**, or click **Cancel** if you don't want to use them.

6. Print

Click **Start** to print. A box will appear in the middle of the screen that tells you which records are being merged. If you instructed HabaMerge to wait between pages, the program will print out the first sheet and stop until you insert the next one. When the merge is finished, you will return to HabaMerge.

If you have a problem, click **Cancel** to stop printing. When you click **Cancel** during printing, you will only stop the printing, not quit the program. Start your merge over again and click **Print** to start printing.

Merge with HabaWriter Lists

There are very few differences between using HabaMerge with Habadex PhoneBook files and HabaWriter lists. You will have to use some different preparations, but the procedure is still the same.

1. Create the List

Your mail list will be a standard HabaWriter document. Each line will be a field. Your records will be separated by forced page breaks (which are done by pressing **Control L** or selecting **Page Break** from the **Format** menu).

Let's say that you are creating a list of employee names for a memo. You have decided on these fields:

LINE #	FIELD
1	First Name
2	Category
3	Note 1

Open a new HabaWriter document. Type in the text for the first field (First Name) and press **Return**. Then, type in text for each of the next fields. If you don't need to enter information into a field, just press **Return** to leave the line blank. **Do not omit a line.**

After you enter the last field in your record, enter a forced page break by pressing **Control L** or select **Page Break** from the **Format** menu. Here's an example of what your document should look like:

```
Kate<
Research<
potato chips, napkins, and cups<
>==================================
Gary<
Marketing<
onion dip and pretzels<
>==================================
Amir<
Sales<
decorations<
>==================================
```

HabaHint: Use the "Show TAB's, CR's" mode so you can see the return arrows mark the ends of the fields. If you turned this mode off, turn it back on with **Preferences** in the **File** menu.

2. Write the Letter

You create the letter the same way you would for Habadex PhoneBook fields, but instead enclosing the field name in braces, enter the line number that the field appears in. So, you would write your letter like this:

> Dear {1},
>
> We are organizing a retirement party for Kurt Vogler, our Marketing VP, on Friday the 7th at 4:00pm. Please let everyone know in the {2} department know about the time. You had mentioned at our meeting last Thursday that you can bring {3}. Please don't forget. Thank you.
>
> Sincerely,

Since HabaWriter lets you have more than one document on the screen at once, you can look at the list while you write your letter. This way, you can make sure that the field numbers are corrct. Save your document and give the file name a .DOC extension.

3. Use HabaMerge

HabaMerge works the same way for HabaWriter lists as it does for Habadex PhoneBook files. The only thing you need to do differently is click **Writer** for "List Type" before selecting your list.

You can also set conditions for HabaWriter lists. Type the number of the field instead of the field name.

Start printing by clicking the **Start** button. If you need to stop, click **Cancel**.

Get Help With HabaMerge

That's all there is to it! You should now be able to use HabaMerge like a pro. As you can see it is a very simple program that does a lot.

If you have any questions or problems, please call Haba Systems, Inc. Technical Support at:

(818) 901-0701

We at Haba also appreciate any comments or suggestions you may have. If there is a feature or program that you would like to see, let us know. We'll certainly consider it.

Use HabaMerge Files in HabaWriter

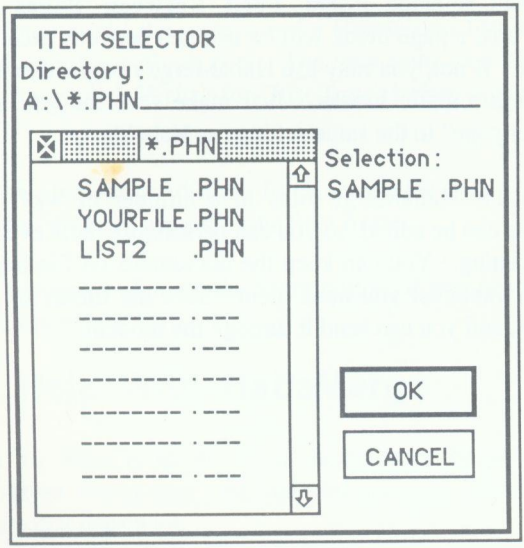
If you printed your merged documents to an output file, you can examine them in HabaWriter. Set HabaWriter to the regular editing mode. *Do not use the ASCII mode.* Open the file as you normally would by selecting **Open** from the **File** menu.

If you had selected **Form Feed Between Pages** in the **Printer** box, a page break will be inserted between each merge document. If not, you may use HabaMerge's pagination feature to put in automatic breaks. Just make sure the you set the "Lines per page" to the same settings as HabaMerge.

You can use HabaMerge files in a number of ways. The documents can be edited, so you can personalize them even more before printing. You can keep the documents on file and print them out whenever you need them. Save the file as an ASCII document, and you can send it through the modem.

The GEM File Selector

Whenever you open or save a file, you use the GEM File Selector. This is a dialog box that lets you select the disk drive and subdirectory that contains your file. The File Selector looks like this:



If you just want to type in a file name, enter it in the line under **Selection** on the right side of the box. Press the **Backspace** key to remove the name that is already there, if any. If you want to enter a suffix after the dot, press period (.). To perform the save or load click the **OK** box or press **Return**. If you don't want to save or load, click **Cancel**.

The line underneath **Directory** at the top of the dialog box indicates the disk drive and subdirectory that is being used, like this:

A:\LETTERS*

To change the disk drive, click on this line. A vertical line will appear after the last character. Use the **Backspace** key to delete the line to the end. Type the letter of the drive followed by a colon, as in B: and click the shaded bar at the top of the directory window. The window will change to display the files on that disk.

Any subdirectories listed in the directory window will have this character in front of them:

To see the files in that subdirectory, click on the name. The directory will be changed to show the files in that subdirectory. To go back to the main directory, click the directory window close box.

You may also type in the name of your disk drive and directory. If you want to do this, retype the drive letter and directory names in the format below:

<drive>:<subdirectory>*

For example:

B:LETTERS*

will list the files in the LETTERS subdirectory in drive B. Once you select the drive and directory, click on the file directory window. The directory will change.

The asterisk (*) is a wildcard character that displays all the files that meet certain conditions. This is a handy tool that lets you select the files you want. For example:

B:*.DOC

will display all the files the end with the suffix .DOC. Another wildcard character you can use is a question mark (?). This replaces a character in the filename. So, if you enter A:?OME.DOC, the directory will display HOME.DOC, NOME.DOC, DOME.DOC, and so on. You can return to the main directory by clicking the directory window close box.

As you use the GEM File Manager, you will find it a useful way to organize your files.

HabaMerge can turn your Atari ST into a powerful tool for customer mailings, research, inquiries, Christmas lists, and more. Print personalized form letters with documents created by HabaWriter™ or combine them with Habadex PhoneBook™ files. For specialized mailings, you may select a range of records to be printed by entering conditions for your choice of fields. Print your letters to the printer or a disk file.

- Works with HabaWriter. Files from Habadex PhoneBook can also be used.
- Easy to use! Just click the mouse.
- Merge to all or selected records.
- Works with floppy or hard disk drives.
- Prints on continuous or single sheet paper.

Haba