Mighty Mail

by **Timothy Purves**

The Atari ST Mailing List Manager

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About the Author: Timothy Purves is Senior Programmer at MichTron. He has written many popular programs for the Atari ST, IBM, Sanyo and Radio Shack computers. His programming credits include utilities, system modifications, business applications and games.

We want you to use our software, not let it sit on a shelf. If you have trouble, please re-read the relevant section of the documentation. If it used to work but doesn't any more, try making a new working copy from your MichTron original.

If neither the documentation nor the new copy help, we'll be glad to. But we much prefer that you write or use our bulletin board, rather than call. It's likely you'll get an answer as fast over the bulletin board as over the phone. We answer bulletin board messages the first thing every morning; we even answer our mail the day it comes in. A telephone call is faster only if the right person happens to be in our office when you call.

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A word about error messages

Mighty Mail handles most errors internally, so you'll rarely see an error message. Most error messages give explicit instructions on what to do. Should you encounter a message that asks you to contact MichTron, write down all the numbers and names listed, then use mail, our bulletin board or the telephone to tell us of your problem. The data from the error message will be helpful to us in tracking down what went wrong.

INTRODUCTION

Throw away those piles of addresses on torn slips of paper, quit typing labels one by one at your typewriter, quit poring over customer lists to find the ones you want to send the current mailing.

Instead, let *Mighty Mail* do the work for you.

Just type that mailing list once more - to create your Mighty Mail address file. There's room for a company name, a person's first and last names, two street address lines, city, state and zip code and a telephone number. And there are 16 user-defined flags to mark the special characteristics of your customers.

> You can add new names or new files of names any time. A single-sided disk will hold about 1,400 addresses, but if you have a hard disk, you could store as many as 65,000.

Once you've got the names in, *Mighty Mail* takes over.

Design your labels with a simple point-and-click graphics screen. Store as many different label layouts as you like. You may place all the customer data anywhere you want within a label whose size you define.

Review the records in company, personal name or zip code order.

And print selected lists keyed on your user-defined flags, on alphabetical sorting on any data fields, or on any combination of fields and flags.

Mighty Mail even weeds its files of duplicate entries at your request. Once you get *Mighty Mail* on the job, your worst mailing problem will be licking stamps fast enough.

Making a working copy

Before you run *Mighty Mail* for the first time, copy all the files on your original MichTron disk to your own formatted disk. Refer to your Atari owner's manual for instructions on copying files from one disk to another.

The files on your disk should be MAIL.PRG (MAIL.APP if you're using the IBM version), SAMPLE.IDX, SAMPLE.MAL, DEFAULT.LBL, DEFAULT.REP and, possibly, README. The last, if it exists, contains updates you should know about before you use the program. *SHOW* or *PRINT* it; make notes in this manual.

Put your MichTron original disk in a safe place. Use your copy for everyday operations.

Loading Mighty Mail

Boot up your computer, select *Medium* or *High* resolution, and insert the disk with your *Mighty Mail* copy into a disk drive. Double-click on the appropriate drive icon to get a directory if necessary. Move the pointer to the MAIL.PRG icon or label. Double-click to start the program.

You'll see the *Mighty Mail* label and the opening window of the *Mighty Mail* program. Drag open one of the pull-down menus and select an option to begin.

Hardware requirements

Mighty Mail requires an Atari ST series or IBM-compatible computer running under GEM with monitor, printer and at least one disk drive. Printing reports will be more convenient if your printer is designed to deal with continuous-form labels.

GETTING STARTED

When you've loaded your working copy of *Mighty Mail*, you'll see the opening screen with five pull-down menus.

At the left is the Desk menu, with access to whatever accessories you may have loaded on your Desktop. (Once you've loaded a working file, its name will appear here instead of *Desk*.)

The options on the File menu help you enter information, inspect or change information, change the order of data in the file, switch to another file, import new files, export your own files, weed duplicates from your lists and quit the program. You'll also be able to mark the data with any of 16 user-defined flags.

Each time you start *Mighty Mail*, you'll first use the File menu to pick a work file, then pick another option.

The Layouts menu helps you design your own label styles to fit your label stock and print the data in whatever arrangement you like. You may also design lists of customer data with page headings and re-use layouts.

The Masks menu helps you set up criteria to pick which addresses from the whole list to be printed. You'll be able to chose items to print by alphabetical sorting on any data field, on the on/off setting of any of the 16 user-defined flags, or on any combination.

The Printer menu directs printing labels or reports. You may choose to print test labels, print to a file or print on your printer using layout and selection cues chosen using the Layouts and Masks menus.

Your MichTron disk includes a sample file you should work until you see how to use the program.

USING THE MENUS

Using the Desk menu

When you drag open the Desk menu, you'll see the Mi-Mail Info option and those desk accessories you have loaded. To see the version information for your copy of **Mighty Mail**, click on the Mi-Mail Info option. Click on *OK* or press *RETURN* to return to the main menu.

Using the File menu

When you drag open the File menu, you'll see a set of eight options to choose from. These help you enter and modify data, change its order, eliminate duplicates and quit the program.

SAMPLE	File	Layouts	Masks	Printer

Open	
View	Add
Import	Export
Order	Del-Dups
Quit	

Click on one of the options to begin work on your files.

Opening a file

Each time you use *Mighty Mail*, you'll first use this option to select an address file to work with. You may have as many separate address files as you like, though the powerful sorting functions make more than one superfluous for many people. You might want separate address files for different businesses, or a personal and a business file.

When you click on this option, the screen will show a standard GEM item selector. Listed on the directory will be all files with extension .MAL on the default disk drive, the drive from which you've loaded *Mighty Mail*.

To choose a listed file

To choose one of the listed files, click on its label, then on *OK*, or double-click on the file label. *Mighty Mail* will open the specified file, and shift to View mode to display its first record.

To choose a file not listed

If the file you want to use is on another disk drive, click once on the directory line at the top, then type in the right disk drive designation, using the usual GEM editing keys. Click once on the folder identifier move bar to see the files in the newly chosen folder.

If the file you want is contained within a folder in the current folder, double-click to open the folder. You may open as many folders within folders as necessary.

To create a new file

To create a new file, just type the new name into the selection line at the right of the item selector. Then click on *OK* to open the new file. As for an old file, *Mighty Mail* will open the new file open and display its first (blank, of course) record.

Viewing a file's contents

When you choose this option, you'll see the first record in the file now open displayed with a set of selector buttons.

```
Company:   HighTron...................        Search Mask
Last:      monster.....................        Search Next
First:     gordon......................          Show By
Address 1: 576 S. Telegraph............          Delete
Address 2: ...........................        Get Previous
City:      pontiac......... State: mi..          Get Next
Phone:     313-234-5300...  Zip:  48054...         Exit

                    First Record

Author
```

On the left is the data: company name, personal last name, personal first name, two address lines, city, state, telephone number and zip code.

> You may change any of the data by typing and using the usual GEM editing keys. Exception: If you press *RETURN*, the cursor advances from field to field.

At the bottom you'll see the 16 user-defined flags, shown as on/off selector buttons. (To define the flag labels, you'll need to use the Flag Description option under this menu.)

> You may change the status of any flag from off (normal video) to on (reverse video) or vice versa by clicking on the selector button.

At the right you'll see the View functions: *SEARCH MASK, SEARCH NEXT, SHOW BY, DELETE, GET PREVIOUS, GET NEXT* and *EXIT*.

SEARCH MASK

When you click on this function from the View option or press the *F1* key, you'll see a screen much like the View screen, but the options at the right will be limited to *CANCEL* and *ACCEPT* and the central stripe across the screen will be labeled Search Mask.

The record display will show the last search mask you've used. To search for a record with a particular characteristic, just enter that characteristic and make the rest of the record blank, using the GEM editing keys. (If you press *RETURN*, the cursor will move from field to field.) Click on *ACCEPT* or press *CTRL-RETURN* to start the search.

If you want to search based on a combination of features, enter all the features you're looking for.

As soon as you click on *ACCEPT*, the search will begin, stopping at the first record that matches your search mask. That record will be displayed in the View format. Should there be no matches, you'll see across the central stripe the message, in reverse video, Last Record, No More Matches.

Setting up the mask

With your mask, you may try to match any of the typed data, any of the flags set to on or any combination of both.

For instance, you could search for those on your list with last name Murphy to whom you had sent the last catalog. You would type the name *Murphy* into the personal last name field of the record image and click on the flag, say number 6, that represents the recipients of the last catalog. When you click on the *ACCEPT* selector button, *Mighty Mail* would search for the first record in which the personal last name was *Murphy* and the setting of flag 6 was on.

Fields left blank and flags left turned off are ignored in the search. You may combine as many search criteria as you like - multiple flags, for instance, or name of company and zip code. Usually just one or two specifications will be enough to find the record you want quickly.

You may use the special characters *?* and *** in the typed fields if you like.

The question mark represents a single character that will be ignored in trying to make a match. For instance, if you can't recall whether the man whose phone number you want spells his name *Reed* or *Reid*, you can find him by typing *Re?d* into the name field.

The asterisk represents any number of characters that will be ignored in trying to make a match. (The asterisk is like a string of question marks.) For instance, if you can recall only that the salesman's name began with *K*, you can find him in your file by typing *K** into the name field.

SEARCH NEXT

If the first match found by the search mask order isn't the right one, click on *SEARCH NEXT* or press the *F2* key to get *Mighty Mail* to find the next record that matches the search mask you just set up. When a match is found, you'll see the record displayed in the View format just as you did with *SEARCH MASK*. Should there be no further match, you'll see the *Last Record, No More Matches* message across the center of the screen.

SHOW BY

When you choose this function from the View display or press the *F3* key, you'll see an alert box pop up. The box will offer you the choice of sorting your records by company name, by personal last name or by zip code. The current choice is noted by a check box in reverse video.

Click on the box corresponding to the order you want. Then click on *OK* to change the order to the one specified or on *CANCEL* to retain the previous order. The alert box will close and you'll be returned to the View screen.

DELETE

To remove the record displayed on the View screen, click on the *DELETE* selector button or press the *F4* key. An alert box will ask you if you want to delete this record. Click on *YES* or *NO* as appropriate.

If you click on *YES*, the record will be deleted and you'll be returned to the View screen with the next record in the current order displayed.

If you click on *NO*, you'll be returned to the View screen with the same record still showing.

GET PREVIOUS

When you click on this selector button, press the *F9* key or press *SHIFT-LEFT ARROW*, **Mighty Mail** will show you, in View format, the record just before the current one in the current sort order.

> If the current record is the first in the file, you'll see the message *First Record* written in reverse video across the central stripe.

GET NEXT

When you click on this selector button, press the *F10* key or press *SHIFT-RIGHT ARROW*, **Mighty Mail** will show you, in View format, the record just after the current one in the current sort order.

> If the current record is the last in the file, you'll see the message *Last Record* written in reverse video across the central stripe.

EXIT

When you click on this selector button, you'll be returned to the main menu. You may also exit from the View option by pressing *CTRL-RETURN*.

Adding records to a file

When you want to add new records to your address files, click on the Add option from the File menu. You'll see a screen much like the View screen, but the selector buttons at the right will be limited to *INSERT* and *DONE*. You'll also see the reminder message *Insert Mode* written in reverse video across the central stripe on the screen.

SAMPLE	File	Layouts	Masks	Printer

```
┌─────────────────────────────────────────────────┐
│  Company: ────────────────────────────           │
│  Last: ──────────────────────────────            │
│  First: ─────────────────────────────            │
│  Address 1: ──────────────────────────           │
│  Address 2: ──────────────────────────           │
│  City: ──────────── State: ──────────  ┌──────┐  │
│  Phone: ──────────── Zip: ───────────   │ Done │  │
│                                         └──────┘  │
│                                         ┌──────┐  │
│                 Insert mode             │Insert│  │
│                                         └──────┘  │
├─────────────────────────────────────────────────┤
│  Author                                           │
└─────────────────────────────────────────────────┘
```

Once you see the Add screen, just type in the data for the new record, using the usual GEM editing keys. Exception: If you press *RETURN*, the cursor will advance to the next data field. Click on any flags that should be set for the new record. When you have checked that the data you've typed is correct, click on the *INSERT* button or press *CTRL-RETURN*. The new record will be added to the current working file and you'll be presented with a fresh Add screen, ready for the next new entry.

If part of your data is the same, or if you want to set flags for the new entries, you can get *Mighty Mail* to do the repetitive work. See Autotypes, part of the Masks menu.

When you've typed in all the new entries, click on the *DONE* selector button. You'll return to the File menu.

Changing the order of a file

When you click on the Order option under the File menu, you'll see an alert box pop up to ask you in what order to arrange your data file. The current order will be marked with a reverse-video selector box.

SAMPLE **File** Layouts Masks Printer

```
┌────────────────────────────────────┐
│          Show or Print By           │
│                                     │
│        Company       ☐              │
│                                     │
│        Last Name     ■              │
│                                     │
│        Zip Code      ☐              │
│                                     │
│     ┌────────┐      ┌────────┐      │
│     │ Cancel │      │   Ok   │      │
│     └────────┘      └────────┘      │
└────────────────────────────────────┘
```
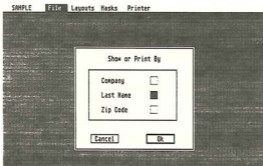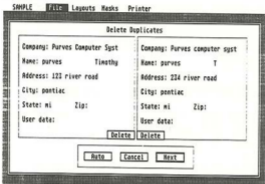
To change the order used, click on the new order you want and click on *OK*. To leave the order as it was when you chose the Order option, click on *CANCEL* or press *RETURN*.

You'll return to the File menu.

Deleting duplicate records

When you click on the Del Dups option under the File menu, you'll see a screen split vertically into two record displays, with *DELETE* buttons at the base of each. Below are three other selector buttons, *AUTO*, *CANCEL* and *NEXT*.

```
┌─────────────────────────────────────────────────────┐
│                   Delete Duplicates                   │
│  ┌─────────────────────────┐ ┌─────────────────────┐ │
│  │ Company: Purves Computer Syst │ Company: Purves computer syst │
│  │ Name: purves      Timothy │ Name: purves      T │
│  │ Address: 123 river road  │ Address: 234 river road │
│  │ City: pontiac           │ City: pontiac        │
│  │ State: mi    Zip:       │ State: mi    Zip:    │
│  │ User data:              │ User data:           │
│  │              Delete     │        Delete        │
│  └─────────────────────────┘ └─────────────────────┘ │
│          Auto    Cancel    Next                       │
└─────────────────────────────────────────────────────┘
```

On the left you'll see the first record of the current working file in the current sort order. The right-hand side will be blank until the first apparent duplicate is found.

Mighty Mail automatically makes two passes through your file looking first for matches. The search begins and ends automatically.

On the first pass, *Mighty Mail* looks for records which have common company and last names. On the second pass, *Mighty Mail* looks for records with common personal last name, first letter of personal first name, and zip code.

Deleting a duplicate record

When *Mighty Mail* finds an apparent duplicate, it displays both records, including flags set. You may delete either record by clicking on the appropriate *DELETE* button.

Retaining an apparent duplicate

If you want to retain both records, click on *NEXT* or press *CTRL-RETURN*. *Mighty Mail* will move on, looking for another match.

Using automatic duplicate deletion

If you want *Mighty Mail* to automatically eliminate the duplicates it finds without asking you about each apparent match, click on *AUTO*.

Halting the search for duplicates

If you want to stop the deletion of duplicates and return to the main menu, click on *CANCEL*.

You may also stop the search for duplicates by holding down either *SHIFT* key or the mouse button until the program stops.

When you stop the search or *Mighty Mail* finishes testing for matches, you'll return to the main menu.

Importing a file

You may use the Import option from the File menu to add not just individual records, but whole files to your current file. When you click on this option, you'll see an item selector box that will list the files on the default drive.

To choose a listed file

To import one of the listed files, click on its label, then on *OK*, or double-click on the file label. **Mighty Mail** will insert the specified file into the current working file. The records of the imported file will automatically be sorted into their proper order in the current working file.

To choose a file not listed

If the file you want to import is on another disk drive, click once on the directory line at the top, then type in the right disk drive designation, using the usual GEM editing keys. Click once on the folder identifier move bar to see the files in the newly chosen folder.

If the file you want to import is contained within a folder in the current folder, double-click to open the folder. You may open as many folders within folders as necessary.

When you find the right file, click on its label, then on *OK*, or double-click on the file label. *Mighty Mail* will insert the specified file into the current working file. The records of the imported file will automatically be sorted into their proper order in the current working file.

An alert box will count off the records as it imports them so you can keep track of progress. You may stop the import by holding down either *SHIFT* key or the mouse button until the program stops.

> See the format note following the description of the Export option.

Exporting a file

You may send all or part of your data file to another file by clicking on the Export option under the File menu. When you click on this option, you'll see an item selector box that will list the files with extension .EXP on the default drive.

To choose a listed file

To export the working file to one of the listed files, click on the label of the destination file, then on *OK*, or double-click on the file label. *Mighty Mail* will export the current working file to the specified file. If the destination file is not empty, you'll be asked whether you want to overwrite the current contents of the destination file. Click on *YES* or *NO* as appropriate.

An alert box will count off the records as it exports them so you can keep track of progress. You may stop the export by holding down either *SHIFT* key or the mouse button until the program stops.

To choose a file not listed

If the file you want to send your working file to is on another disk drive, click once on the directory line at the top, then type in the right disk drive designation, using the usual GEM editing keys. Click once on the folder identifier move bar to see the files in the newly chosen folder.

If the file you want to export to is contained within a folder in the current folder, double-click to open the folder. You may open as many folders within folders as necessary.

When you have found the right disk drive and folder, double-click on the file label or click once each on the file label and *OK* to start the export. *Mighty Mail* will export the current working file to the specified file. If the destination file is not empty, you'll be asked whether you want to overwrite the current contents of the destination file. Click on *YES* or *NO* as appropriate.

An alert box will count off the records as it exports them so you can keep track of progress. You may stop the export by holding down either *SHIFT* key or the mouse button until the program stops.

   See the format note on the next page.

Setting up the *Mighty Mail* format

Except for import and export of files, you'll never need to think about the internal structure of *Mighty Mail* files. That structure is quite simple: Data is stored sequentially, separated by commas within each record and by a carriage return/line feed combination between records.

> When you export a file, *Mighty Mail* places double quotes around each piece of data, inside the commas. On import, the double quotes are optional except around imbedded commas in the data.

The sequence of data within a record is:

> Personal last name, personal first name, company, address line 1, address line 2, city, state, zip code, telephone number, (16 flag codes, each separated by commas), *carriage return/line feed.*

If you are importing data, make sure before you read it into a *Mighty Mail* file that it has this format. You may have to write a short program to convert from another format before importing.
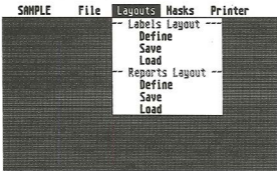
If you are exporting, you may need to export to a temporary file, use a conversion program, then send the data on to the final destination.

Quitting *Mighty Mail*

When you click on this option under the File menu, *Mighty Mail* will close the current working file, then return you to the GEM Desktop.

Using the Layout menu

You may use the options from this menu to design layouts for your labels and reports, and to save your layouts and recall them for later use.

SAMPLE	File	Layouts	Masks	Printer

```
-- Labels Layout ---
      Define
      Save
      Load
-- Reports Layout --
      Define
      Save
      Load
```

To design a label or a report, you'll drag into place on the label or report display area the boxes labeled with the names of the elements of the data you want printed.

Defining a label or report

When you click on *DEFINE* under either Labels Layout or Reports Layout, you'll see a screen divided horizontally in two, with the upper, larger section subdivided. You'll use the upper portion to design the position of the data elements, the lower portion to describe the size and shape of the labels or reports themselves.

The Labels screen looks like this:

and the Reports screen differs only in the lower portion:

LAYING OUT A LABEL

At the bottom of the screen you'll see four blanks to fill in to describe your label stock to the computer. You'll need to fill in the number of labels across each row, the number of characters between the beginning of the first and the beginning of the second label, the number of lines from the top of the first row of labels to the top of the second row, and the number of times you want to print each label.

To do so, click on the blank you want to fill and type the number. The usual GEM editing keys work, except that *RETURN* moves the cursor to the next data field.

Now you're ready to design how the label components will be placed on each label. First, decide whether you need the screen display to be 80 or 160 columns wide while you design. For most labels, 80 columns is enough since you're laying out only one label template, not a whole row of labels. Two selector buttons at the lower right of the screen are labeled *80 COLS* and *160 COLS.* Click on the appropriate selector button to change to the other width.

The upper section of the screen is divided into two parts. The upper part is initially blank and the lower part contains boxes labeled with the names of all the data fields stored in the data files.

To place a data field on the label, click on and drag the appropriate box from the lower to the upper part of the screen. If you want to skip printing any of the data, leave it below the dividing line.

If you place two boxes so that they touch horizontally, excess spaces will be closed up where the label is printed.

When you've laid out the label as you like, click on the *OK* selector button or press *CTRL-RETURN.* To abandon the design, click on *CANCEL.*

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LAYING OUT A REPORT

Laying out a report is much like laying out labels, except that the report is assumed to be a full page width.

To begin, fill in the information at the bottom left. Click on the appropriate line and type in what you want. First, type in a header to be printed at the top of each page. Then type in the number of lines you want printed on each page and the number of lines each page is long. The usual GEM editing keys work, except that *RETURN* moves the cursor to the next data field. Click on the *80 COLS* or *160 COLS* selector button to set an appropriate width.

> If the number of lines per page is larger than the number of printed lines per page, *Mighty Mail* sends a *form feed* instruction to the printer to quickly get the next page ready to go.

To lay out the data fields on the report form, click on and drag the labeled boxes to the position in the upper part of the screen you want them on the report. If some of the data is not to appear on the report, leave it in the lower part of the screen.

When you are happy with the layout, click on the *OK* selector button or press *CTRL-RETURN*. If you decide to abandon the report design, click on the *CANCEL* selector button instead.

Saving the design

To save your label or report design to disk so you can use it again, click on the appropriate *SAVE* option on the Layout menu. *Mighty Mail* will show you an item selector box.

To replace a listed file

To replace the layout in one of the listed files, click on its label, then on *OK*, or double-click on the file label. *Mighty Mail* will erase the layout now stored in the file and replace it with the layout just designed.

To replace a file not listed

If the layout file you want to replace is on another disk drive, click once on the directory line at the top, then type in the right disk drive designation, using the usual GEM editing keys. Click once on the folder identifier move bar to see the files in the newly chosen folder.

If the file you want is contained within a folder in the current folder, double-click to open the folder. You may open as many folders within folders as necessary.

To create a new layout file

To store your layout under a new name, just type the name into the Selection blank at the right of the selector box. Click on *OK*. *Mighty Mail* will save the new file and will list it when you next ask to load a label or report file. *Mighty Mail* gives label files the extension .LBL and report files the extension .REP.

Loading a design

When you click on Load under either the Reports or Labels sections, you'll see an item selector listing the layouts currently stored on the default drive. Reports files all have the extension .REP; label files all have the extension .LBL. When *Mighty Mail* loads, it loads the files DEFAULT.LBL and DEFAULT.REP.

To choose a listed file

To choose one of the listed files, click on its label, then on *OK*, or double-click on the file label. *Mighty Mail* will load the chosen layout, ready to use it to print the labels or reports.

To choose a file not listed

If the file you want to use is on another disk drive, click once on the directory line at the top, then type in the right disk drive designation, using the usual GEM editing keys. Click once on the folder identifier move bar to see the files in the newly chosen folder.

If the file you want is contained within a folder in the current folder, double-click to open the folder. You may open as many folders within folders as necessary.

Using the mask menu

The Mask menu helps you print selected portions of your mailing list on either reports or labels. You'll be able to create masks to control which records are printed by sorting alphabetically on any typed data field, on any user-defined flag setting, or on any combination. Most of the time, just one or a few criteria will suffice.

Mighty Mail remembers the last mask of each type.

Setting up a mask

When you click on either Low Mask or High Mask, you'll see a screen much like the View screen, except that the selector buttons on the right will be limited to *CANCEL* and *ACCEPT*. The central stripe on the screen will show which type of mask you're working with.

To set up a mask, just turn on any user-defined flags you want to select on, then type into the appropriate data fields the limiting values you want to select on. The usual GEM editing keys work, except that *RETURN* moves the cursor from field to field.

SETTING UP A LOW MASK

When you turn on one of the user-defined flags in the low mask, *Mighty Mail* will print out only those records which also have the same flag turned on. If you turn on several flags, *Mighty Mail* will print out only those that have all of those same flags turned on.

If you leave a data field blank, *Mighty Mail* will not sort the records based on that field. If you type anything into a data field, *Mighty Mail* will print only those records that match or follow behind the typed data in alphabetical order. If you type into several data fields, *Mighty Mail* will print only those records for which the data in the corresponding fields all match or follow alphabetically the data in the mask fields.

For instance, if you type *Jones* into the personal last name field and *Phoenix* into the city field, *Mighty Mail* will print a label for Mr. Kirschbaum in Seattle, but it will not print a label for his mother in Dallas.

If you fill in some data fields and turn on some user-defined flags, *Mighty Mail* will print only those records that pass both tests.

You may use the *?* and *** wild cards in masks; you'll find them useful in dealing with numerical data, like zip codes.

SETTING UP A HIGH MASK

Because you can select records according to flags set by using the low mask, the high mask flag settings are used for another function: As each record is printed, the status of each flag set on in the high mask is changed to off. This characteristic is handy when you want to print labels once only, but use more than one mask to find the records to use.

The data field settings in the high mask, though, work as the mirror image of the low mask settings. If you leave a data field blank, *Mighty Mail* will not sort the records based on that field. If you type anything into a data field, *Mighty Mail* will print only those records that precede the typed data in alphabetical order. If you type into several data fields, *Mighty Mail* will print only those records for which the data in the corresponding fields all precede the data in the mask fields.

> For instance, if you type *Fred* into the personal first name field, *Mighty Mail* will print only a label for anyone named Bob, but it will not print labels for those named Robert.

You may use the *?* and *** wild cards in masks; you'll find them useful in dealing with numerical data, like zip codes.

Setting up an autotype mask

When you're adding new records to your file manually, you'll sometimes have a group with a shared characteristic, like state of residence, or a partially-shared characteristic, like the first three zip code digits. You may use the Autotype feature of *Mighty Mail* to automatically type the shared features into each record, leaving the record ready for you to finish in less time.

When you click on the Autotype option under the Masks menu, you'll see a screen similar to the View screen, except that the options on the right will be limited to *ACCEPT* and *CANCEL*.
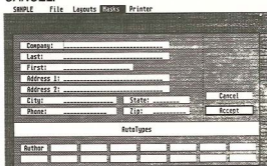
To set up an Autotype mask, simply type in the shared values or partial values into the appropriate data fields. The usual GEM editing keys work, except that *RETURN* will move the cursor from one field to the next. For instance, if you were doing the mailing list for the Jimmy Smith Club, whose members are all named Jimmy Smith, you'd fill in the name fields. Then click on any user-defined flags you want to set for the group. When you have everything correct, click on *OK* or press *CTRL-RETURN*. Or click on *CANCEL* to leave the Autotype mask as it was.

Labeling flag descriptions

When you use *Mighty Mail* for the first time, the 16 user-defined flags will be active, but the labels will just be the number *1-16*. You may use the Flag Descriptions option under the Masks menu to change the labels to something more meaningful.

When you click on Flag Descriptions, you'll see a dialog box with a data field for each of the 16 flags.

```
 SAMPLE   File  Layouts Masks  Printer




                        Flag Descriptions
                   1: Author_     9: _____
                   2: _____   10: _____
                   3: _____   11: _____
                   4: _____   12: _____
                   5: _____   13: _____
                   6: _____   14: _____
                   7: _____   15: _____
                   8: _____   16: _____

                          OK
```

You may type any label you like for each of the flags. The usual GEM editing keys work, except that *RETURN* moves the cursor from one data field to the next. Because of space limitations on the display screen, the labels are limited to eight characters.

When you have labeled the flags you want, click on *OK* or press *CTRL-RETURN*. The new set of labels will be used until you change them with this option.

Using the Printer menu

When you want to print labels or a report, the usual sequence is to open your address file, choose or design a layout, set up masks to select just the records you want printed, and then use the Printer menu to set the printer in motion.

You may either print directly to your printer, or "print" to a disk file either to create selected data files or to save for physical printing later or to use in a word processing program.

Printing a set of labels

When you have chosen the data file, the layout and the masks to use, click on Print Labels. You'll see a dialogue box that asks if you want to print a row of test labels.

Print Test Labels

| NO | YES | ABORT |

If you click on *YES*, *Mighty Mail* will immediately print one row of labels in the current format, with an asterisk substituted for each character of the data fields. This feature is handy to check that the layout fits properly on the current label stock and that the label stock is lined up correctly both vertically and horizontally.

If you click on *ABORT*, the printing operation will be suspended and you'll be returned to the main menu.

If you click on *NO*, the printing of the selected labels will begin immediately.

As the labels are printed, *Mighty Mail* will display a box showing progress through the data records. If you want to stop the printing, press and hold either *SHIFT* key or the mouse button until the printing stops. When printing is done, you'll be returned to the main menu.

Printing a report

When you have the preliminaries out of the way, click on Print Report to begin. You'll see an alert box that asks you whether to pause between pages for a paper change. Click on *YES* or *NO* as appropriate for your printer. Printing begins immediately.

As the report is printed, *Mighty Mail* will display a box showing progress through the data records. If you want to stop the printing, press and hold either *SHIFT* key or the mouse button until the printing stops. When printing is done, you'll be returned to the main menu.

Printing labels or reports to a file

When you have the preliminaries out of the way, click on Print Labels to File or Print Report to File as appropriate. You'll see a standard item selector box listing the files with extension .PRT on the default disk drive.

To print to a listed file

To print on one of the listed files, click on its label, then on *OK*, or double-click on the file label. *Mighty Mail* will open the specified file and print the selected records at the end of the current data on the chosen file. A dialog box will show the progress of the printing operation. You may stop the printing by pressing and holding either *SHIFT* key or the mouse button until the program stops. When printing is finished, you'll be returned to the main menu.

To print to a file not listed

If the file you want to print on is on another disk drive, click once on the directory line at the top, then type in the right disk drive designation, using the usual GEM editing keys. Click once on the folder identifier move bar to see the files in the newly chosen folder.

If the file you want is contained within a folder in the current folder, double-click to open the folder. You may open as many folders within folders as necessary.

Once you have the right disk drive and folder, double-click on the file name or click once on the file name and once on *OK* to begin. Printing to the file will begin immediately. A dialog box will show the progress of the printing operation. You may stop the printing by pressing and holding either *SHIFT* key or the mouse button until the program stops. When printing is finished, you'll be returned to the main menu.

To print to a new file

If you want to create a new file, change to the disk drive and directory you want to use, if necessary, and type in the name of the new file in the Selection blank at the right of the screen. Click on *OK*. Printing to the file will begin immediately. A dialog box will show the progress of the printing operation. You may stop the printing by pressing and holding either *SHIFT* key or the mouse button until the program stops. When printing is finished, you'll be returned to the main menu.

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Many of the program and documentation modifications we make result from customer suggestions. Please tell us how you feel about *Mighty Mail* - your ideas could make the next version better for all of us.

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MichTron

MichTron Inc.
576 S. Telegraph
Pontiac, Michigan 48053

Phone (313) 334-5700