

HabaMerge™

Form Letter/Mailing Label Program for
AppleWorks™ and /// E-Z Pieces™



haba systems

Making Apples more tempting than ever.™

HabaMerge™

Mailing Label and Form Letter
Program For AppleWorks™ and
/// E-Z Pieces™

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1.0 INTRODUCTION

HabaMerge lets you use your word processing and data base files from AppleWorks or /// E-Z Pieces to produce:

Customized Form Letters: HabaMerge merges text from a word processing file and data from a data base file to produce customized letters and other documents. Personalizing data from the data base files can be included in letter headings, salutations (Dear...), and selectively within the body of the text.

Mailing Labels: HabaMerge uses selected data from a data base file (e.g., name, address, city, state, and zip code) to produce mailing labels or address lists in the customized format you design.

HabaMerge works with Appleworks for the Apple //e and //c, and /// **for the Apple** ///, expanding the capabilities of these programs to include customized form letter and mailing label production.

Although we will always refer to your word processing/data base program as AppleWorks in this manual, the operations are identical to /// E-Z Pieces.

2.0 REQUIREMENTS

2.1 --- Hardware ---

HabaMerge requires the following hardware:

- Apple //e, //c, or /// with 128K memory
- Monitor
- An external floppy drive or ProFile Hard Drive (A hard drive is preferable)
- Any printer supported by your AppleWorks or /// E-Z Pieces program (one with a continuous form feeder is recommended for form letters and required for mailing labels)

2.2 --- Software ---

HabaMerge requires the following software:

- Appleworks for the Apple //e or //c
- /// E-Z Pieces for the Apple ///

To use HabaMerge, you need to be able to create and store data base and word processing files with AppleWorks or /// E-Z Pieces. Your AppleWorks or /// E-Z Pieces manual will help you learn about these tasks if you aren't already familiar with them. This manual will give you the specifics on how to prepare your data base and word processing files for mailing label or form letter production.

3.0 OVERVIEW

Here are the six easy steps you will take to produce customized form letters with Appleworks:

1. Create a data base file with AppleWorks. This file will contain your customizing data.
2. Select a print to an ASCII file those data base records for which you want to produce letters.
3. Create a letter using the Appleworks word processor.
4. Set up an Appleworks printer that prints to disk.
5. Print the letter to disk.
6. Enter HabaMerge, specify the number of fields in your data base, and merge the data base file with the letter file.

The procedure to create a mailing label is even simpler:

1. Create a data base file with AppleWorks. This file will contain your mailing list data.
2. Select and print to an ASCII file those data base records for which you want to produce labels.
3. Enter HabaMerge, and design your mailing label format.
4. Print the labels.

4.0 HABAMERGE IN ACTION

To let you see for yourself what HabaMerge can do, we've included some sample files on your program disk to use for a demonstration. They've already been prepared in AppleWorks, so all you need to do is run HabaMerge, merge the form letter and data, and print the labels. In the course of this demonstration, you'll get a feel for how HabaMerge works. Then, you can go back and learn all the details on how to prepare AppleWorks files for HabaMerge, how to design label formats, and the various niceties.

To begin:

- Insert HabaMerge in your floppy disk drive, and boot the computer.
- When the Opening Screen appears, press the <Space Bar> to begin. (In this manual, we enclose in pointed brackets (< >) all the keys you have to press or type.)

4.1 _____ The Main Menu

You will now see this **Main Menu**:



The first option is used to produce your form letters. The second option produces mailing labels. The third option allows you to perform "housekeeping" type functions like arranging and formatting labels, listing files, specifying the number of fields in your files, etc. The last option lets you leave the program.

4.2 Producing a Form Letter

To produce a form letter, press <Return> with the highlighting on the first option. (When you want to select other menu options, just use the arrow keys or type the option number to move the highlighting before you press <Return>.)

HabaMerge will now produce the following screen:



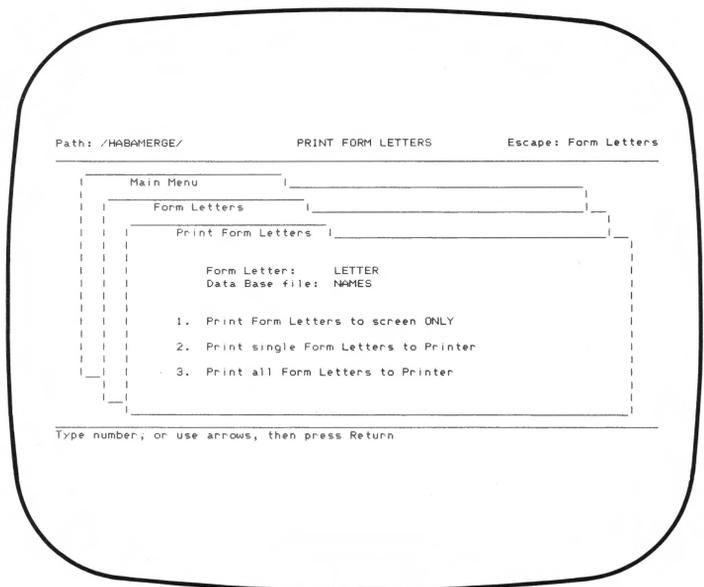
HabaMerge is asking you for the pathname of your form letter. (Pathnames are used with the ProFile hard drive. If you don't have a hard drive, you can just enter file names. Even if you do have a ProFile, you can also enter the file name alone when you are using files on your floppy diskettes.)

In the position where the pathname goes, there is already a name inserted. (Unless someone has run the program and changed it, it should be LETTER.) HabaMerge remembers the last file entered, and uses it as the default the next time. To accept the default, you just press <Return>. When you want to enter a new name instead, press the <Space Bar> to clear the entry line, type in your name, and then <Return>. HabaMerge then checks the available drives to make sure the file exists before it lets you proceed.

For this demonstration, you want to use LETTER, so just press <Return>.

The next prompt will be for the data base pathname. You enter it in the same way. For this demonstration, you want NAMES.

With the form letter and data base names entered, it is time to decide how they are to be printed. As you can see, the options include:



1. **Print Form Letters to screen ONLY**—This option lets you preview your letters on the screen without actually going to the printer.
2. **Print single Form Letters to Printer**—This option is for printing form letters one at a time. HabaMerge will print out letters for each data base record in turn, but will pause after each sheet to let you insert new paper. You can also use this option as an easy means of printing the first letter for testing purposes. You just print the first letter, then press <Esc> at the pause.
3. **Print All Form Letters to Printer**—This option is for printing on continuous form paper. HabaMerge will print out letters for each data base record in turn without pausing.

Select Option 1. See how HabaMerge displays the first letter, then pauses until you press the <Space Bar>. Once you do, it goes on to the next letter, and continues in this same way until it has produced a letter for every record in the data base file. Notice how the same letter is repeated each time, but the header data and salutation change. Don't be bothered by the odd symbols appearing on the left margin, or in the text of the letter. These represent special printing commands issued by AppleWorks. When the form letters are printed on paper, these commands will not be printed, they only designate underlined or boldface characters.

This print-to-screen option is designed to let you examine your letters and make sure the data base and letter are merging properly. If you ever find that they aren't, you need to determine the cause of the problems, make corrections to your files as needed, and try the merge again. See the Trouble Shooting section at the end of this manual for help on analyzing merge problems.

Now select Option 2 to print one letter. (First make sure that your printer is connected and on-line.) Once the first letter prints out, HabaMerge will ask you to insert a fresh sheet. You can do this, or just press <Esc> to return the menu if this is only a test. If your form letter exceeds one page in length, you will need to use continuous form paper with the corresponding number of pages to your letter.

Assuming that everything in this test letter looks okay, and that you have continuous form paper loaded in your printer, select Option 3 to print the complete set of letters. **Note:** Make sure whenever you select this option that you have ample continuous feed paper loaded in your printer to print your entire data base. There is no provision for stopping in the middle, then continuing on from that point. You can, however, press <Esc> to stop at any point if necessary.

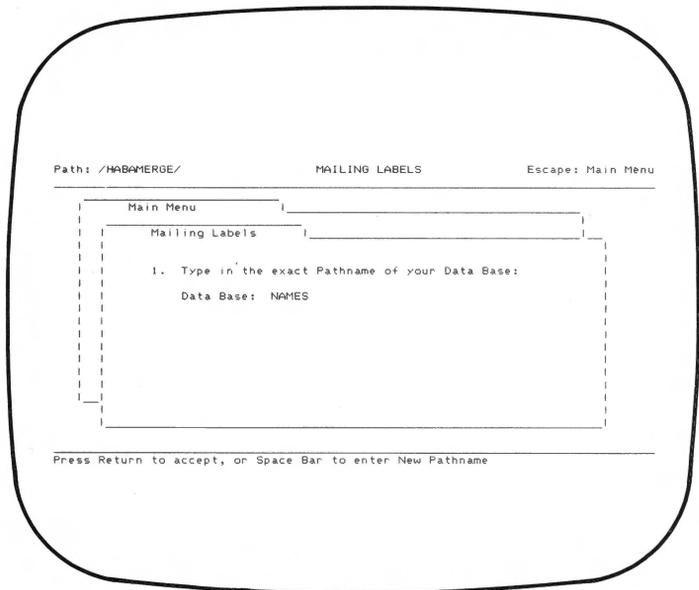
Whenever you are done with the form letter options, press <Esc> to return to the **Main Menu**. The <Esc> key always takes you back to the last program activity you just left.

That's pretty simple, isn't it? And you'll find it nearly as easy to merge your own data base files and letters. You just need to do a little preparation work in AppleWorks.

Printing mailing labels is even easier.

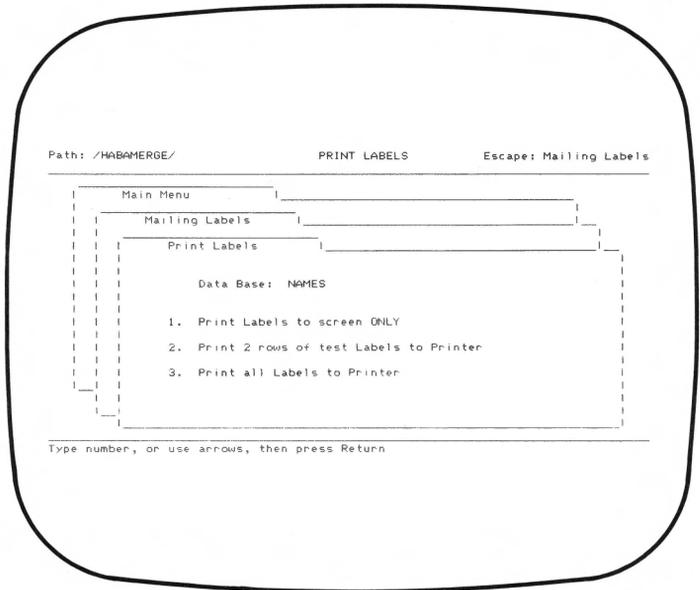
4.3 Printing Mailing Labels

When you are producing your own labels, you will need to use the **Set Up** menu to format and arrange your labels before you can print them. For this demonstration, though, that's already been done. Just select **Main Menu** Option 2 to print them.



HabaMerge will now ask you for the data base pathname. You enter this just like you entered the form letter files. For this demonstration, you want **NAMES**, which will probably appear as the default.

Once you have chosen your pathname, HabaMerge will check to see if the file exists. If it can't find it on any of your drives, you'll get an error message. Otherwise, these options will appear:



Select Option 1, and note how HabaMerge begins displaying each label on the screen, enabling you to check for errors. The display will continue to scroll onto the next labels, but you can have it pause by pressing <Space Bar>. Then press <Space Bar> again to have it continue, or—when you are satisfied that the labels look okay—<Esc> to return to the menu.

Now, select Option 2—**Print 2 rows of test Labels to Printer**—to test the labels out on paper. The two rows are used to verify that both the horizontal and vertical spacing of the labels is correct.

Later when you are creating your own labels, and you see an error either on the screen or on paper, you need to find the cause and correct it. If the dimensions of the label aren't right, refer to the **Set Up** menu for information on formatting and arranging labels. If there are problems with the data, you need to return to AppleWorks to correct the data base file. The Trouble Shooting section at the end of this manual can help you identify the corrections needed.

Finally, select Option 3 to print the complete set of labels. At this point in a real run, make sure you have enough paper loaded to produce the full set of letters. HabaMerge has no provisions for restarting in the middle of a file. (You can, though, stop at any point by pressing <Esc>.) If you want the labels to serve merely as a mailing list, you can use regular paper. If you want real labels, though, you need to load your printer with labels stock.

With the labels complete, press <Esc> to return to the **Main Menu**. To exit HabaMerge, select **Main Menu** Option 4.

That's the end of the demonstrations. Now it's time to fill in all the details on preparing files in AppleWorks and designing labels.

5.0 SETTING UP A DATA BASE FILE

The data you include in your HabaMerge form letters and mailing labels comes from an Appleworks data base file. You can use either an existing AppleWorks file, or create a new one for a specific letter or list. When you use an existing file, you can sort and select just those records you want included in a particular form letter or labels set. When appropriate, you can also reuse the same data base file for as many different form letters or label sets as you like.

Here is the procedure for setting up a data base file:

- Enter AppleWorks
- Add a data base file to the **Desktop**. If you have a data base file you want to work with, get it from the disk and add it to the **desktop**. (It should contain the appropriate fields such as Name, Address, City, State, etc.) If you want to create a new one, tell AppleWorks you want to make a new file for the **Data Base**. And follow the normal file creation procedures.
- If you have an existing file, you need to sort out only those records you want printed in your form letter or labels. Use <Open Apple A> (arrange) and/or <Open Apple R> (record selection values) for this purpose. If you have a new file, define fields and add some records to it. Include fields such as Name, Address, City, State, Zip Code, etc. For right now, enter names in normal order with first name first. Later on, you will learn how to merge Name fields stored with last name first.

- Press <Open Apple P> for report functions, then select Option 3 for **Create a new 'labels' format**. This option allows you to create a report which will list each data field in a free form fashion. Assign any name you like to the report format.
- Arrange each field you intend to use on a separate line, and start all of them at the left margin. If, for example, your fields are Name, Address, City, State, and Zip Code, you would arrange them as:

Name
 Address
 City
 State
 Zip code

You can include up to nine fields in this report format. You can list the fields in any order, but the first one will be accessed by your form letters or labels as field 1 (The data field call symbol is represented as a carat (^) e.g. ^1) the second as field 2 (^2), etc., so it makes sense to list them in the order you intend them to be printed.

- Once you have all the fields you want to use arranged, make a note of how many there are, and their position in the report format. You will need this figure when you go into HabaMerge.
- With the report format complete, press <Open Apple P>, then select the option **A text (ASCII) file on disk**. Assign a pathname to this report. (If your data base file already has a pathname, make sure that you use a different name for this ASCII file.) Make a note of the name, since you will need it in HabaMerge.
- You will now want to save your data base file itself so that you can go back and work on it further if necessary. Be sure to assign a pathname different from that one of the ASCII file. If you are using an existing file from which

you selected specific records, use <Open
Apple N> to rename your file before you save
it, so that you will not write over and delete the
original one.

When you use HabaMerge, you will use the
ASCII file you just created as your data base.

If you need any more help with AppleWorks
procedures, see your AppleWorks manual.

6.0 SETTING UP A FORM LETTER FILE

6.1 Setting Up A Printer To Disk

If you want to use HabaMerge to create form letters, you need to create the body of your letters using the AppleWorks word processor. Then, you print these letters to disk. (Printing a letter to disk is not the same as printing a data base to an ASCII file.)

To print a letter to disk, you need—as a one-time task—to set up a special disk printer in AppleWorks. Here is the procedure.

- From the AppleWorks **Main Menu**, select Option 5 for **Other Activities**.
- Then select Option 7 for **Specify information about your printer(s)**.
- Then choose Option 2 for **Add a printer**.
- From the **Add a Printer** screen, choose a printer that is identical to your standard printer. (If, for example, you normally print files to an Epson FX printer, select this option).
- Assign a name to this printer. We recommend **DISK**.
- When you are asked for the output destination, choose **Print onto disk or on another Apple**.
- Leave all the printer configuration options as you would for your regular printer, except Option 2: Accepts top of page command. This response **must** be **NO**.

Use this disk printer every time you prepare a form letter for HabaMerge.

If you need more help setting up your printer, see your AppleWorks manual.

6.2 Setting Up the Letter

To create a form letter, you type a word processor file just as you would an ordinary letter, but wherever you want data base information inserted, you insert a data field marker in the text. The data field call symbol is a carat (^). You follow this carat with the number of the field you want inserted at that point. ^1, for example, will insert the first data field, ^2 the second, etc.

You can insert up to nine different data fields in your form letter, and you can repeat any of these nine fields in as many places in the letter as you like.

To give you an idea how to set up your letters, here is an example:

December 15, 1984

^1
^2
^3
^4 ^5 ^6

Dear ^1,

This is a typical format for a form letter which HabaMerge can merge with data.

Yours sincerely,
Joe Smith

Assuming that the person who wrote that letter set up a data base file in this format:

Name
Company
Address
City
State
Zip Code

and one of the records looked like this:

Barbara Jordan
Computer Works
125 Main Street
Computer City
CA
90000

HabaMerge would merge this form letter to look like this:

December 15, 1984

Barbara Jordan
Computer Works
125 Main Street
Computer City, CA 90000

Dear Barbara Jordan,

This is a typical format for a form letter which HabaMerge can merge with data.

Yours sincerely,
Joe Smith

Note how you can string several fields together on one line (like City, State, and Zip Code), and have them merged together.

Later, in the Special Features section of this manual, you will learn how to create more sophisticated form letters which merge portions of fields (e.g., first name only), convert upper case to lower case, incorporate merged data within paragraphs, and/or include special printer features in your labels.

To set up a form letter like this one for merging:

- Enter AppleWorks
- Type in a letter, using data field markers wherever appropriate.
- Press <Open Apple P> to print the file from the beginning, and select your disk printer as the print device. Assign a pathname to this print-to-disk file. If the file itself already has a pathname, make sure that the print-to-disk pathname is different. Make a note of the name you assign. You will need it when you merge the letter in HabaMerge. If you do not have a hard drive system, you need to save your form letter on the same diskette containing the ASCII copy of your data base file.
- Press <Open Apple S> from your document (or select **Main Menu** Option 3) to save your form letter as a regular file. You will need to return to this regular file if the form letter ever needs adjustments. **Note:** When you do, remember to print to disk again.

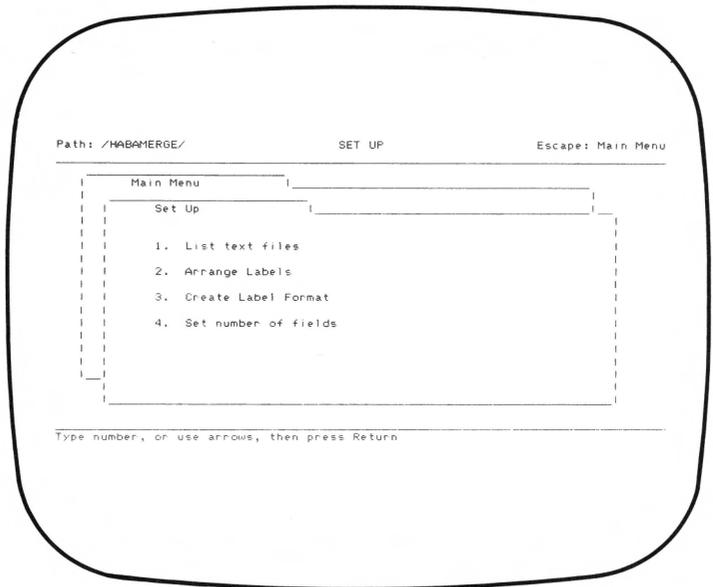
The form letter is now ready for merging in HabaMerge.

If you need more help with these AppleWorks procedures, see your AppleWorks manual.

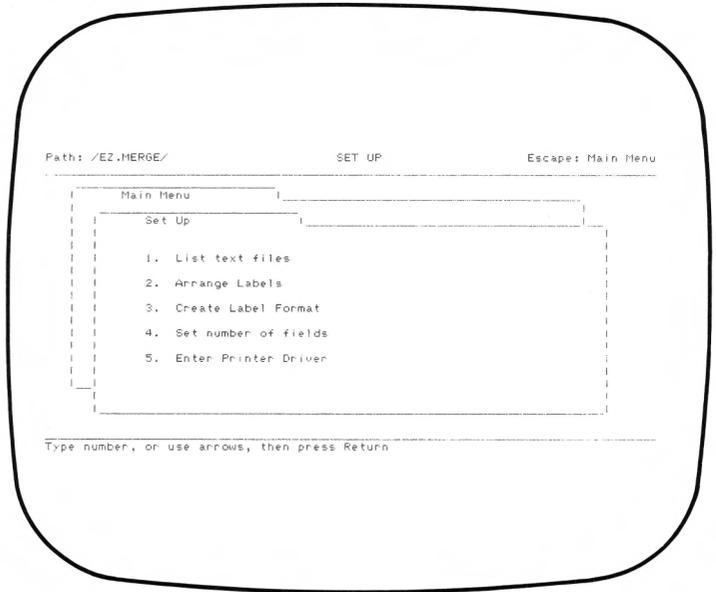
7.0 USING THE SET UP MENU

If you have followed the previous sections, you already know almost all the steps involved in merging a form letter and creating and producing mailing labels. There are just a few tasks to learn about in the **Set Up** menu.

If you select **Set Up** from the HabaMerge **Main Menu**, you will see this menu:



Note: Apple /// users will have the following extra menu item. Use this to enter the name of your Apple /// printer driver.



We will discuss each option in turn.

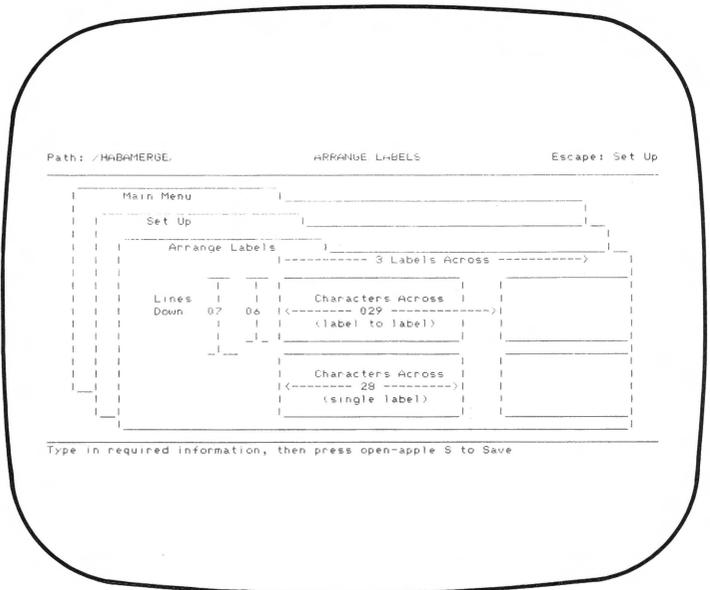
7.1 Listing Text Files

This option allows you to list and review the data base and form letter files available to you on your disks.

Use the cursor to move the highlighting to the disk from which you want a listing. If you choose **Disk 1** or **Disk 2**, just press <Return> to produce the listing. If you choose **ProFile** or **other ProDOS directory**, you will be prompted for the pathname of the directory from which you want the listing.

7.2 Arrange Labels

This option allows you to set up the label format to match the exact type of this label stock you are using. When you select this option, the following screen will appear:



Your job is to insert appropriate figures in each of the five highlighted areas. Each time you press <Return> the cursor will move on to the next highlighted area, then cycle back to the first area after it passes the fifth. Understand? To change any figure, just type over the current numbers. When all figures are set to suite your stock, press <Open Apple S> to save the entire arrangement, then <Esc> to return to the **Set Up** menu. The following areas require set up.

7.3 Labels Across

This is the number of labels which appear across one printed line. Typical label stock will include two or three labels across.

Lines Down

These figures control the number of lines from the top of one label to the top of the next label below it, and the number of lines on the label itself. The first number must be between 2 and 56. The second number must be between 2 and 19.

To determine these figures, hold a sheet printed from your printer along side your labels stock, and count the number of lines that could be printed from the top line of one label to the bottom of the same label. Also count the number of the same labels. If, for example, your top label has room for 6 lines, and one additional line could be printed on the blank space between this label and the next, your entries should be <07> and <06> lines.

Note: You must use a leading zero if your entry is only one digit long.

If your data base file is formatted like this:

Name
Company
Address
City
State
Zip Code

and the first record looks like:

Barbara Jordan
Computer Works
125 Main Street
Computer City
CA
90000

Your first label will appear like this when it is printed:

Barbara Jordan
Computer Works
125 Main Street
Computer City, CA 90000

Your labels can also include text if you like. You might, for example, want to place a message like Air Mail or Attention: Sales on the bottom line. If you have an Apple DMP or Imagewriter printer, you can also include special print features like boldface, underlining, extended type, and condensed type in your labels. See the Special Features section for information.

To design your label, you just type the data field markers and any other characters inside the label outline, in exactly the position you want it to appear. When you are finished, press <Open Apple S> to save the design.

Note: You need to revise and resave your label design each time you make changes in the Arrange Labels specifications. To remind you of this fact, HabaMerge will produce a **Needs Updating** note after the **Create Label Format** menu option. This reminder will continue to appear until you select the option and resave the design.

7.5 --- Set Number of Fields ---

You use this option to tell HabaMerge how many fields there are in your data base file. Even if you won't actually be merging all these fields into a given form letter or label format, you need to specify (from 1 to 9) the number of fields you transferred in your report format to an ASCII file.

HabaMerge uses this figure for both form letters and mailing labels. If the figure is inaccurate for the data base file currently in use, your data will not merge properly.

To change this figure, press the <Space Bar>, then enter the correct figure and press <Return>. With the correct figure displayed on the screen, press <Esc> to return to the menu.

7.6 --- Print Driver (Apple /// Only) ---

You use this option to enter the name of your print driver. Either accept the default or press the <Space Bar> to clear the entry line and type in a new name. See your Apple /// manual for assistance if you are unsure of your driver name.

8.0 MERGING A FORM LETTER

In the previous sections, you learned all the basic techniques for merging a form letter. This is just a review:

- Use the AppleWorks data base to prepare a data base file. If you want to use only a portion of an existing file, select or sort only the desired records. Then, create a report format that includes up to nine fields you want merged in the letter. (You can merge the data base file with any number of form letters; in mailing labels, you may want to include more fields than required for any single letter.) Store this report format as an ASCII file.
- Use the AppleWorks Word Processor to prepare a form letter. Include (^) data field markers wherever you want data merged. Print this file to disk.
- Enter HabaMerge, and use the **Set Up** menu to specify the number of fields in your data base file.
- If you want to check the data base and form letter files available to you on disk, use the **Set Up** menu **List text files** option.
- Return to the **Main Menu**, and select the first option **Form Letters**.
- Specify your form letter file first, then your data base file.
- To test your form letter merge, first select the **Print Form Letters to screen ONLY** option, and examine several letters. You can then test your letters on paper with the **Print Single Form Letters to Printer**. After one letter, press <Esc> to return to the menu.

- If there are any problems with your test letters, find the cause, make adjustments, and return to this point. Problems with data can be caused by the data base file design or storage procedure. Problems with the text or the merge itself can be caused by the form letter file. Problems can also occur if you incorrectly specify the number of fields in your data base. For help analyzing merge problems, see the Trouble Shooting section.
- When your test letters look okay, use **Print all Form Letters to Printer** (if you have continuous forms inserted), or **Print single Form Letters to Printer** (if you are printing letters one at a time) to print letters for the complete data base.
- When you have printed all your letters, press <Esc> to return to the **Main Menu**.

9.0 PRINTING MAILING LABELS

In the previous sections, you learned all the basic techniques for creating mailing labels. This is just a review:

- Use the AppleWorks data base to prepare a data base file. If you want to use only a portion of an existing file, select or sort only the desired records. Then create a report format that includes up to nine fields you want merged in your mailing labels. (Since you can merge the data base file with any number of form letters as well as in mailing labels, you might want to include more fields than required for a single merge.) Store this report format as an ASCII file.
- Enter HabaMerge, and use the **Set Up** menu to specify the number of fields in your data base file.
- If you want to check the data base files available to you on disk, use the **Set Up** menu List text files option.
- Make sure that the **Set Up** menu option **Arrange Labels** specifications are accurate for your label stock. Save any changes with <Open Apple S>.
- Select the **Set Up** menu option **Create Label Format**. Enter a new labels format or revise the existing one. Save any changes with <Open Apple S>.
- Return to the **Main Menu**, and select the **Mailing Labels** option.
- Specify your data base file.
- First use the **Print Labels to screen ONLY** option to examine your first few labels and make sure the merge looks all right.

- Next, use **Print 2 rows of Labels to Printer** to test your labels on paper.
- If any problems appear either on screen or on the printer, determine the cause of the problem, make adjustments, and return to this point. Arrangement problems can be caused by mistakes in your **Arrange Labels** or **Create Label Format** entries. Problems with data can occur if you incorrectly specify the number of fields in the **Set Up** menu, or if you have improperly formatted or stored your AppleWorks file itself. See the Trouble Shooting section for help analyzing merge problems.
- When your label tests look okay, request a full labels run with the option **Print all Labels to Printer**.
- When you have printed all your labels, press <Esc> to return to the **Main Menu**.

10.0 SPECIAL FEATURES

This section will tell you about several of the more sophisticated HabaMerge features including:

- Upper to lower case conversion of data
- Merging data within a form letter paragraph
- Splitting data fields
- Special print characters

10.1 Upper to Lower Case Conversions

If you store your data base data in full caps, you may want to convert this data to lower case with initial capital letters in each word of your database information. If, for example, your data base contains the name HENRY JAMES, you may want it to appear as Henry James in your letters.

To accomplish this conversion in both form letters and mailing labels, just insert a capital L between the carat and the field number. **^L1**, for example, will produce the upper case data in field one in lower case with initial caps.

10.2 Merging Data Within a Paragraph

It is possible, with certain limits, to insert merged data within the text of a paragraph in your form letters. You might, for example, want to write a sentence like "Has the weather in ^4 been good lately?" where ^4 is a data field marker for a city field.

However, you need to take extra care with this type of merge. AppleWorks sets all the carriage returns in your text file for you when you write the file to disk. HabaMerge is unable to alter the carriage returns or rejustify to compensate for varying length data. If the data from one record is very long, and the data from another is very short, you could end up with awkward looking lines.

So, merge text within paragraphs only when you are confident that the data in your fields will not vary too much in length, and make sure to allow space for this data on the line.

10.3 Splitting Data Fields

Many data bases contain both first names and last names in one field, stored in last name first format like:

SMITH, STEPHEN

Often, though, you will want to split these two elements or reverse their order for your form letters or mailing labels. With HabaMerge, you can do so easily.

If your name field is ^1 and the data in your first record is SMITH, DAVID you can produce DAVID alone with this entry:

^1, -

To produce SMITH only, use this entry:

^1-,

To produce DAVID SMITH, use:

^1, - ^1-,

The keys to this feature are the - and , characters. A -, tells HabaMerge to print the data up to the comma. A , - tells it to print from the comma on.

You can combine this splitting feature with the upper to lower case conversion feature. To produce Stephen Smith, for example, use:

^L1,- ^L1,-

10.4 --- Special Print Characters ---

If you want to include boldface or underlined characters in your letters, just use the regular AppleWorks commands to insert them.

If you have an Apple DMP or Imagewriter printer, you can also include special printer features in your mailing labels. To activate them, use the following codes:

Insert This	If you want this
^n	Extended Characters (9 characters/inch)
^N	Pica (10 characters/inch)
^E	Elite (12 characters/inch)
^p	Pica Proportional (144 dots/inch)
^P	Elite Proportional (160 dots/inch)
^e	Semi-Condensed (13.4 characters/inch)
^q	Condensed (15 characters/inch)
^Q	Ultracondensed (17 characters/inch)
^X	Start underline
^Y	End underline
^!	Start bold print
^"	End bold print
^c	Resets printer (does not work on DMP)
^<	Begin Headline mode
^>	End Headline mode
^C	Form feed
^A	6 Lines/Inch
^B	8 Lines/Inch

You insert these control characters as the first entry on any line of your mailing label design. Remember to turn each code off when you no longer want it to remain in effect. For instance, if you insert the ^Q code for ultracondensed, all the following type will be ultracondensed until you change it back to the standard (usually ^N for pica). To learn how these codes work, try experimenting with each one of them in some sample labels.

11.0 TROUBLE-SHOOTING

If you find errors in your form letter merge or mailing labels, the following chart may help you identify the causes and solutions:

PROBLEM	CAUSE	CURE
Wrong data fields merged	Number of fields specified incorrectly	Enter number of fields in Set Up Menu
Field names appear scattered	Database was printed to disk	Print Database as an ASCII file
No special formatting in letter	Formletter was printed to disk as an ASCII file	Print Form letter using Disk-Printer
No form feed between form letters	Disk-Printer was not configured NO for Accepts Top of Page Commands	Reconfigure Disk-Printer
Mailing labels aren't printing within label	Arrange Labels parameters were not set correctly	Set Arrange Labels parameters correctly



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