I imported an ASCII file and all my fields are mixed up!

The order of the fields in the file to be imported must be the same as the order of fields in AFS: Header, First name, Last name, Title, Company, Address1, Address2, Address3, City, State, Zip, Country, Phone1, Phone2, Memo. Also, if you have fields missing on the ASCII file (for example, there is no Company field) then be sure and deselect those fields from the window that appears when you attempt to import an ASCII file.

I made some changes to one of my entries using the List Editor window, but the address hasn't changed in the list window!

You forgot to press the 'Change' button on the list editor window after finishing your changes. If you haven't closed the List Editor window, go to it by pulling down the windows menu and selecting List Editor. If you see the entry you modified displayed there on the list editor window, along with the changes you've made, then press the 'Change' button. Otherwise, you will have to make the changes again - and be sure to press the 'Change' button.

Addressed For Success ™

Desktop Mailing Database for the Apple IIgs®

Written by Michael Lutynski
© 1993 Michael Lutynski
© 1993 Econ Technologies, Inc.

First Printing, November 1993

Credits

Software Design and Development

Michael Lutynski

Manual Design

Karen Proni

Copyright

Trademarks

License

My address won't fit inside the label!

First, choose the "Show Cell Boundaries" from the layout menu. Next, from the layout window, select the address by using the mouse and clicking on any portion of it and then dragging it so that it fits inside the label better. Also look at other cells to see how various addresses fit in the cells (i.e., some street addresses are longer than others). You can reposition your pictures in the same manner. It is a good idea to keep your pictures above or to the left of your address field. This way you can be sure it won't be overwritten by a long address. After repositioning your address, if it still does not fit you might consider changing the font size. Keep in mind that ornate fonts will be harder to read as the font size becomes smaller so you might consider using a plain font when choosing a small size.

The return address is not showing up on the layout window!

Under the Elements menu, make sure that the "Return Address" item is checked. If this doesn't solve the problem then make sure that 'Clip Elements to Boundaries' is not checked in the Cells menu, and then see if the return address shows up outside the area of the label. If you still can't see a return address then make sure you have one defined. If the 'Return Address' item in the Elements menu is dimmed, then you do not have a return address defined. Go back to the list window to define a return address.

I typed a very long name/address/city/etc. and I can't see all of it in the list window!

Use the left and right arrow keys to move past what you can currently see, and the field will 'scroll' as you do so.

Appendix A-Notes on Bulk Sorting

AFS allows you to perform a bulk sort on your list so that you may take advantage of discounts offered by the United States Postal Service. Visit your nearest Post Office for full details and instructions on bulk sorting before you attempt to do a bulk sort mailing. There are rules and conditions that must be met in order to qualify for discounts, and your local Post Office can supply you with all the necessary paperwork.

Appendix B-Troubleshooting

My clip art disappeared from the layout window!!

You're clip art may be off the cell boundaries, in which case if the "Clip Elements to Boundaries" is checked, the clip art will not be displayed. If this is not the problem then it could be that the lines in the picture, when scaled down, result in them disappearing. Try a picture with thicker lines, or a smaller picture.

Under the Cells menu, make sure that the "Clip Elements to Boundaries" item is not checked. To see where the cell boundaries are, make sure that under the Cells menu you have "Show Cell Boundaries" checked.

The 'Choose Font' option is dimmed, what do I do?

In order for this option to be active you must first select your address in the layout window by simply clicking on it. You will see a gray rectangle appear around it. You can then 'Choose Font'

F. Appendix

The following menu items' field names correspond to the fields in every address. If the menu item field name is checked, then the field will be displayed within the address. If not checked, then it will be omitted. For example, small labels will not be able to fit all fields, so it is wise to uncheck Title, Company, Phone 1, and Phone 2. There is no Memo menu item because the Memo field, by its very nature, is too free-form and suggests no logical way to appear in a cell-formatted layout.

Header
First Name
Last Name
Title
Company
Address 1
Address 2
Address 3
City
State
Zip
Country
Phone 1
Phone 2

A. Getting Started

Welcome

Thank you for purchasing Addressed For Success™! We hope that this product will help you achieve more out of your Apple IIgs system. Please be sure to return the registration card. By doing so, you'll be able to receive technical support and notices of future updates and products. All suggestions, praise, and criticism regarding this, or any other Econ Technologies product, is welcomed.

We set out to develop an easy to use, desktop based address database and labeling program, something every Apple IIgs owner who makes labels can use. We are proud to bring Addressed For Success to the IIgs market and hope you will benefit from its capabilities!

What Addressed For Success Can Do

Addressed For Success is a desktop address database and labeling program. Its primary intended use is for entering and storing addresses, and printing labels. The best feature of AFS is the layout window, where you can define your labels, and see exactly how they will appear before you print. Since you can exactly define the dimensions of your labels, AFS will work with any label size.

With a little imagination you can make AFS print much more than just address labels. You can use it to make disk labels, VCR tape labels, name badges, and much more. If you cannot find the exact size label you need, you can purchase labels that are basically one very large label per sheet, and cut out the labels to the desired size after they are printed.

You can also use the database capabilities of AFS to print subsets of your list. For example, if you keep a list of all friends and relatives you may enter each person's birthday in the memo field, such as 'Bday Jan 1', 'Bday Dec 15', 'Bday Jul 29'. At the end of November you can search your list for all addresses where the memo field contains 'Bday Dec' and print out these labels so you can send everyone whose birthday falls in December a birthday card.

As you can see, the possible ways to use AFS are only limited by your imagination.

Address Menu

Choose Font...

This function is only available if either an address element or a return address element is selected in the layout window. To select either one simply click on it. You will see a gray rectangle appear around the selected item. After selecting 'Choose Font..' from the Address Menu you will see a dialog box displayed, which allows you to change the font of the selected list address or return address in the Layout window. The font change is applied to all the cells. Note that the list addresses and the return address can have different fonts.

Display as UPPERCASE

This option, when checked, displays all addresses as uppercase. This only affects the way the address is displayed, not stored in memory. This option was added to AFS because the United States Postal Service prefers uppercase addresses since they can be more easily sorted by their scanners, but lowercase is acceptable. Check with your local Post Office for more details.

Display ZIP with +4

This option, when checked, displays all United States addresses' ZIP codes with the +4 extension if there is not already a +4 extension present. Since AFS does not know what the correct extension is, it makes it '0000'. This only affects the way the address is displayed, not stored in memory. The postal service prefers ZIP + 4 addresses because they can be more easily sorted by their scanners. Check with your local Post Office for more details. Note that when you choose this option, the barcodes will also increase in size and may not fit on your labels if the labels are small. Also, the barcodes that you see in the window are exactly what will appear on the printed page.

Scale Pictures...

This option allows you to scale and preview pictures you have pasted into the AFS layout. First you must select the picture on your layout window by clicking on it, in order for the Scale Pictures... option to become available to you. After you select 'Scale Pictures...' a large window shows up in the screen. The Preview section, located on the left side of the window, gives you a preview of the picture. The Scale section, located on the right hand side of the window, gives you two edit fields where you may enter the horizontal and vertical scaling desired. You can use the mouse to position the cursor or tab to go move from the first to the second edit field.
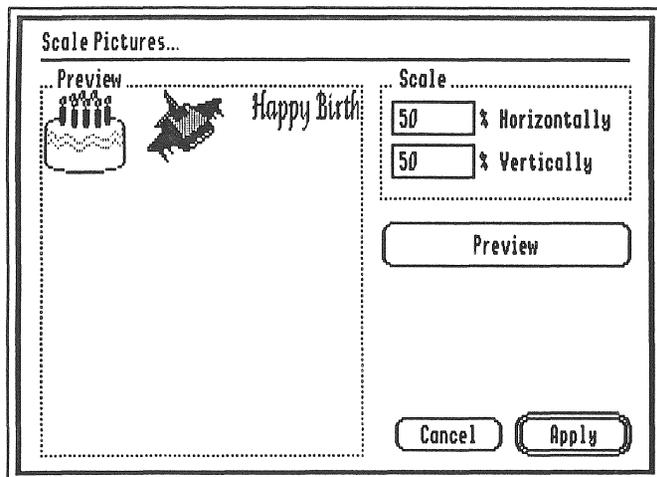
Figure 23. Scale your pictures and preview the results here.

What You Need

Addressed For Success runs on an Apple IIgs with a minimum 1.5 mb of RAM, Finder 6.0 and System Software 6.0. If your computer is running an earlier version than 6.0, you will need to upgrade to 6.0. Addressed For Success will NOT work with earlier versions. See your favorite Apple II dealer for the complete System Software 6.0 update.

Installing Addressed For Success

Installing Addressed For Success is very easy if you follow these steps:

Installing in a system with two floppy drives or a hard drive

1. Insert the Addressed For Success disk into your computer's disk drive. An application named AFS.Install will appear on your computer's desktop.

2. Now launch the application AFS.Install by double clicking on its icon. See figure 1.

3. The Addressed For Success installer will prompt you to enter your name and the name of your organization, as shown in figure 2. These names will get recorded permanently onto your Addressed For Success program, so choose something appropriate.

Figure 1. This window shows up after the Addressed For Success disk is inserted in the disk drive.
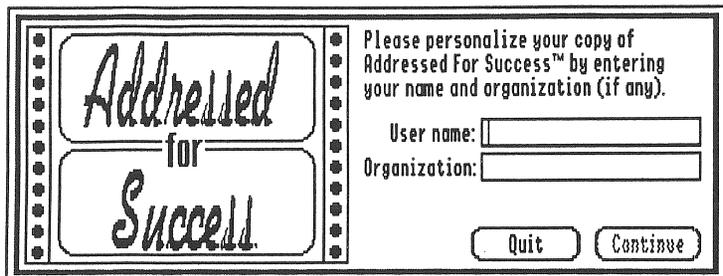
Figure 2. Enter the appropriate information at this screen.

After entering your name and organization name (if applicable), press the Continue button.

5. If you wish to quit the installation process, press the Quit button.

Next, the dialog shown in figure 3 will prompt you to choose the volume where you want Addressed For Success, and the Avery Label Templates installed. By default, the startup volume of your GS will be listed. If you want to install Addressed For Success on a different volume, press the Next Disk button. You can continue to press the Next Disk button until the name of the desired volume is listed in the dialog.
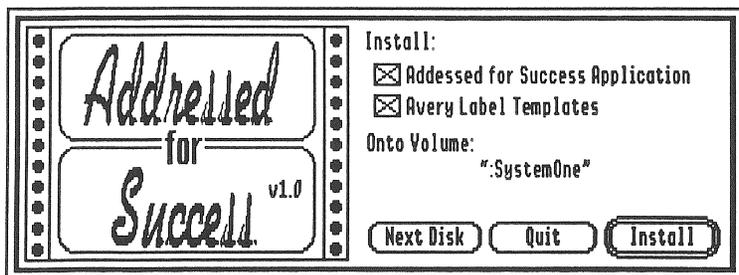
Figure 3. Choose the volume where you want Addressed For
Success installed from this window.

Postal Bar Code

This item, when checked, displays a postal bar code in every cell that has an United States address with a ZIP code. If an address has something in its Country field, then it is assumed the address is not United States and thus there will be no bar code. Barcodes for ZIPs that have 5 digits will fit most small labels. However, ZIPs that have 9 digits exceed most small label widths. Be sure and do a visual check of your layout window to see that the postal bar codes will fit.

Figure 22. A typical postal bar code.

Picture #1

This item, when checked, displays picture #1 in each cell. In order to have a picture available to you in AFS you must copy if from another program, then go to AFS and while in the Layout window select paste from the Edit menu. Figures are numbered in the order in which they are pasted.

Picture #2

This item, when checked, displays picture #2 in each cell. See above for more details.

Picture #3

This item, when checked, displays picture #3 in each cell. See Picture #1 for more details.

Cells Go Left to Right

Selecting this option toggles it on and off. If the option is on, then AFS will arrange the List's addresses so that they proceed from left to right, and then top to bottom along the page.

Cells Go Top to Bottom

This option, when checked, arranges the List's addresses so that they proceed from top to bottom, and then left to right along the page.

Elements Menu

The first five items in this menu are toggled on and off by selecting them. When an item is toggled on it will have a check mark to the left of it. If it is toggled off then it will not have a check mark.

List Addresses

This item, when checked, causes the List's addresses to be displayed, and therefore printable, in the Layout window. This option can be useful if you want to print a bunch of labels that you can use for return addresses in your correspondence (such as on your bills). You would have List Addresses toggled off, and you would have a return address specified and toggled on (see following). To make it even nicer you could paste a picture on these labels.

Return Address

This item, when checked, displays the List's one return address in every cell, in addition to the normal list address. Even though you have a return address specified you still have a choice whether you want it to print or not by means of this option which can be toggled on or off.

Once you've selected the desired location, press the Install button. Addressed For Success will display the message shown in figure 4 once installation is complete. Press the OK button and AFS will return to the previous window. You may install it on any other volume by performing the same steps again. When done press the Quit button.

Installation onto the volume ":SystemOne" has been successfully completed!

OK
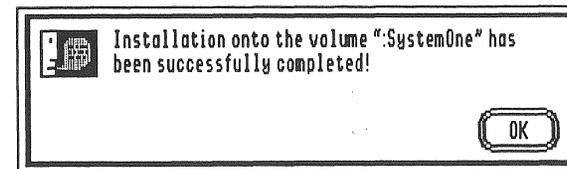
Figure 4. Addressed For Success displays this message after a successful installation.

Installing in a system with a single floppy drive

1. Complete steps 1 - 4 from above.

2. Press the Quit button.

3. Now use your favorite disk copy utility to make a copy of the entire AFS disk. You can then run AFS off the duplicate disk. Never run AFS from the original disk - put it in a safe place in case your copy becomes damaged.

Clip Elements to Boundaries

Selecting this option toggles it on and off. If the option is checked/on, you will see a check mark to the left of it. When checked, the layout window will not display any print that falls outside actual label, as defined by using the Set Cell Dimensions function.

```
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 Rick Amieka                   Anders Bachman              Emily Barrᴅ
 5673 Oak Ridge NW             4882 Chimineas Avenue       1896 10th S
 Apt B                         Northridge CA  91325        Kenner LA
 Comstock Park MT  49321

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 John-Paul Boisvert            Colleen Burbank             Shannon Buᴅ
 PO Box 459                    12382 Beverly Place         97 Columbiᴀ
 Amory MS  38821               Lake Forest IL  60045       Colorado Sᴘ
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Figure 21. This is the same layout as shown in Figure 20, with Clip Elements to Boundaries toggled on. Notice that you need not have cell boundaries showing in order to clip the elements to boundaries.

Note: If you cannot see an element, perhaps because you made the picture too large, or the font of the address is too large, or you've simply placed the element outside the area of the cell, uncheck this option so that all elements will be visible even though they're "out-of-bounds." You can then select the element by clicking on it on the layout window, and moving it with your mouse. If an address, you can select it by clicking on it. You could then use the Choose font option from your address menu and make the font smaller. In the case of a picture you can select it by clicking on it, and you could then move it or change its size (see the Elements menu item Scale Pictures...)

size you entered in the Set Cell Dimensions... function. We suggest you keep this option check, since it is a valuable tool in viewing how your addresses fit to the labels.

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│John-Paul Boisvert  │Colleen Burbank     │Shannon Bur      │ │
│PO Box 459          │12382 Beverly Place │97 Columbia      │ │
│Amory MS  38821     │Lake Forest IL  60045│Colorado Sp     │ │
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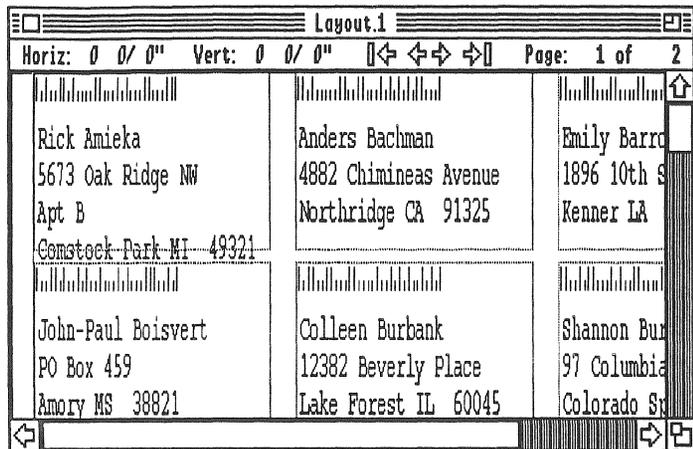
Figure 19. The cell boundaries are showing. You can now clearly see that the address is too long and will have to be modified.

```
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│Rick Amieka              Anders Bachman          Emily Barro │▮│
│5673 Oak Ridge NW        4882 Chimineas Avenue   1896 10th S │▮│
│Apt B                    Northridge CA  91325    Kenner LA   │▮│
│Comstock Park MI  49321                                      │▮│
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│                                                             │▮│
│John-Paul Boisvert       Colleen Burbank         Shannon Bur │▮│
│PO Box 459               12382 Beverly Place     97 Columbia │▮│
│Amory MS  38821          Lake Forest IL  60045   Colorado Sp │▼│
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└─────────────────────────────────────────────────────────────┘
```

Figure 20. The cell boundaries are not showing.

B. Learning the Basics

Fields

AFS is primarily designed to maintain a database of names and addresses and to allow easy printing of labels. As such, it gives you fifteen named fields for each entry of your database:

1. Header
2. First Name
3. Last Name
4. Title
5. Company
6. Address 1
7. Address 2
8. Address 3
9. City
10. State
11. Zip
12. Country
13. Phone 1
14. Phone 2
15. Memo

Fields 1 through 14 are 'printable' fields. You can have AFS print any and all of these 'printable' fields. The memo field cannot be printed, and you will therefore never see it in the layout window.

Cells

This term is used in the layout window. Typically, your cell will be the exact size of your label. You can define the size of your cell when working in the layout window. We recommend that you define your cell to be the exact size of your label. That is, if you're using a roll of 3-1/2" x 15/16" labels, then your cell should be defined as a 3-1/2" x 15/16" rectangle.

Unmark Return Address

Causes no return address to be specified.

List Info...
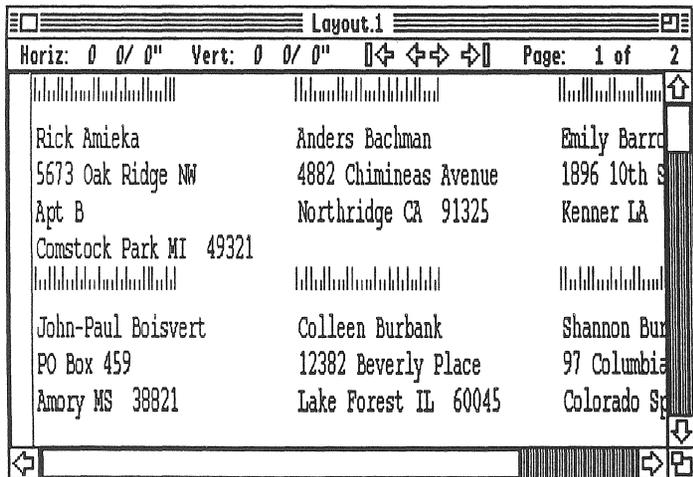
Displays a dialog box with information about the List, like the number of addresses, the number of selected addresses, the return address (shown by First and Last name), whether the list is postal bulk sorted, and the size of the list.

```
List Info...
───────────────────────────────
                 Addresses:  37
        Selected addresses:  1
            Return address:  None
              Memory used:  4K

            List is bulk sorted:  No
        5-Digit bulk addresses:  N/A
        3-Digit bulk addresses:  N/A
         State bulk addresses:  N/A
    Mixed states bulk addresses:  N/A
         Non-USPS addresses:  N/A

                              ┌──────┐
                              │  OK  │
                              └──────┘
```
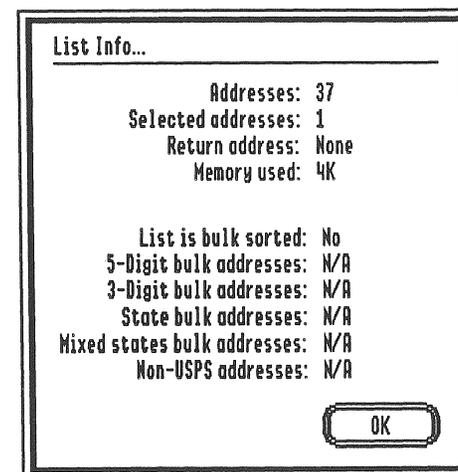
Figure 16. A typical List Info dialog.

View Menu

25%	Causes the screen to be displayed at 25% size.
50%	Causes the screen to be displayed at 50% size.
100%	Causes the screen to be displayed at 100% size.
200%	Causes the screen to be displayed at 200% size.
400%	Causes the screen to be displayed at 400% size.

Mark Printable Addresses

Allows you to specify that the selected addresses in the List window will be visible, or printable, in the Layout window. The check mark to the left of the address in the List window signifies that the address is printable. Alternatively, just clicking on the check mark toggles the printable/not printable state of the address.

This feature is useful in conjunction with Select By Example. Suppose you wanted to only print out all of the addresses from California. First choose Select All, then Clear Printable Addresses, and then Select By Example. Type CA in the State field and click the Select button. The List window will have all of the California addresses highlighted. At this point, choose Mark Printable Addresses. Now only these marked, printable, California addresses will appear in the Layout window, ready to be printed.

Unmark Printable Addresses

Allows you to specify that the selected addresses in the List window will be not visible, or not printable, in the Layout window. The absence of a check mark to the left of the address in the List window signifies that the address is not printable.

Mark Return Address

Allows you to specify which one address will be the return address for each label or envelope in the Layout window. In order for this option to be active you must have one, and only one, address selected in the list window. Select the desired address, and then pull down the List menu and choose 'Mark Return Address'. Upon performing this action, the address will appear red, but only in the List window, to signify it is the return address.

Note: Choosing a return address has the side effect of having a label with the same from and to address. You can avoid this by selecting the return address from the list window, and then unmarking it as a printable address.

Elements

This term is used in the layout window. Each label/cell displayed in your layout window may contain any and all of the following elements:

Address - A complete address is comprised of fields 1 - 14, as mentioned earlier. However, you may set up your layout so that some fields won't appear in the layout window, and thus won't be printed.

Return Address - You may designate one of your database entries to be a return address.

Postal Bar Code - Generated by AFS per user request.

Picture 1 - The first picture you paste into the layout window.
Picture 2 - The second picture you paste into the layout window.
Picture 3 - The third picture you paste into the layout window.
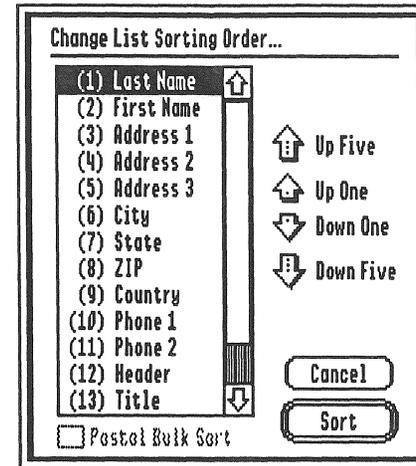
Figure 15. Change the sort order definition and perform sorts from this window.

Additionally, two other buttons and one check box are available from the change List Sorting Order window:

Sort - Once you have finished rearranging the sort order list, and are ready to actually sort the list, press the 'Sort' button located at the bottom right hand of the window.

Cancel - Exits the window with no alterations being made to the sorting order, or to the list.

Postal Bulk Sort - This check box will only become active when the ZIP field is the first one on the sort list. This is because the list must be sorted by zip in order for AFS to perform a Postal Bulk Sort. If you check this box then AFS will perform a postal bulk sort when you press the 'Sort' button. Please see your local United States Postal Office for more details regarding bulk sorts, they have requirements and guidelines which must be met. Also note that a postal bulk sort may take some time.

Note: Sorting your list by a new sort order will cause the list window to list fields in the new sort order.

Edit Address

Brings up the List Editor, where the entry currently selected in the list window will be displayed. You can then modify any of the fields. See Insert New Address for details on navigating in the List Editor window, as well as descriptions on the buttons available. Once finished making changes you must press the Change button in order for the List window to show the new changes.

Note: Another way to edit an address is to double click on the address in the List window. This will also bring up the List Editor window.

Edit Return Address

Brings up the List Editor, where the currently designated return address will show up. You may make any desired changes and then press the 'Change' button. See Insert New Address for details on navigating in the List Editor window, as well as descriptions on the buttons available.

Sort...

Allows you to change the order in which AFS displays the addresses in the List and Layout windows. Choosing this option displays a dialog box with a scrollable list of the fifteen address field names on the left hand side. The order of the field names represents the order in which the fields are currently sorted. To change the sort order you begin by selecting the field whose order you want to change. You can then use one of five buttons to move the field up or down in the list:

Up five - Causes the currently selected field on the list to move up five spaces.

Up one - Causes the currently selected field on the list to move up one space.

Down one - Causes the currently selected field on the list to move down one space.

Down five - Causes the currently selected field on the list to move down five spaces.

C. Overview of Menus

File Menu

New

Displays a dialog box where you can choose to begin a new address database List or a new page Layout template.

Open...

Displays a standard file dialog box allowing you to choose a List or a Layout file to open.

Close

Closes the front most window.

Save

Saves the current List or Layout session, depending on which of the two windows is front most.

Save As...

Saves the current List or Layout session, depending on which of the two windows is front most, allowing you to specify a new file name.

Import...

Displays a standard file dialog box, prompting you to choose a file to import into the current List.

Export...

Displays a standard file dialog, asking you to write out, or export, the List to an ASCII text file.

Page Setup...

Displays a window prompting you to specify the page size in the Layout window along with other page options.

Print...

Prints the contents of the Layout window.

Eight buttons are present at the right bottom of this window:

Change - This will not be active since you are entering a new entry, not changing a previously existing one.

Add - Enters the data you've typed into the List window, and clears all the fields in the List Editor so you may make another entry.

Clear - Clears all the fields/data you've just entered, so you can start over with this one entry.

Cancel - Causes the List Editor window to close, and no new entries to be made to the List Editor window.

Moves up one entry in the List window, and displays its information in the List Editor window. This is relative to the currently selected entry in the List window. Note that after entering a new address, it is inserted at the bottom of the list and this address becomes the currently selected entry.

Moves down one entry in the List window, and displays its information in the List Editor window. This is relative to the currently selected entry in the List window. Note that after entering a new address, it is inserted at the bottom of the list and this address becomes the currently selected entry.

Moves up to the top of the List window, and makes the first entry the selected entry.

Moves down to the bottom of the List window, and makes the last entry the selected entry.

Windows Menu

This menu contains a list of all windows currently open in AFS. Choosing one of the windows brings it to the front.

List Menu

Insert New Address

After choosing this item from the menu, the List Editor window appears. This window allows you to enter all the data for a new entry. Each field can contain up to 200 characters, except for the Memo field which can hold up to 65,000 characters.

Figure 14. AFS is ready for a new address to be typed and entered.

To navigate through the fields you can use the following:

Tab - Pressing the Tab key moves to the next field.
Apple-Tab - Pressing these two keys in combination moves the cursor to the previous field.
Mouse - You can move the arrow to the desired location and click there, and the cursor will now be positioned at this new location.

Quit

Quits AFS back to the Finder.

Edit Menu

Undo

Is not implemented within AFS.

Cut

Cuts the selected item to the clipboard.

Copy

Copies the selected item to the clipboard.

Paste

Pastes the contents of the clipboard into either the List window, the List Editor window, or the Layout window, depending on what type of item it is pasting.

Clear

Clears, or deletes the selected item.

Select All

Selects all items in a window.

Select By Example

Displays a dialog window allowing you to select only certain addresses in the List window that match selection criteria you specify.

Find...

Displays a dialog window allowing you to find and select an address in the List window matching certain criteria.

Show Clipboard

Displays the clipboard window and its contents.

Windows Menu

Choosing a window name from this menu makes the window front most.

List Menu

Insert New Address

Makes the List editor window visible and front most so that you can enter a new address into the List window.

Edit Address

Allows you to edit the one selected address in the List window by displaying the address in the List editor window.

Edit Return Address

Allows you to edit the return address in the List window by displaying the return address in the List editor window.

Sort...

Allows you to sort your database, and modify the sorting order if desired.

Mark Printable Addresses

Marks the currently selected addresses in the List window and makes them visible/printable in the Layout window.

Unmark Printable Addresses

Unmarks the currently selected addresses in the List window . These addresses will no longer appear in the Layout window, and will therefore not be printable.

Mark Return Address

Makes the currently selected address in the List window to be the return address for each label or envelope in the Layout window.

Edit Found Address - When checked, will cause the List Editor window to appear containing any found entry. If no matches are found, an alert informing you of this event will appear. You must then press the Continue button in this alert to return you to the Find window.

Search Only Name Fields - When checked, causes AFS to only search for a match in only the First Name and Last Name field. For example, if you have this box checked and you have typed in 'Washington', only entries whose first name or last name contains 'Washington' will be found. An entry that has 'Washington Street' for an address or City will not be found.

Additionally, there are two buttons on the bottom of the window:

Find From Beginning - The first time the Find window comes open, and once you have typed text to find, this button becomes active. Pressing this button causes AFS to begin its search, starting at the very first entry.

Find Next - This button becomes active only after the first match has been found. Pressing this button causes AFS to continue its search, starting at the entry where it last found a match.

Note: You may abort this function by clicking on the close box located at the top left corner of the Find window,

Show Clipboard

Displays the clipboard window and its contents.

Example 3. To select all addresses with a last name of Smith *and* a state of FL.

1. From the List menu, choose 'Select By Example'

2. Type 'Smith' in the Last Name field.

3. Type ' FL' in the sate field.

3. Press the 'Select' button.

Find...

Displays a dialog allowing you to find and select an address in the List window matching certain criteria. This window contains a field where you type the desired item to be found, and four check boxes:
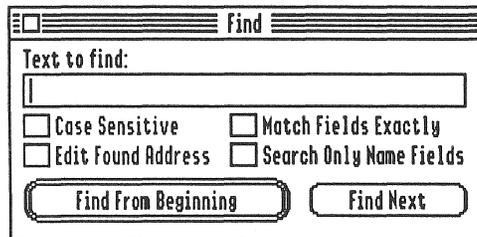
Figure 13. The Find dialog.

Case Sensitive - If this box is checked, and you type in 'McKenney', AFS will not find entries such as 'Mckenney' or 'mcKenney' or 'mckenney'. Only exact matches will be found.

Match Fields Exactly - If this box is checked, and you type in 'Bobby', AFS will find entries that contain a field with 'Bobby' in them, and nothing else. If an entry has 'BobbyJoe' or 'Bobby M' for a first name, it will not be found. Note however, that unless the Case Sensitive box is checked, then a first name of 'bobby' or 'boBBy' would also be found.

Unmark Return Address

Causes the currently selected Return Address to no longer be used as such, and it becomes a regular address.

List Info...

Displays a dialog box with various statistics about the List, such as size.

View Menu

25%	Causes the screen to be displayed at 25% size.
50%	Causes the screen to be displayed at 50% size.
100%	Causes the screen to be displayed at 100% size.
200%	Causes the screen to be displayed at 200% size.
400%	Causes the screen to be displayed at 400% size.

Go To Page...

Displays a dialog window that lets you specify a page number to view.

Cells Menu

Set Cell Dimensions...

Displays a dialog box allowing you to divide the Layout's pages into labels, or cells.

Set Left and Top Margins...

Displays a dialog box to adjust the margins between the cells and the left and top edges of the page.

Show Cell Boundaries

This option, when checked, displays all of the cell boundaries in the Layout window as light green rectangles for easier viewing.

Clip Elements to Boundaries

This option, when checked, clips off any items that are overflowing the size of your cell/label, and adjusts the display to show only what is printed on the cell/label.

Cells Go Left to Right

This option, when checked, arranges the List's addresses so that they proceed from left to right, and then top to bottom along the page.

Cells Go Top to Bottom

This option, when checked, arranges the List's addresses so that they proceed from top to bottom, and then left to right along the page.

Elements Menu

Addresses

This item, when checked, displays the List's addresses in the Layout window.

Return Address

This item, when checked, displays the List's one return address in every cell, in addition to the normal List address.

Postal Bar Code

This item, when checked, displays a postal bar code in every cell that has an United States address with a ZIP code.

Picture #1

This item, when checked, displays picture #1 in each cell.

Picture #2

This item, when checked, displays picture #2 in each cell.

Picture #3

This item, when checked, displays picture #3 in each cell.

Scale Pictures

Brings up a dialog window that allows you to scale the horizontal and vertical size of your picture, preview the results, and either apply or cancel.

9. Uncheck the 'Clear List Selections' box, since we do not want to lose the Florida addresses we just had selected.

10. Press the 'Select' button.

11. Now all Florida and New York addresses will be selected. To mark only these addresses for printing, from the List menu choose 'Mark Printable Addresses'

Wildcards

The Select Addresses by Example window also accepts wildcards. Wildcards extend your flexibility to select data. The wildcard indicator for AFS is the asterisk, * . You can think of the asterisk as meaning 'anything'. The concept of wildcards is easier to explain by way of examples.

Example 1. To select all people whose last names contain "kay"

1. From the List menu, choose 'Select By Example'
2. Type *kay* in the Last Name field.
3. Press the 'Select' button.

This would select names such as: Mckay, Kay, Milkayd, and Kayfield. The asterisks before and after 'kay' signifies that anything may precede and follow the letters 'kay'.

Example 2. To select all first names that begin with 'Chris'

1. From the List menu, choose 'Select By Example'
2. Type 'Chris*' in the Last Name field.
3. Press the 'Select' button.

Type 'Chris*' in the First name field. This would select names such as 'Christopher', 'Christina', 'Chrissy', and 'Chris'. However, a name such as 'McChris' would not be selected.

Example 1. To select all addresses which are from California

1. From the Edit menu, choose 'Select By Example'
2. In the state field, type 'CA'
3. Press the 'Select' button.

Note that in this case anything that was previously selected in the List window will still be selected in addition to all California addresses.

Example 2. To select everyone in Florida and New York then these are the steps you would take:

1. From the Edit menu, choose 'Select By Example.'
2. In the State field, type 'FL'
3. If the 'Clear List Selections' box is not checked, check it.
4. Press the 'Select' button.
5. From the Edit menu, choose 'Select By Example.'
6. In the State field, type 'NY'
7. Uncheck the 'Clear List Selections' box, since we do not want to lose the Florida addresses we just had selected.
8. Press the 'Select' button.
9. Now all Florida and New York addresses will be selected.

Example 3. This is a step further from the last example, in that not only do we want all the Florida and New York addresses selected, but we also want to have so those are the only labels that will print.

1. From the Edit menu, choose 'Select All'
2. From the List menu, choose 'Unmark Printable Addresses'
3. From the Edit menu, choose 'Select By Example.'
4. In the State field, type 'FL'
5. If the 'Clear List Selections' box is not checked, check it.
6. Press the 'Select' button.
7. From the Edit menu, choose 'Select By Example.'
8. In the State field, type 'NY'

Address Menu

Choose Font...

This displays a dialog box allowing you to change the font of the selected List address or return address in the Layout window.

Display as UPPERCASE

This option, when checked, displays all addresses as uppercase.

Display ZIP with +4

This option, when checked, displays all United States addresses' ZIP codes with the +4 extension if there is not already a +4 extension present.

The following menu items' field names correspond to the fields in every address. If the menu item field name is checked, then the field will be displayed within the address. If not checked, then it will be omitted.

Header
First Name
Last Name
Title
Company
Address 1
Address 2
Address 3
City
State
Zip
Country
Phone 1
Phone 2

Select All

Selects all items in a window, like all addresses in the List window, or all elements in the Layout window.

Select Addresses By Example

The Select Addresses By Example dialog is identical to the list editor window, in that all the fields are displayed. In addition to these fields the dialog also contains a Cancel button, a Select button and a Clear List Selections checkbox:

```
┌─────────────────────────────────────────────────────────┐
│ Select Addresses by Example...                           │
│ ────────────────────────────────────────────────────────│
│           Header  ┌──────────────┐  Memo ┌────────────┐ │
│       First / Last │              │       │⋮           │ │
│    Title / Company │              │       │            │ │
│         Address 1  │              │       │            │ │
│         Address 2  │              │       │            │ │
│         Address 3  │              │       │            │ │
│        City / State│              │       └────────────┘ │
│       ZIP / Country│              │    ⊠ Clear List Selections │
│        Phone 1 / 2 │              │    ( Cancel )  ( Select )  │
└─────────────────────────────────────────────────────────┘
```

Figure 12. The Select Addresses By Example dialog.

Cancel - Pressing this button exits the Select Addresses by Example window with no changes being made to selected or unselected addresses in the list window.

Select - Proceeds to perform the selection.

Clear List Selections checkbox - if this box is checked, then all selections in the List window will be cleared before the selection begins. This box is checked by default, but you may deselect it by clicking on the box. If this option is disabled, the results of the selection, along with anything else that was previously selected, will then be selected.

Print...

Prints the entire contents of the Layout window.

Quit

Quits AFS back to the Finder.

Edit Menu

Undo

Is not implemented within AFS.

Cut

Cuts the selected item to the clipboard, whether it be a selected address or addresses in the List window, a small piece of text in the list editor window, or a picture in the Layout window.

Copy

Makes a copy of the selected item and puts it in the clipboard.

Paste

Pastes the contents of the clipboard into the List window if the contents are a previously Cut/Copied address or addresses. If the contents are small pieces of text, it can be pasted into the list editor window. If the contents are a picture, it can be pasted into the Layout window. You can copy pictures from graphics programs to paste into AFS. You can also copy text from word processors to paste within AFS.

Clear

Clears, or deletes, a selected item, whether it be an address, a small piece of text, or a picture.

D. Tutorial

This section of the manual will give you a step by step tutorial on using many of the functions in AFS. The tutorial folder that was installed along with the AFS application contains some of the files we'll be using.

Our tutorial scenario is as follows: Susan uses AFS to keep a list of all her friends and families' mailing address. She uses the memo field to record each person's birthday. She does this in a standard way, so it is easy to search by. Examples of her memo fields:

> Bday Jan 10
> Bday Dec 9
> Bday Aug 10

Susan sorts her list by last name so it is listed alphabetically by last name. Susan prints out her entire list when sending out invitations for the annual picnic party and for sending out 'Happy New Year' cards. At the end of each month she prints out labels to send out birthday cards to those people who have birthdays the following month.

Tutorial Example A

This example will familiarize you with the List Editor and the List window.

1. Launch AFS by double clicking on its icon.

2. We will now open an existing list file from the Tutorial folder. From the File menu choose 'Open'. Go to the location where you instructed AFS to be installed and find the folder AFS.Folder. Open this folder and inside you will find a folder named 'AFS.Tutorial'. Now open the AFS.Tutorial folder and inside you will find a file named ListA. Open this file.

3. The list window will now display the file you have just opened. Familiarize yourself with this window by scrolling through it both horizontally and vertically. Notice the field headers near the top of the window. Also notice the check marks on the left side of the window.

4. Susan just became an aunt and she wants to add her new niece's name and

If you have an ImageWriter or dot-matrix printer...

For an ImageWriter or other dot-matrix type printer, there are more options to observe and be aware of.

1. Examine the box/container that your labels are packaged in and look for page and label size information. If the box does not provide the necessary information you will have to do some measuring yourself.

2. When choosing a Paper type, if you cannot find an exact match, then choose a match with the correct height for the label sheet. The width can be wider than your actual label sheet. For example, if your label sheet is 2 5/8" wide by 12" tall, you may choose the page size for 8 1/2" wide by 12" tall.

Note: Most label sheets designed for dot-matrix printers will be a multiple of 12" in height thus choosing an 8 1/2" by 12" paper size will be appropriate for 99% of your labeling needs. This is the default for ImageWriters.

3. We suggest you check the No Vertical Gaps option for most label sheets so that the full height of the sheet is printable.

Note: The dialog window from where you choose your page setup is NOT part of AFS. Rather, the printer driver, which is located in your boot disk's System/Drivers folder, is entirely responsible for the page sizes that are presented. If there isn't a page size which exactly matches the label forms that you own, you will have to either buy an appropriate printer driver from a third party, like Vitesse or SevenHills, or choose a page size which fits the best. The latter option should work in all cases.

Note: When using fanfold labels we recommend you select 'Intl Fanfold' instead of 'European A4', because European A4 is not exactly 12 inches in height, which will eventually cause your addresses to print off the labels.

The 'Export' dialog has two additional check boxes which control the export parameters:

Tabs between fields, Returns between records - puts tabs between fields and returns between records. Check this box if you will be using the exported file with other databases

Returns between fields and records - puts returns between fields and records. Make sure this box is checked if you will be using the exported file with word processors.

Page Setup...

Displays a dialog prompting you to specify the page size in the Layout window along with other page options. Make your selections and press the OK button to continue.

This feature corresponds exactly to the two large rectangles you see in the Layout window. The outer red rectangle is the physical size of the page while the inner, dark green rectangle is the total printable area within the paper.

Changing the page size will almost always require that you modify the number or labels/cells to a page, which is selected from the Set Cell Dimensions... menu item. It is important that the page size you specify exactly matches the page size of labels you intend to print.

If you have a laser printer...

Since a laser printer only supports two page sizes, 8 1/2" by 11" or 8 1/2" by 14", any labels you purchase will come in a sheet that is either letter or legal size. If you change from one to the other size, you might have to change the number of labels/cells to a page. See the Set Cell Dimensions... menu description.

birth date to the list, so let's do that now. From the List menu choose 'Insert New Address'. The List Editor window will be displayed next. Notice all the fields you have to work with, and the buttons available from this window.

5. Next we will enter data for some of the fields. When you are done with one field you can press the Tab key to proceed to the next one, or you can always use the mouse to reposition your cursor at any location. Enter the following information.

Field Name	Information to enter
Header	<none>
First Name	Chelsea
Last Name	Williams
Title	<none>
Company	<none>
Address 1	123 Washington Ave
Address 2	<none>
Address 3	<none>
City	Pittsburgh
State	PA
Zip	15076
Country	<none>
Phone 1	<none>
Phone 2	<none>
Memo	Bday Nov 15

```
 ┌────────────────────── List Editor ──────────────────────┐
 │ Header  [                ]  Memo                          │
 │ First / Last [Chelsea  ][Williams ] [Bday Nov 15      ⬆] │
 │ Title / Company [        ][         ]                     │
 │ Address 1 [123 Washington Ave      ]                      │
 │ Address 2 [                        ]                      │
 │ Address 3 [                        ]                      │
 │ City / State [Pittsburgh  ][PA  ]         [  Change ] [  Add  ] │
 │ Zip / Country [15076    ][      ]                         │
 │ Phone 1 / 2 [        ][         ]         [  Clear  ] [ Cancel ] │
 └──────────────────────────────────────────────────────────┘
```
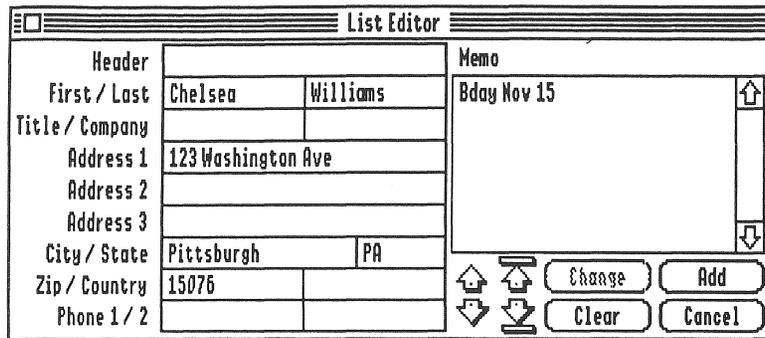
Figure T1. List Editor window with all fields filled in.

6. When you're finished entering all the information press the 'Add' button.
Now let's bring the List window to the front and look at where our new entry is.
Perform either A or B to bring the List window to the front:

    A. Click on the List window.

       or

    B. Pull down the 'Windows' menu and select 'ListA'

7. Notice the last entry in the List window. Notice that it is hilited and that it is
the entry you've just added. AFS places new entries at the end of the list, which
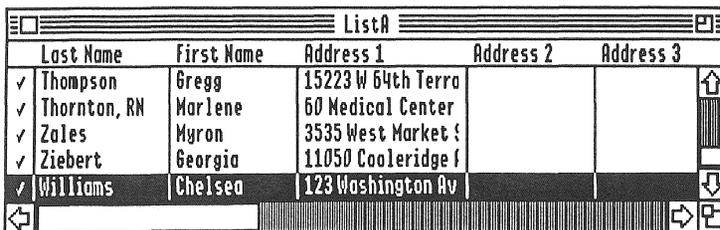is the last entry in the List window and also selects this last entry.

—

```
 ┌────────────────────────── ListA ──────────────────────────┐
 │ Last Name    First Name   Address 1      Address 2  Address 3 │
 │ ✓ Thompson   Gregg        15223 W 64th Terra             ⬆ │
 │ ✓ Thornton, RN Marlene    60 Medical Center                │
 │ ✓ Zales      Myron        3535 West Market S               │
 │ ✓ Ziebert    Georgia      11050 Cooleridge                 │
 │ ✓ Williams   Chelsea      123 Washington Av             ⬇ │
 └───────────────────────────────────────────────────────────┘
```

Figure T2. AFS hilites a new entry in the List window.

Export...

Use this to export your AFS file to an ASCII text file. This file could
then be imported into an AppleWorks file. After choosing 'Export...' AFS dis-
plays the standard put dialog where you can name the file to be exported, and
also find a location for it. Upon pressing the Save button, AFS will display a
window that lists each AFS field along with a checkbox. See Figure 11.

```
 ┌────────────────────────────────────────────┐
 │  Fields to Import or Export                 │
 │  ─────────────────────────────────────────  │
 │    ☒ Header          ☒ City                │
 │    ☒ First Name      ☒ State               │
 │    ☒ Last Name       ☒ ZIP                 │
 │    ☒ Title           ☒ Country             │
 │    ☒ Company         ☒ Phone 1             │
 │    ☒ Address 1       ☒ Phone 2             │
 │    ☒ Address 2       ☐ Memo                │
 │    ☒ Address 3                              │
 │                                             │
 │       Formatting (export only)              │
 │    ⦿ Tabs between fields, Returns between records │
 │    ○ Returns between fields and records     │
 │                                             │
 │         [ Cancel ]   [  OK  ]               │
 └────────────────────────────────────────────┘
```
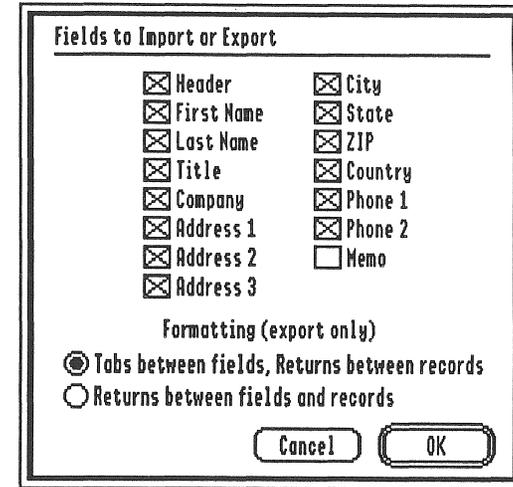
Figure 11. AFS displays this window when you attempt to save a file for export.

If a check is next to the field name, then that field will be exported. If there is no
check, then that field will be skipped when exporting. By default all boxes will
be checked except for the Memo field. You may deselect any of the checked
fields by clicking on the check box, thus making the check disappear. When
done making your selections press the OK button and AFS will export the file.

Note: It is not recommended that you export the Memo field. This is because the
Memo field can contain carriage returns and/or tabs which can cause undesired
results if the file is to be imported in the future. If you are careful not to put re-
turns/tabs in the Memo field, then there is no problem.

Once you match up the fields and are ready to import the file, you can save the field mapping information as a template for later use. To do this, press the Save... button on the bottom of the window. This will cause the standard save file dialog to appear allowing you to name the template, choose an appropriate location, and save it. Saving this template is very useful if you will be importing more than one AW file that has the same field names and orders, or perhaps importing the same file a second time. Take a quick glance to verify that the fields are matched correctly. Then click Import. AFS proceeds to import the file and display it in the list window.

Importing an ASCII text file

If the file is ASCII text, AFS will display a window that lists each AFS field along with a checkbox. By default, all boxes will be checked except for the 'Memo' field. You may deselect any of the checked fields by clicking on the check box, thus toggling the check mark. When you export a file to be later imported by AFS you must keep the fields in the same order that AFS displays in the List Editor window. It is OK if you are exporting a file that is missing one or more of the fields contained in AFS; this is where the checkboxes come in handy. Uncheck any AFS field that is not contained in your file to be imported and AFS will leave that field blank.
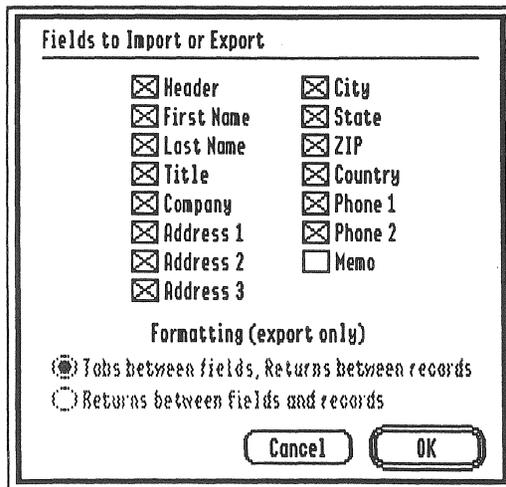
Figure 10. If an item is checked, then it signifies that it is contained in the file to be imported.

8. Next we will select an entry from the List window. Scroll through the List window and look for an entry with a last name of Horton and a first name of Kimberly. When you see it position your cursor anywhere on that entry/row, except on the extreme left of the entry where the check mark appears, and double click. You will see the List Editor window appear with the chosen entry being displayed in the appropriate fields.

9. This person has just moved and we need to change the address. Place your cursor at the beginning of the field Address1, drag the mouse to select all the text there then press the delete key to delete the contents. Now type '107 Walnut Tree Rd' in the Address1 field.

10. Any changes you make in the List Editor window does not automatically get recorded. You must now press the 'Change' button for the changes to be recorded.

11. Now notice the four arrows present in the List Editor window. These arrows allow you to scroll up and down through the list, with each entry being displayed in the List Editor window as you scroll. Experiment with pressing these buttons to see the results.

12. Now lets make a change to the entry whose last name is 'Ashley'. As we said, the list is sorted (therefore displayed) by the Last name field, in increasing order. We therefore would expect to see a last name of Ashley towards the top of the list. To quickly go to the top of the list, and have that entry displayed in the List Editor window, press the 'move to the top' button (see Figure T3.)

Figure T3. From left to right these buttons will move up one, move down one, move to the top, move to the bottom.

13. Notice the last name entry that appears at the very top of the list window is 'Amieka'. We wanted Ashley, so click on the 'move down one' button to go down one entry. Now the last name reads Ashley. Change the Address1 field so that it reads '8701 Apple Lane'. To record the change, press the 'Change' button. If you had not pressed the 'Change' button, and used one of the arrows to scroll to another entry, you would have lost your changes.

14. Susan received news that one of her relatives has passed away, and she wants to remove this entry from her list so that she does not accidentally send a birthday card to that person next year. We will show you how to easily do this from the List window. Click on the list window to bring it to the front. Now scroll through it while looking for a last name of Zales and a first name of Myron. When you find it, click on it once to select it, and then press the delete key on your keyboard. This will delete the entry. Alternatively, instead of pressing the delete key you could have chosen 'Clear' from the Edit menu.

8. Let's save the file with all the new changes. From the File menu choose 'Save'. Your file will be saved immediately. To quit AFS choose 'Quit' from the File menu.

Tutorial Example B

This example will familiarize you with the Sort function available while in the List window.

AFS sorts lists on demand. This simply means that if you want to make sure your list is sorted you must specifically tell AFS to do so. If your list is sorted and you add a new entry, this entry is added to the bottom of the list, which more than likely will cause your list not be sorted anymore. By adding a new entry to her list, Susan realizes that it is no longer in order. However, she has decided that she would actually prefer to sort the list by First Name and secondarily by State. We will show you how to sort the list.
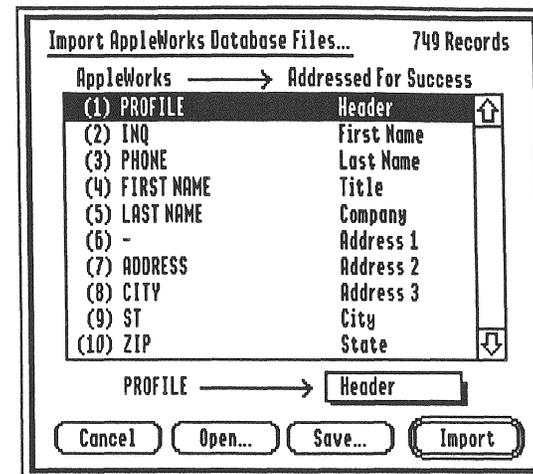

Figure 9a. This dialog allows you to define how AppleWorks fields are to be imported into an AFS list.
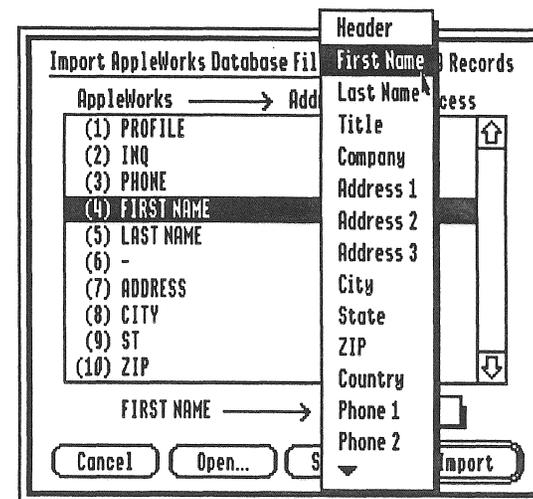

Figure 9b. The first name fields are being matched up.

Note: In order for the Import menu item to be active you must have a list file open. This list file can be one that was just created and contains no information. However, if you have a list file currently open and then you proceed to Import another file, the file being imported will be appended to the file currently displayed in the list window.

Importing an AFS List

1) If the file is an AFS list, then there will be no further prompts. The contents of the imported file are appended at the end of the List currently open in AFS. All entries in the newly imported file will be selected, and marked as printable.

Importing an AppleWorks database

2) If the file is an AppleWorks database, the dialog window shown in figure 9 will appear. The list on the left contains the field names of the AppleWorks file. The list on the right contains the field names available in AFS. More than likely, the fields will not be matched up correctly, since AFS matches the first field in the AppleWorks file with the first field in AFS and so on.

To change the matching arrangement you must first select one of the AppleWorks entries shown in the scrollable list by clicking on it. It will become hilited. Next, notice the pop-up menu below and to the right of this scrollable window. It will have the name of the AFS field that is currently matched with the selected AW field. To change the AFS field, press and hold down the mouse button. A menu listing all AFS fields will appear. Drag the mouse so that the arrow moves up and down this menu, and you will be able to see all the AFS fields. Once you have the arrow on the desired AFS field, and it is hilited, you can release the mouse button and your new selection will have been made. Verify the change on the scrollable window.

You may now select the next AW field you want mapped differently and repeat the process. Note that there is also a <None> option for AFS fields. By choosing <None> you will effectively eliminate the AW field from being imported into the AFS list file.

1. Launch AFS and open ListA. Now from the List menu choose 'Sort'. You will see the following window come up on your screen.
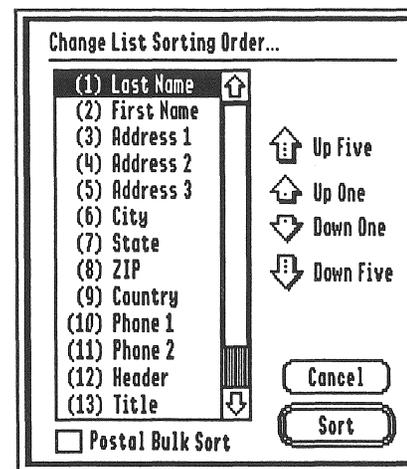

Figure T4. The Sort window.

Notice the order of the field names in the scrollable window that appears in the left portion of the sort window. This is the order that is currently set up for AFS to sort in. That is, AFS sorts by Last Name, then by First Name, and so on.

2. The first thing we must do is move the field 'First Name' to the top of the list. Select the field name 'First Name' by clicking on it once. Now press the arrow button labeled 'Up One'. Notice that the field name has moved up one position, and is now the first one on the list. This is exactly what we wanted. Now we want the 'State' field to become the second one. Select the State field and then press the button labeled 'Up Five' to move it up five spaces.

```
┌─────────────────────────────────────┐
│ Change List Sorting Order...        │
│ ┌──────────────────────┐ ┌─┐         │
│ │ (1) First Name       │ │⇧│         │
│ │ (2) State            │ └─┘         │
│ │ (3) Last Name        │   ⇧  Up Five│
│ │ (4) Address 1        │             │
│ │ (5) Address 2        │   ⇧  Up One │
│ │ (6) Address 3        │             │
│ │ (7) City             │   ⇩  Down One│
│ │ (8) ZIP              │             │
│ │ (9) Country          │   ⇩  Down Five│
│ │ (10) Phone 1         │             │
│ │ (11) Phone 2         │ ┌─┐         │
│ │ (12) Header          │ │▓│ ┌─────────┐│
│ │ (13) Title           │ └─┘ │ Cancel  ││
│ └──────────────────────┘ └─┘ └─────────┘│
│ ☐ Postal Bulk Sort       ┌─────────┐│
│                          │  Sort   ││
│                          └─────────┘│
└─────────────────────────────────────┘
```
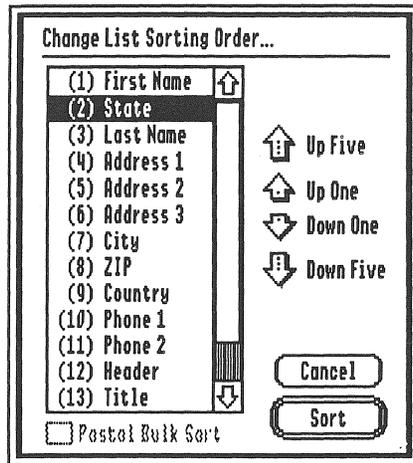
Figure T5. The sort window after the sorting order has been changed.

3. Now we have set up how we want AFS to sort our list. Press the 'Sort' button for the actual sort to take place. When AFS is done it will return you to the list window. Notice the column headers in the list window have changed positions. Scroll through the window to see the results of the sort.

4. Susan has decided she preferred the old sorting method better. So, change the sorting order to the following and sort your list once more:

> Last Name
> First Name
> Address1
> AAddress2
> Address3
> City
> State
> Zip
> Country
> Phone1
> Phone2
> Header
> Title
> Company
> Memo

When you have located the file you want to open, simply double click on it; or select it by clicking on it once, and then click on the Open button. This will open the AFS list or layout file, and display the information in either the layout window, or the list window.

Close

Closes the front most window. If the window is a List or a Layout window, AFS will ask you if you want to save your work before closing.

Save

Saves the current List or Layout session, depending on which of the two windows is front most. It is important to note that the List and the Layout are saved separately. That is, you store your List in one file and your Layout in another. This arrangement is so that you can have many different Layout templates for a single List. If this was a new file, you will be prompted to name it. At that point you may also place it in a different location.

Save As...

Same as Save, but allows you to specify a new file name. At that point you may also place it in a different location.

Import...

Displays a standard file dialog box, prompting you to choose a file to import into the current List. The types of files AFS will import are: 1) AppleWorks Classic database, 2) AFS lists, and 3) ASCII text files. The imported file will be added to the current List and all of the imported addresses will be selected. All entries in the newly imported file will be selected, and marked as printable.

File Menu

New

Displays a dialog box asking whether to begin a new address database List, a new page Layout template, or both. See figure 7. By default, both boxes are checked. If you do not wish to open both a List and a Layout, then uncheck the undesired item by clicking on it. The Cancel button allows you to exit the function without starting any new files.
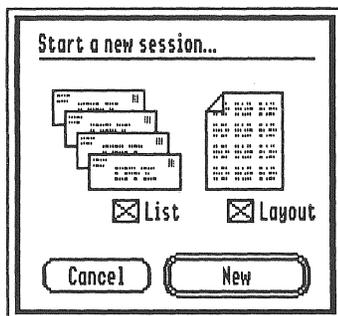
```
┌─────────────────────────────────┐
│  Start a new session...         │
│  ─────────────────────────      │
│                                 │
│   ▤▤▤▤        ▯▯▯▯              │
│   ▤▤▤▤       ▯▯▯▯               │
│    ▤▤▤▤      ▯▯▯▯               │
│     ▤▤▤▤     ▯▯▯▯               │
│                                 │
│     ☒ List     ☒ Layout        │
│                                 │
│   ( Cancel )    ( New )         │
└─────────────────────────────────┘
```

Figure 7. Choose the type of new file desired from this window.

Open...

Displays a standard file dialog box (see figure 8) allowing you to choose a List or a Layout file to open.

```
┌─────────────────────────────────────┐
│  Open which list or layout?         │
│  ▼ 💾 AFS.v1.0 (ProDOS)              │
│  ┌──────────────────┐               │
│  │ 📁 Avery.Layouts ⇧│  ( Disks  )  │
│  │ 📁 Icons          │               │
│  │                   │               │
│  │                   │  ( Open  )   │
│  │                   │               │
│  │                   │  ( Close )   │
│  │                  ⇩│  ( Cancel )  │
│  └──────────────────┘               │
└─────────────────────────────────────┘
```
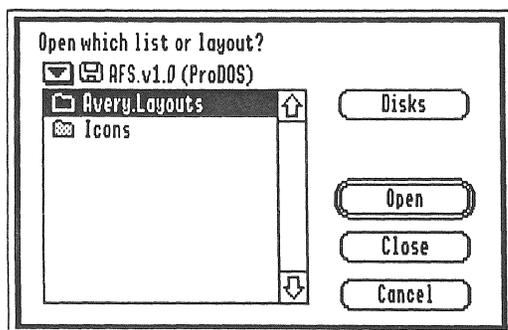
Figure 8. The standard dialog for opening a file.

5. When you're done with the sort save your file and proceed to the next example.

Tutorial Example C

This example will familiarize you with the Layout window, and also some new features from the List menu. In this example we assume you have an ImageWriter printer. If you have another you can still go through the example. You must have completed Example A before proceeding with Example B.

Background Information: It's the end of November and Susan wants to print out labels for people with December birthdays. The first thing she needs is a layout window. AFS provides you with templates for some of the more popular label sizes. Susan has gone to the office supply store and bought some Avery labels #4241. These labels are actually meant to go on 3-1/2" floppy disks, but Susan likes to use them for her birthday mailings because they're much roomier than the usual address labels and she can put a nice birthday picture on her label.

1. When you installed AFS you also installed a folder named 'Avery.Layouts'. Since Susan is using Avery labels, she will check to see if a layout template for this label is included in that folder. From the File menu choose 'Open'. You must now locate the Avery.Layouts folder and open it. Next open the file named 'ImageWriter'. A list of layout files will be displayed. Scroll through the list and find the file named 'Avery.4241'. Notice that this is the same number on Susan's box of labels. Select the file and open it.

We muset up our page size now. From the File menu choose 'Page Setup'. For Paper Type choose Intl Fanfold....8" x 12". For Reduction choose Full Size. For Height have both the No Vertical Gaps and the Vertical Condense boxes checked. Press the OK button.

3. Next the layout file will display all of your entries in the labels. What is displayed in your layout file would be exactly what would get printed, but don't worry about how the layout looks. But wait!! The layout is 10 pages long, it

includes all entries from List A - yet we only want to print labels for those people with birthdays in December. We will take care of that in the next step.

4. First, let's return to the List window. From the Windows menu choose 'ListA'. This brings up the List window. What we must do now is to select the desired birthdays and mark them for printing. Notice once again the check marks on the left side of each entry. Each check mark signifies that the corresponding entry is 'marked' for printing. All of our entries have check marks by them, and that is why they are all included in the layout, because they're 'printable'. Take the following steps in order to get the results we want:

    a. Select all the entries in the list window. Do this by choosing 'Select All' from the Edit menu.

    b. Now we will mark the entries as not printable. To do this pull down the List menu and select 'Unmark Printable Addresses'. Now notice that all of the check marks have disappeared. By using the Windows menu as shown before, take a look at the Layout window, named Avery.4241, and verify that there are no addresses there to be printed, and then return to the List window.

    c. We must now select all entries that have 'Bday Dec' in the memo field. From the Edit menu choose 'Select by Example' . The Select Addresses by Example window will appear. This is where you specify what addresses you want to select. Go to the memo field, and click there so that the cursor shows up in that field. Next, type '*Bday Dec*'. Yes, you must include an asterisk before and after the text to be found/selected.

You can read '*Bday Dec*' as meaning 'anything, then Bday Dec, then anything'. If we had simply entered 'Bday Dec', AFS would only find/select those entries that have exactly 'Bday Dec' in them, nothing more, nothing less. So if an entry contained a period after Dec then it would not be found/selected. The asterisk is called a 'wildcard' and the reference section explains wildcards with more details.
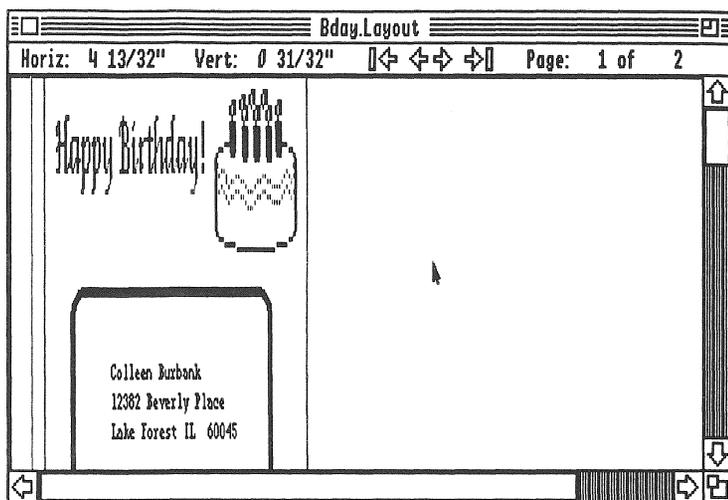
E. Reference

Now press the Select button. When AFS is done with the selection it will bring the List window to the front. Be careful not to click in the list window, since this would cause you to accidentally select the entry just clicked on, and you will lose the selections we've just made. Scroll all the way to the right so that the Memo field is showing. Now scroll up and down and notice that all entries with 'Bday Dec' in the memo have been selected.

    d. Now we must mark all the selected fields as 'printable'. From the List menu choose 'Mark Printable Addresses'. Now go to the layout window and notice that the only addresses showing are those with 'Bday Dec' in the memo field.

5. While the layout window is in the front, select Save As from the file menu and save your layout file as Bday.Layout, placing it in the AFS.Tutorial folder. Close the layout file.

6. While we're at it, save the list file (do not rename it).

7. Now we'll add a picture to our labels. Open the layout file 'AFS.Pict'. This file is located in the tutorial folder and it contains three pictures. The layout itself is not important; this file is solely so that you can copy one of the pictures there for use with this tutorial. Normally, you can use a program like AppleWorks GS or Platinum Paint to create pictures.

When the AFS.Pict file is displayed in the layout window you will see three pictures shown in the label; a picture that says 'Happy Birthday!', a birthday cake, and a plain black border/rectangle. Select the 'Happy Birthday!' by clicking on it. You will see a gray rectangle appear around it. This signifies that it has been selected. From the Edit menu choose 'Copy'. Now close this layout file by clicking on the little close box at the top left corner of the window.

8. Open the layout file Bday.Layout. From the Edit menu choose 'Paste'. You will see the 'Happy Birthday!' appear on the layout window. Don't worry that the entire 'Hayppy Birthday!' picture is not visible. We'll explain shortly.

Figure T7. Layout window after all pictures have been pasted and all elements have been arranged.

13. That's it! You can now quit AFS and you're done with the Tutorial. We have not covered everything available in AFS with this Tutorial, but you should now have a good basic understanding of how things work. The Reference section contains more information on the features of AFS, so be sure and look through it when you have an opportunity.

Notice the green outlines in the layout page. These green outlines represent the size and position of the labels. It is your choice whether you like to have the label outline showing or not. To see how this works, choose 'Show Cell Boundaries' from the Elements window. You have just toggled Show Cell Boundaries off, so they will not be displayed. Go back and toggle the cell boundaries back on so that we can see the outline of the label.

Now also notice how our picture seems to disappear right where the label outline appears. The reason for this is that we have 'Clip Elements to Boundaries' toggled on in the Cells menu. This is a very helpful function because it shows us that our picture is falling off the edge of the label. From the Cells menu toggle 'Clip Elements to Boundaries' off and observe the results in the layout window. Toggled it back on when you're done observing.

Now select the address and, by dragging the mouse, move it to the lower portion of the 'label'. Next, select the 'Happy Birthday!' picture and drag it to just above the address. You should now be able to see the 'Happy Birthdday' picture in its entirety.

9. Hmmm, there is still room on the label - let's add that birthday cake.

> a. First, save the Bday.Layout file.
> b. Next, open the AFS.Pict file.
> c. Select the birthday cake and copy it.
> d. Close the AFS.Pict file.
> e. Open the Bday.Layout file and paste the birthday cake there.
> f. Reposition your elements so that the cake is to the right of 'Happy Birthday!' and the address is nicely centered underneath both pictures. See Figure T6.

10. Well, the label looks real nice now, but if we could put that nice border around the address it would look extra special. Repeat steps 9a-9d, but copy and paste the border/rectangle instead of the birthday cake. You will notice that the border doesn't quite fit right. We'll take care of that in the next step.
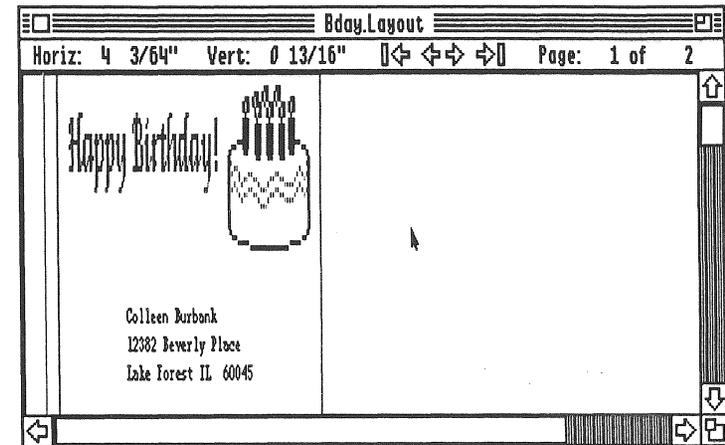

Figure T6. Layout window after the 'Happy Birthday!' and cake pictures have been pasted.

11. The border should be selected by default, but if you accidentally deselected it, select it now. From the Elements menu choose 'Scale Picture'. Delete the 100 shown in both the horizontal and vertical scaling and type in 75 for both. Press the Preview button and see what happens. Next, press the Apply button. AFS will scale the picture and return you to the layout window. Now reposition the border so it fits nicely around the address and it actually mimics some of those address labels you can purchase at the store. You might have to scroll down to see the rest of the label and position your elements properly.

12. We're almost done. Save the layout file and print it by choosing 'Print' from the File menu. Of course, you won't have the proper labels in your printer but this will give you an idea of how things will look when printed.