

# INTER-MAIL

## The Letter Manager Rom

The Rom contains *no* star commands.

INTER-MAIL is supplied as a 16k Rom image file on 5.25" or 3.5" ADFS format disc or in EPROM. If you have ordered the disc version you will find the two ROM image files, "IMrom" and "IUrom" plus an additional program file called "RETRIEV".

If you have bought the EPROM version we will supply only IMrom and IUrom with no disc.

You will need an Acorn ADFS format floppy disc to use with INTER-MAIL.

We supply only a double-sided 80 track ADFS format disc, You will need to have access to a double-sided 80 track drive to read this. However, INTER-MAIL will work on any ADFS format disc, regardless of the number of tracks once you have the EPROM or ROM image installed.

It will *not* work with an original standard DFS format BBC disc.

You should begin by loading IMrom into sideways RAM or by plugging the IMrom EPROM into an appropriate ROM socket in your machine. *If you have never done this before, please get your dealer to do it.* At this stage there is no need to load or install IUrom but note that menu option 9) will not work without it.

- First read the entire "About INTER-MAIL" booklet.
- INTER-BASE ROM must be fitted.
- INTER-MAIL or MEGA-ROM 3 must be fitted.
- Turn the computer on.
- Put an ADFS formatted floppy disc in any drive.
- Type \*CAT <RETURN> and make sure that the formatted disc is recognised.
- Type \*IB.PMENU <RETURN>. (in capital letters)
- Type create <RETURN> (in lower case letters)
- Follow the instructions which appear on the screen.
- Hold <SHIFT> and press <BREAK> briefly.
- Enter the date (not required on BBC Master).
- Select INTER-MAIL menu option 4) to enter the first record.
- Press <ESCAPE> then <Y> when the first record is complete.
- Press <A> to continue to add more records or <ESCAPE> for the menu.
- If the side headings are unsuitable, select menu option 5) and change them.
- Please read the accompanying booklet for full details.
- Make backup copies frequently.

*Unfortunately, Tonks Communications is unable to give any further technical assistance on this product.*

**Tonks Communications, 34 Bradford Street, Walsall, West Midlands. WS1 3QA**

# RETRIEV

If, later, during your use of INTER-MAIL, the database file "NAMES" should become corrupted you may be able to recover most of the records by using the disc program "RETRIEV", provided that the database header has not been corrupted.

- Turn the computer on.
- Mount the disc which holds the program "RETRIEV".
- Type \*IB.PMENU <RETURN> (in capital letters).
- Use menu option 2) to load "RETRIEV" into program string "P".
- Type P <RETURN>
- Follow the instructions on the screen.

When successfully finished, switch the computer off then on again.

If the retrieval was not successful then it is likely that disc sector damage has occurred, in which case you could try ADU Rom from Pineapple software to repair it then try again.

On successful creation of the new database, continue as follows:

- MOUNT the disc.
- Type \*RENAME NEWDATA NAMES <RETURN>
- Type \*IB.MENU <RETURN> (not PMENU).
- Press <1>
- Type NAMES <RETURN>
- Press <7>
- Type ACCINDX <RETURN>
- Press <Y> (if index already exists)
- Press <RETURN> (for Index length)
- Press <1> <RETURN> (for which field)
- Press <RETURN> (for Current condition)
- Press <2> (to Disable index)
- Press <7>
- Type NAMEINDX <RETURN>
- Press <Y> (if index already exists)
- Press <RETURN> (for Index length)
- Press <2> then <RETURN> (for which field)
- Press <RETURN> (for Current condition)
- Press <1>
- Switch computer off.

The RETRIEV program can also be used for repairing other INTER-BASE databases, apart from those created by INTER-MAIL.

*Unfortunately, Tonks Communications is unable to give any further technical assistance on this product.*

**Tonks Communications, 34 Bradford Street, Walsall, West Midlands. WS1 3QA**

# About INTER-MAIL version 3.2

INTER-MAIL is supplied as an Eprom or an image on disc.

It is a utility program which runs from the INTER-WORD menu.

It requires both INTER-BASE and INTER-WORD to be fitted. (*Note 1*)

It requires an Advanced Disc Filing System to be fitted. (*Note 2*)

It requires screen SHADOW RAM to be fitted. (*Note 2*)

It gives the INTER-WORD user access to a database which can contain names, addresses, telephone numbers and other information.

It allows entry and editing of these details in the database. (*Note 3*)

It saves time by numbering your letters consecutively and by typing in the date; the number; your address; the recipient's name and address.

It sets pre- and post-print codes and page layout automatically.

It saves each letter you write under the consecutive number allocated and keeps a file of information in the form of a list which includes the letter reference number; date; name of recipient and a comment which you can type to describe the contents of the letter.

At a later date you can easily search the information file and retrieve the actual letter straight into INTER-WORD.

It includes a "Mail Shot" facility which allows you to type just one letter but to print each copy with a different name and address.

It includes program "hooks" so that you can link in your own special utilities (a utilities ROM "TUrom" is supplied)

- 1      MEGA-ROM by Computer Concepts contains INTER-WORD.
- 2      Standard in BBC B+ and Master and available for BBC B as an add-on.  
(BBC B+ requires an ADFS Rom to be fitted and BBC B requires a 1770 board plus ADFS Rom to be fitted in addition to a Shadow-RAM board — *not to be confused with Sideways RAM*).
- 3      The database is compatible with the INTER-BASE database.

INTER-MAIL creates its own files on disc and creates new directories, automatically, when it needs to.

INTER-MAIL is supplied by Tonks Communications, 34 Bradford Street, Walsall, WS1 3QA as is INTER-UTIL which is a complementary utilities ROM.

MEGA-ROM, INTER-BASE and INTER-WORD are produced by Computer Concepts  
Gaddesden Place, Hemel Hempstead, Herts. HP2 6EX

# Setting up INTER-MAIL

LOAD the "IMrom" ROM image from disc into Sideways RAM or program the image into Eprom and plug it into your computer.

Switch the computer on and type:

**\*IB.PMENU <RETURN>**

The INTER-BASE 0 menu will appear. Now take an ADFS formatted but otherwise empty disc and put it in the disc drive.

In lower case letters type:

**create <RETURN>**

In answer to the question which will appear, press the number key which corresponds to the drive number in which the formatted disc sits.

On request, type your Surname without punctuation and press <RETURN>.

Type your Christian name OR your title (Mr Mrs Ms Dr Hr) and press return. Don't worry if you make a mistake; it can be corrected, later.

Type your address with the usual punctuation. You are allowed up to 7 lines in which to fit it. Press <RETURN> after each line and press <RETURN> twice after the final line if it is not the seventh.

Several files will now be created on the disc so sit back and be patient until the word "finished" appears.

Type **\*CAT <RETURN>**

The disc catalogue should contain files like this:

<b>\$</b>	<b>(06)</b>
<b>Drive:0</b>	<b>Option 03 (Exec)</b>
<b>Dir. \$</b>	<b>Lib. "Unset"</b>
<b>!BOOT</b>	<b>WR (01)</b>
<b>ACCINDX</b>	<b>WR (03)</b>
<b>LETINDX</b>	<b>WR (05)</b>
<b>LETLIST</b>	<b>WR (04)</b>
<b>NAMEINDX</b>	<b>WR (02)</b>
<b>NAMES</b>	<b>WR (01)</b>

Do not write-protect the disc or files or the program can not work.

Label the disc INTER-MAIL USER COPY. From now on this is your working copy and will be referred to as "the disc".

Open the disc drive and switch the computer off and on to reset it.

Close the disc drive. You are now ready to use INTER-MAIL.

## Trying INTER-MAIL

Hold <SHIFT> and press <BREAK> for an instant. The files created on the disc will be loaded automatically. Please be patient and ignore the flickering messages which appear on the screen.

After a few seconds, (except BBC Master \*) the question will appear:

**Date is 02/01/89 Y/N**

**Type new date \_**

*\* BBC Master has an internal calendar which INTER-MAIL uses.*

Type the correct date, say 16/3/89 <RETURN>.

It will be saved on disc and the menu will appear:

Normally you will set the date only once per session. If you need to alter it, however, you can also use menu option 5).

### INTER-MAIL

**(C) Tonks Communications 1990**

- 1) Save letter on disc
- 2) Find old letter on disc
- 3) Find address
- 4) Enter new address
- 5) Change Options
- 6) Print letter
- 7) Start new letter (1.101)
- 8) Start Mailshot
- 9) Utilities

21st January 1989

ESC INTER-WORD menu

<f0> To return here

**Please enter choice \_**

**Current addressee is..**

**0 None**

Press <ESCAPE> twice and you will see the normal INTER-WORD menu.

Press <f0> to return to INTER-MAIL.

Try it again so you become familiar with it. You can swap between the two menus at any time without losing data.

(If an error should occur during your use of the utility, the computer will revert to the INTER-WORD menu.

Pressing <f0> should then call back the INTER-MAIL menu. Errors are unlikely to occur unless you swap discs or try to access non-existent files).

Before you can make use of INTER-MAIL you need to enter names and addresses into the database. Selecting option **4) Enter new address** in the menu provides you with an edit screen (see below) which shows only the side headings and allows the addition of a new record. The next consecutive Index number is allocated, automatically. Pressing <ESCAPE> gives you the option of confirming the new record, which will then be added to the database, or of ignoring it, in which case the newly allocated Index number will be retained for future use. Even if you confirm the record and it is saved with a mistake, which you notice afterwards, you can still edit the new record again.

The "Category" line allows you to enter up to eight characters. The mailshot program will look for one character (which you choose) and will use only those addresses which contain the chosen character in the "Category" line. You can choose different categories for different events. You may, for instance, type category "X" for all those people to whom you write at Christmas and "B" for business mailshots. Some people may need to be in both categories in which case you would type "XB" on the category line.

The line headings below "Category" are optional. You may change one or all of them by selecting INTER-MAIL option 5) and editing the appropriate headings.

When you have entered all the details, press <ESCAPE> then <Y> to save the new record card.

Your finished index card should look something like the example.

If you use the date format shown, it will be compatible with our utility program, which will search for a weekly or monthly birthday list. You don't, of course, have to enter birthdays. Menu option 5 allows you to change the headings to something more suitable.

If you are in business you may wish to use INTER-MAIL to assist with memoranda instead of letters and side headings to describe other features may be more appropriate.

EDIT RECORD <ESCAPE> when finished

Index No. 1001

Name .....

Addr .....

.....

.....

.....

.....

.....

.....

Category .....

Home Tel. ....

Office Tel. ....

Anniversary .....

Birthday .....

Birthday .....

Birthday .....

Birthday .....

Birthday .....

Birthday .....

Notes .....

**(ESC) menu, (E)dit, (P)rint, (F)ind**

**Index No. 1001**

**Name Johnson, Fred** < use this format for friends  
**Addr 18 Croft Avenue,** or **Johnson, Mr F.** for business  
**Piggleton,**  
**Wessex.**  
**WY3 9UN**

**Category AH**

**Home Tel. 0123-456789** < use this format for tel. No.

**Office Tel. 0123-987654**

**Anniversary 21/4/64 Fred & Mary**

**Birthday 11/6/52 Fred**

**Birthday 9/12/55 Mary** < use this format for birthdays

**Birthday 24/11/66 Jane**

**Birthday**

**Birthday**

**Birthday**

**Notes Jane wants nurse outfit for birthday**

**(G)et addr (L)etter, (A)dd, (D)elele**

You can move to the next record by pressing the "down" arrow (cursor key), then back again by pressing the "up" arrow.

(The computer acknowledges key presses by giving a short bleep. The program can sometimes take a second or more to display a record and, during that time, it can not deal with key presses. The bleep is an indication that the key press was accepted.)

Options appear at the top and bottom of the screen and are explained in some detail on the following pages.

## **(ESC) menu**

Pressing <ESCAPE> will return the INTER-MAIL menu without further action. However, the current record will be remembered and the Index Number and name will appear at the bottom of the menu:

**Current addressee is..**

**1001 Fred Johnson**

## **(P)rint**

Pressing <P> allows you to print a record. You will see:

### **Print <A>ddress only or <F>ull details?**

Pressing <A> will print only the name and address while pressing <F> will print the full record information. This facility is useful for printing an address label or for making a "hard copy" of the details to take away. Before printing, the program will request the left margin spacing. Pressing <RETURN> at this point will give no margin. Typing 10 <RETURN> (for instance) will indent every line by 10 spaces.

## **(E)dit**

Pressing <E> allows you to move the cursor around the screen in order to edit the record. You may add and delete characters without restriction and the normal editing key functions all work as in INTER-BASE. You will NOT be able to alter the Index number which is allocated automatically by the program. Editing of this number is specifically excluded in order to eliminate the risk of duplicating Index numbers, which could cause confusion.

## **(F)ind**

Pressing <F> has the same result as selecting option

### **3) Find address** in the menu.

It provides you with a short cut to find a different address which can not be reached quickly by single-stepping with the cursor key and avoids the need to return to the menu.

## **(D)delete**

Pressing <D> will delete the current record from the file. It also takes away the Index number which can not be re-used. In practice this is likely to be advantageous in avoiding confusion later.

"Deleted" records can be retrieved, if necessary, by means of our add-on utility program (see page 13).

## **(A)dd**

Pressing <A> has the same effect as selecting option 4) in the menu.



## **(G)et addr**

Pressing <G> will transfer the full name, address and other details to the current cursor position in the INTER-WORD text area which will appear on the screen.

This facility is extremely useful if you are in the middle of writing a letter and need to add someone's address in the letter. You can exit from INTER-WORD by pressing <ESCAPE> then press <f0> to see the INTER-MAIL menu and find the address with option

### **3) Find address** in the menu. (See earlier description)

Pressing <G> returns you to INTER-WORD together with the name and other details which will be positioned where you left the cursor.

## **(L)etter**

Pressing <L> has the same effect as selecting option

### **7) Start new letter (1.101)** in the menu

You will see

**Delete existing text. Are you sure ?**

type <Y>

**Please wait**

and any existing text in INTER-WORD is deleted.

The new reference number and current date are typed into the INTER-WORD page, together with your address and the current name and address which you have selected.

The INTER-MAIL program will put the recipient's address below and to the left of your own address. It will also put the letter reference number on the TOP line of the page. The recipient's address will be indented by TAB characters so that it will appear in a standard "window envelope".

You can't prevent the program from inserting the TABs but you can set the first TAB in the ruler before printing so that the address alignment is as you want it. The resultant letter will look like this when printed:

INTER-WORD uses the 'I' character as a "hard" space which is not visible on the printout.



23 Vendor Street,  
Buyit-on-Tic,||||  
Lucreton,|||||||  
Bucks.|||||||  
BU7 1HJ|||||||

2nd January 1989

Fred Johnson,  
18 Croft Avenue,  
Piggletton,  
Wessex.  
WX3 9UN

Dear Fred,

(You will have typed your letter, here.)

xxxxx xxxxx xxxxxx xx xx xxxxxx xx xxx xxxxxx xx xx xxxxxx xx xx  
xx xxxxxxxxxxxx xxxx xxxxxxxx xxx xxx xxxxxxxx xxx xxxxx xx.

INTER-MAIL treats the name fairly intelligently. If the Christian name exists after the comma in your record (eg. Smith,John) the letter will be addressed to John Smith and begins:

Dear John,

However, if the record contains Mr, Mrs, Ms, Dr or Hr (eg. Smith,Mr) the letter will be addressed to Mr Smith and will begin:

Dear Mr Smith,

This program intelligence is designed to save time but there will be occasions when the program decision fails to meet the occasion. For instance, if your record name is "Smith,John and Jane" then the letter will always begin "Dear John and Jane,". If you are writing only to John, simply use the normal INTER-WORD editing facilities to correct the "mistake".

The surname must be typed first in the Index card so that all cards are in alphabetical order. eg. Smith,Mr or Smith,Fred or Smith,Fred and Mary or Smith,Dr S. In the case of a firm, type (say) Winchester Electronics, (the comma position is important).

Note: When you begin a letter a "flag" is set in the program with the result that each time you press <f0> you will be prompted

### **Save this letter now? Y/N**

You can save a partially completed letter on disc and the prompt will not appear again, or you can press <N> and save it when it is finished. You can also save a letter by using option

#### **1) Save letter on disc** in the menu

You will be given the option of typing a comment before saving.

Saving takes a few seconds so please be patient. For the very first letter and then after every 45 letters saved the program will also inform you that it is creating a new directory on the disc (numbered 1.,2. etc.)

## **USING INTER-MAIL**

The foregoing description should give you some idea of the capabilities of the program. You should, now, type in a number of names and addresses then you can use INTER-MAIL whenever you write a letter.

To write a letter, switch the computer on; insert the disc and press <SHIFT> <BREAK>. Correct the date or simply press <RETURN>.

Select menu option **3) Find Address**. You will see:

**Search for <N>ame or <I>ndex number?**

press <N>

**Searching disc.....**

**Surname**

press <S> (for instance)

The program will search the database on disc for the first name which begins with S. Since more than one name might begin with S you can specify the first 8 characters of the name (you could type more than 8 but the extra ones would be ignored).

You could also have responded to

**Search for <N>ame or <I>ndex number?**

by pressing <I> and typing

**Index No.** 1027

Either of these methods will find the record which may look like:

**(ESC) menu, (E)dit, (P)rint, (F)ind**

**Index No. 1027  
Name Smith, Gary  
Addr 10 Frieden Close,  
Morkley,  
Cheshire.  
CW1 9TH**

You can use the  
up/down cursor  
keys to skip to  
the next record!

**Category A  
Home Tel. 0280-654321  
Office Tel. 0280-861948 ext 512  
Anniversary 14/8/72 Gary and Mary  
Birthday 2/11/48 Gary  
Birthday 6/9/51 Mary  
Birthday 24/3/74 Donna  
Birthday 30/8/77 Davy  
Birthday  
Birthday  
Notes 23/2/89 car MOT**

**(G)et addr (L)etter, (A)dd, (D)elele**

If no record begins with "S" the next record in alphabetical order after "S" will be found. Occasionally, this might be the very last record. Similarly, if Index number 1027 does not exist then the next record in numerical order will be found. To find the highest index record search for 9999.

You can move to the next record by pressing an up/down cursor key.

Once a record is found, the program will record the name and address and will remember it until a different one is found. You can begin a letter by pressing <L> whilst viewing the record or by pressing <ESCAPE> to return to the INTER-MAIL menu then <7>. In either case you will be prompted:

**Delete existing text. Are you sure ?** (message appears even if there is none)

type <Y>

**Please wait**

then any text in INTER-WORD is deleted and all options are reset.

INTER-WORD is then loaded with the relevant information, as described previously and you can begin your letter. When it is finished, press <ESCAPE> to get the INTER-WORD menu then press <f0>. The prompt

### **Save this letter now? Y/N**

will appear. Press <Y> if you want to save the letter and enter a short comment when prompted. You can simply press <RETURN> if no comment is required. Press <N> if you don't wish to save on disc.

(However, it is advisable to save the letter at this stage even if it is unfinished. The completed letter can be re-saved later by using the normal INTER-WORD menu option 1) which will use the correct file number by default. If you don't save it now, the prompt will usually appear each time you press f0 but there is a risk that certain actions will cause it to disappear and saving by using the menu option may then try to save it under the *previous* file number.)

If you are re-saving an existing letter you will see:

### **File exists. Overwrite ? Y/N**

A similar prompt will appear for the existing comment.

You can elect to overwrite either the existing file, or the comment, or both, or neither, as you wish.

At a later date you may wish to retrieve a letter. Menu option 2) gives:

### **Approximate reference number ?**

Type the letter reference number if you know it. Pressing <RETURN> alone will cause the program to start at the beginning of the list. Typing 999 <RETURN> will cause the program to begin at the end of the list. Before you have actually saved any letters there is no list and the screen will display the following:

#### **List of previously saved letters**

```
.....  
.....  
.....  
.....  
.....  
.....  
>00000 START .....25/DEC/88  
99999 END .....25.DEC/99  
.....  
.....  
.....  
.....  
.....  
.....
```

>PRESS <u> KEY

-----  
^ Previous comment may be edited ^  
<Down u> <up ^> <M>=Menu <RETURN>=get>

Pressing <RETURN> will give:

**Get 00000 ? Y/N (deletes existing text)**

Pressing <Y> results in:

**Not found. Press any key**

The screen will clear then re-display as before.

Once you have saved a letter you can find it in this list. Pressing the up/down cursor keys will cause the display to step through the list. Press <RETURN> to load it into INTER-WORD. Any existing text will be deleted. While you are looking at the list you can also edit any of the existing comments which appear consecutively at the bottom of the display as you step through the list.

IMPORTANT: If you GET a previous letter by this method and edit it; if you wish to re-save it use the normal INTER-WORD menu (which remembers the true reference number). Do *not* use INTER-MAIL option 1) to re-save it since that will over-write the file whose reference number is current in the INTER-MAIL menu!

## MAILSHOT PROGRAM

Before using the mailshot program, ensure that the addresses you wish to include have the appropriate character in the Category line. Use the "Find address" option and edit as necessary until the Category lines are correct.

Return to the INTER-MAIL menu and select option 9).

You will see:

### MAILSHOT PROGRAM

**Please type the Category for search**

**May be up to 8 characters....**

If you use more than one character then the characters you use **MUST** appear consecutively in that order in the Category lines of the addresses you wish to use. It is recommended that you use only one per category.

The program will initialise INTER-WORD then display the text area.

Delete the message and type your letter in INTER-WORD below the marker character which you will see there. Remember that your text will be moved down by up to ten lines when printed, since the program will add the name and address of each recipient, plus "Dear .....",. You should leave sufficient room at the bottom of the last page to accommodate this and note that the page breaks will alter accordingly, too, should you type more than one page of text.

Before you print, use <CTRL><f5> Printer setup menu to set the number of copies (= the number of recipients). This number can be smaller than the total and, for the purpose of testing, you can use INTER-WORD menu option

### 7) Preview text

Hold <CTRL><SHIFT> to stop the scrolling display as each address appears. Each time you choose the Preview or the Print option the program will start at the NEXT address after the last one displayed UNLESS you first press <f9> which will reset the list to the first address. You can print in groups of one, ten or any quantity you care to set in the Printer setup menu and the mailshot program will revert to the first address ONLY when it reaches the end of the address file on disc OR when you press <f9>.

It is recommended that you test the print out with this Number of Copies option set at 1 until you are sure that the printer paper is correctly positioned and the various print options (top space, control codes etc.) in INTER-WORD are correct. When everything is correct, from the INTER-WORD menu press <f9> to reset and 6) to print.

## CHANGE OPTIONS

INTER-MAIL menu option 5) allows you to alter certain features. These features are displayed and the normal edit keys may be used. The features which can be altered are:

The bottom ten record card line headings.

The number of unused lines at the top of each letter page.

The number of unused lines at the bottom of each letter page.

The footer (page number) position.

The current date.

The current letter reference number.

The record Index number which will be used for the *next* record card to be added.

Printer control codes to be used before and after printing a letter. Printer control codes to be used before and after printing a record card (and also used with the label printing utility program).

Check your printer manual to determine the codes you require.

The codes must be separated by commas and may be either decimal numbers or alphabetical characters. DO NOT use inverted commas.

Technical note: These options are stored in a string called head\$, which is saved as part of the !BOOT file, each time an option is altered. It is important that the !BOOT file is not corrupted, otherwise you will not be able to use the disc. (In this event, create a new disc and \*COPY the newly created !BOOT file back on to the old disc. Alternatively, if you have only one disc drive, load the new !BOOT file into \*IB.PMENU editor then \*MOUNT the old disc and save the !BOOT file back on the old disc.)

The Database files produced by INTER-MAIL command create are entirely compatible with the INTER-BASE database and may be loaded into it if you so desire. The names and addresses are in file NAMES to be used with either index file NAMEINDEX or ACCINDEX. The list of letters written is in file LETLIST which is used with index LETINDEX.

If you use INTER-BASE to *alter* the INTER-MAIL database "NAMES", please be aware that the two indexes "NAMEINDX" and "ACCINDX" must be re-generated before INTER-MAIL can be used to read the modified database. Similarly, the database "LETLIST" uses the index "LETINDX".

## UTILITIES

INTER-MAIL option 9) looks for a program called utility. If this is not found an error message will appear and you must press a key then <f0> to return to INTER-MAIL.

The utility ROM "INTER-UTILS" contains a program called "utility" whose menu accesses the utility programs described on the following pages.

If you don't want to use this utility ROM then you can access your own programs in INTER-BASE language with your own program or string called "utility".

Alternatively you can use the "hook" facility built in to INTER-MAIL which runs a program called "special" when you press <CTRL><S> in the INTER-MAIL menu. You can write your own program called "special" which can be used to access as many other utility programs as you wish.

(Note: \*HELP IB. does NOT list INTER-MAIL or INTER-UTILS ROM programs.)

With the INTER-UTIL Rom fitted, INTER-MAIL menu option 9) produces:

### (C) Tonks Communications 1991

- 1) Print labels
- 2) Create new disc
- 3) Undelete records
- 4) Find dates
- 5) Modify for NLQ
- 6) Print 2 labels
- 7) Search database
- 8) Information

ESC INTER-MAIL menu

Please enter choice

#### 1) Print labels

This utility allows you to print labels which contain the names and addresses of people with a specific Category designated or all names and addresses in the disc file.



Before using this utility, ensure that all those records which you want to print contain the appropriate letter in the Category line.

Labels are printed in pairs across the page and may be positioned by the appropriate choice of left margin spaces.

Only two labels will be printed at a time. Press any key for the next two or press <R> to repeat the previous two.

If you wish to print continuously then press <C> and to pause press any key except <C>.

You may stop at any time by pressing <ESCAPE>. However, when you select the Print label option again, printing will begin at the first record.

## **2) Create new disc**

This utility allows you to create all the files on disc which INTER-MAIL requires. Ensure that the disc you intend to use is in your chosen drive. You may use your current disc but if you do so all the present names, addresses, previous letter list and options will be lost forever. The files to be created are NAMES, NAMEINDX, ACCINDX, LETLIST, LETINDX and !BOOT which contains the options.

If the file already exists you will see a prompt and the program will await your confirmation to overwrite the file.

The program requires your Surname, First name (or title) and your address, which will be stored in the NAMES file on disc as entry number 0. You may edit it and add your telephone number in the address field to be included as part of your letter head if you wish.

Note, however, that the program looks for this information ONLY when you first press <SHIFT><BREAK>. If you edit your address record, therefore, press <SHIFT><BREAK> before starting a new letter.

## **3) Undelete Records**

This utility will display in turn each record, which has previously been deleted either by you or by the program itself if it could not write the longer edited version of a record back in the same place.

You can undelete any record which is displayed and it will be reinstated in the file.

## **4) Find Dates**

This utility searches the last ten lines of each record for dates falling between today's date and a number of days hence, which you specify. The date must appear at the beginning of a line in the format dd/mm/yy followed by a space then a name or comment.

The program will print the Surname, line heading, name or comment and the date. In this way you can generate a weekly (say) diary of forthcoming birthdays, anniversaries or other events.

## 5) Modify !BOOT

This utility allows you to modify the !BOOT file on disc in order to use the Watford Electronics Epson NLQ ROM. The modification includes the introduction of a \*NLQ80 command and creates a file called code1 on disc. The name code1 is also put on the preprint codes line of the options page. When this is present the program selects the NLQ Eprom and loads the code1 printer codes from disc.

You can also use the INTER-WORD control codes menu to create other code files and to save these codes on disc as code2, code3 etc.

Normally the program will use whatever pre-print code you have put in the options page (e.g. 27,G) plus the normal default codes for UNDERLINE, BOLD, etc. However if it sees the word codeX instead it will load the file of this name from disc (where X is any character you choose). The label pre-print and post-print codes may also be altered to USE the NLQ ROM if desired. Use the code 129 for pre- and 193 for label post-print.

## 6) Print 2 labels

This utility allows you to print pairs of labels with only one address which you select from your INTER-MAIL database. The label pre-print and post-print codes are used by this utility. Do not use proportional spacing. Labels measuring 88mm x 36mm are suitable.

The left margin width can be set and the printing can be continuous or with a prompt for each pair.

## 7) Search database

This utility allows you to search any field of the database for a particular string of characters.

The utility is very powerful since it allows you to look at *any field of every record*, except for the index number field. You can search for a group of characters which may appear anywhere within a field. For instance, the address field consists of seven lines. You can find a specific town such as "bolton" by typing this word (upper or lower case or a mixture) into the address line of the search screen then pressing <RETURN>.

The search will continue (you can not stop it) until a match is found or the end of the database is reached. If a match is found the record containing it will be displayed and you will be given the choice of continuing the search for the next occurrence, of printing the record or of quitting the search.

Searching by means of the utility menu option 7) is inevitably slow because it has no pre-sorted index file to use and must look at every single record in the database itself.

Of course you can search for a Surname or an Index number with INTER-MAIL option 3). This method is very fast because it makes use of the pre-sorted indexes, NAMEINDX and ACCINDX. Note that when you select <N> or <I> then any subsequent stepping through the database will be alphabetical or numerical, respectively. This point is especially important to understand if you intend to delete a record. Once the record is deleted, INTER-MAIL will step to the next record in the *current index* (according to your last selection of name or index number).

# Appendix

## The !BOOT file

The !BOOT file which is generated by "create" looks something like this:

```
*FX210,1
*IB.PMENU
CLS
WINDOW 0,0,39,1
REM turn off screen
ALLOC 4500
Z%=0
H%=0
E%=0
head$="Home tel.|MOffice
tel.|MAnniversary|MBirthday|MBirthday|MBirthday|MBirth
day|MBirthday|MNotes:|M27,6|M0|M9|M68|M27,64,27,71|M27,72|M1/
9/91|M400|M1395|M^^|M"
*KEY9 :CLOSEALL
K
*IW.
:CLS
:imail
```

It is most important that you do not alter the string called "head\$" because INTER-MAIL uses this string and modifies it whenever you alter settings with menu option 5). In addition, the date is kept here, as is the current letter number (which includes the directory number) and the next record index number.

However, you can add instructions before "head\$".

For instance, you may have a utility program on disc called "retriev" which you wish to have available during the running of INTER-MAIL. Adding the instructions, below, to the !BOOT file immediately after the line "ALLOC 4500" will achieve this. In addition, you may need to increase the memory allocation by increasing "ALLOC 4500" to "ALLOC 5000". Beware the loading of additional programs, however, since INTER-MAIL itself is quite 'memory hungry'. It is better to load just a simple menu program which will load utilities as needed and delete them afterwards.

```
R%=OPENIN"retriev"
IFR%>0THEN LOAD retriev$,"retriev"
CLOSE"retriev"
```

If your computer is fitted with sideways RAM then you may prefer to load INTER-MAIL and INTER-UTIL Rom images from disc, rather than take up two valuable sockets with Eproms. Simply include the lines:

```
LOAD RAM4,"IMrom"      in the !BOOT file and re-save it on disc.
LOAD RAM5,"IUrom"
```