

Addendum to BUSINESS MAILING LIST (26-1558)
Version 3.0 MOD I/III

The following are operational changes to Business Mailing List:

- (1) While there are '0 RECORDS CURRENTLY IN THE SYSTEM' only options <1> - ADD NEW RECORDS TO THE FILE, or <@> - EXIT FROM PROGRAM may be selected. An attempt to use the other options will result in the Main Menu being redisplayed.
- (2) To DELETE records from the file under FILE MAINTENANCE the user should press the 'D' key. You will then be asked 'DELETE (Y/N)?'. Press 'Y' to delete the currently displayed record. Press 'N' if you do not wish to delete the record, and you will be returned to the FILE MAINTENANCE command list.
- (3) A feature has been added to allow printing of two labels across. The two across labels to be used are CATALOGUE #72-0205. The procedure for printing labels is now as follows:

a) At the Main Menu choose option <4> - PRINT MAILING LABELS.

b) You will then be asked:

- <1> PRINT MAILING LABELS FROM DATA FILE
- <2> PRINT OWN RETURN ADDRESS LABELS
- <@> EXIT TO MAIN MENU

If you choose option <1>, you will then be asked to choose <A>LPHABETIC OR <Z>IP CODE ORDER?. Press 'A' for labels printed in alphabetic sequence or 'Z' for zip code sequence.

If you choose <2> PRINT OWN RETURN ADDRESS LABELS, you will be asked HOW MANY LABELS DO YOU WANT (LIMIT 999)?.

c) Next, you will be asked ARE YOU PRINTING 2 LABELS ACROSS (Y/N)?. Press 'Y' to print two labels across or 'N' to print one across.

d) Follow subsequent procedures as given in manual.

NOTE: If you have transferred data which was created on a version of Mailing List prior to 3.0 to the 3.0 version, then after the completion of the transfer, you must run Setup again, as a "Revision", in order to initialize the 'MLSRT' file. It is not necessary to actually make any revisions. This must be done whether using Model I or Model III.

If you run MLS without doing this an error will occur:
"SETUP NOT COMPLETE"
and the program will be terminated.

Addendum to BUSINESS MAILING LIST (26-1558)
Version 3.0 MOD I/III

To convert your BUSINESS MAILING LIST 3.0 program for use on the Model III, do the following:

- (1) Insert the BUSINESS MAILING LIST program disk in Drive 1, and a copy of Model III TRSDOS in Drive 0.
- (2) Type CONVERT and press ENTER.
- (3) You will be asked for the SOURCE drive number and the DESTINATION drive number. The source disk will be 1, and the destination disk will be 0.
- (4) After the conversion is complete, you can begin running the program as outlined in the manual.

To transfer your BUSINESS MAILING LIST data which was created using an older version of the program to the Version 3.0 Model I program disk do the following:

- (1) Insert a backup copy of your new Version 3.0 BUSINESS MAILING LIST in Drive 0.
- (2) Insert a copy of the old program in Drive 1.
- (3) Check the directory on Drive 1 for the two data files having your assigned mailing list system name. There should be one name ending with a 0 and another ending with a 1.
- (4) At the prompt 'TRSDOS Ready', type the following commands to copy the two files to the new program disk:

COPY filename0:1 TO filename0:0 and press ENTER .
COPY filename1:1 TO filename1:0 and press ENTER .
(where filename is the assigned system name)
- (5) You can now run the new program disk with your second, third, and/or fourth data disk(s) (this depends on the number of disk drives used and the capacity the system was setup for).

To transfer and convert data which was created on the Model I to the 3.0 BUSINESS MAILING LIST for use on the Model III:

- (1) Follow steps 1-4 above to transfer your BUSINESS MAILING LIST data to the Version 3.0 program disk.
- (2) Follow steps 1-3 above to "CONVERT" the programs and data for use on Model III (using the disk created in step 1).

- (3) For any data disk used in drives 1, 2, or 3, follow the conversion process with a copy of Model III TRSDOS (with all files removed) in Drive 0 and the data disk to be converted in Drive 1.

- (4) Remove the Model I copy of the data from Drive 1. Insert a blank diskette in Drive 1. At 'TRSDOS Ready', type FORMAT and press ENTER. The Drive to Format is 1. After the Format is complete, type the following:

COPY filename2:0 TO filename2:1 and press ENTER.
(where filename is the assigned system name)

Follow this procedure for the data disk for each of the drives used.

- (5) The program and converted data can now be run on the Model III, just as it was run on the Model I.

875-9103

(Revised)

