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Overview

SpeakOut! is an application designed to help you write a letter to Congress. All you have to do is enter the text of the letter and tell the system which members of Congress to direct it too, and SpeakOut! does the rest. If you like you can also use some simple [style and formatting features](#) to give your letter the look that you desire.

Describing your target group to SpeakOut! is as easy as pointing and clicking. A special [Recipient Group Editor](#) allows you to define certain criteria for member inclusion, such as what committees they are in, what state they are from, what party they are in, and so on. You can also select specific Congresspeople by name.

Once you have set up your letter and defined your target group you can [preview](#) the letter (in a true WYSIWYG window) to make any final adjustments before [printing](#). SpeakOut! will also print [mailing labels](#) and [return address labels](#) for you when you are ready to send.

In designing the application our overriding goal was simplicity. All of us have had the experience of trying to create a simple document with a word processor only to find that an elaborate set of 'powerful' features is keeping us from doing what we want. While SpeakOut! may not be appropriate for people who have very advanced letter writing needs, we feel that for the rest of us it will be an uncommonly easy tool to use.



Getting Started

This section will take you through the process of creating a simple mailing. We assume that you are comfortable using the basic Windows controls. If you are not, you should consult your Windows documentation before continuing.

Step 1: Enter Your Return Address.

Click the [Add](#) button in the [Return Address](#) section of the [Main Screen](#). SpeakOut! adds a new return address to the system and gives it the text: '<new return address>'. Replace that text with the text of your return address, including your name.

Step 2: Select a Date Style

Click the drop down arrow on the [Date Style](#) combo box and select an option.

Step 3: Modify the Date

If you do not want to use today's date select the [Set Letter Date...](#) menu item under the [Preferences](#) menu. This brings up the [Date Editor](#). Enter the date that you prefer and click the [OK](#) button.

Step 4: Select a Greeting Style

Click the drop down arrow on the [Greeting Style](#) combo box and select an option.

Step 5. Enter Your Letter Body.

Click the [Add](#) button in the [Letter Body](#) section. SpeakOut! adds a new letter body to the system and gives it the text: '<new letter body>'. Replace that text with the text of your letter.

Sample Letter...

To save time click this button for a sample letter body that you can copy and paste into the Letter Body edit box. Once you have copied it into the clipboard select the current text of your new body and paste from the clipboard (Shift+Insert). Now replace the '<your name>' part of the body with your name.

Step 6: Define Your Target Group

Click the [Add](#) button in the [Recipient Group](#) section. This brings up the [Recipient Group Editor](#) so that you can select the criteria for your new group. Based on the contents of the sample letter, let's assume that you want your mailing to go to all Democratic Representatives from Pennsylvania and Ohio who are in either the Environment and Public Works committee or the Transportation and Infrastructure committee. First click on the Democratic check box in the [Party](#) section to turn it on. Notice that the [description](#) at the bottom of the dialog box has changed from 'All Congresspeople' to 'Democratic Congresspeople' and the letter count (just above the description at the right) has changed from 540 to 257. Continue to watch the description and letter count as you complete the following steps. Click on the Representative check box in the [Office](#) section to turn it on. Scroll down in the [Home State](#) listbox to bring both Ohio and Pennsylvania into view. Click on Ohio, then hold down the Ctrl key and click on Pennsylvania. This will select both states. Click on the Committee tab at the top of the dialog box to bring the [committee](#) criteria page

into view. Scroll down to bring the Environment and Public Works committee into view and click on it. Scroll down to the Transportation and Infrastructure committee and hold down the Ctrl key and click on it. Now both committees are selected. Enter the name 'OHIO RIVER HIGHWAY' in the Name edit box. Click the [OK](#) button.

Step 7: Preview Your Letter to Determine Spacing Needs

Click the [Preview](#) button at the top of the [Main Screen](#). This brings up the [Preview](#) window with your letters loaded. Click the [Zoom](#) button to get a full page view. Since the body of your letter is fairly short you will want to increase the default spacing to get a better look. Click the [Close](#) button to put away the Preview window. Click the [Set Spacing...](#) button in the [Letter Body](#) section. This brings up the [Spacing Editor](#) so you can adjust the spacing. Set the spacing between the return address and date to 4, between the date and recipient address to 5, and between the recipient address and greeting to 3. Click the [OK](#) button. You can keep previewing and adjusting the spacing in this manner until the letter has the look that you want.

Step 8: Print your Letters

Click the [Print](#) button at the top of the [Main Screen](#) and your letters will be printed. If you do not want them to go to the Windows default printer select the [Print Setup...](#) menu item under the [File](#) menu. This brings up Window's Print Setup dialog box so you can select a different printer.

Step 9: Print Mailing Labels

Select the appropriate [Use Labels](#) menu item under the [Preferences](#) menu. Even if you are not using Avery labels, your labels will probably be compatible with one of the Avery options. Put a label sheet in your printer and select the [Print Mailing Labels](#) menu item under the [File](#) menu.

Step 10: Print return Address Labels

Assuming you are using the same label type for return address labels, put a label sheet in your printer and select the [Print Return Address Labels](#) menu item under the [File](#) menu.

You're Done

Congratulations! You have created a simple (and small) mailing complete with letters and labels. Notice that as you create more mailings some of these steps will not be necessary. For example you may always use the same return address, date style, greeting style, etc. Or you may already have created a recipient group that you want to use again. The rest of this help file describes the features you have just used as well as some others in more detail if you need more help.

Copy

As a Pennsylvania Democrat and resident of Pittsburgh I am deeply concerned about House bill 123. As you know, if passed this bill would provide for the creation of a major highway to run the banks of the Ohio river from Pittsburgh to Cincinnati. There is a great deal of wildlife that depends on the vegetation of the banks for survival. Without that plant life the ecosystem along the river would be altered substantially. I am not an ecologist so I cannot tell you exactly what impact might be expected, but I would like to make sure that you are informed as to the implications before you vote on 123. Please send me whatever data you have regarding environmental impact. If none is available I strongly encourage you to vote against the bill or to postpone the vote until members can receive an environmental impact analysis. Thanks in advance for your cooperation. I look forward to your response.

Sincerely,

<your name>



The Main Screen

The SpeakOut! main screen is the screen that comes up when you run the application. Most of the work that you need to do to set up and print a new mailing can be done from this screen. The screen is designed to mimic the layout of a letter.

The main screen consists of five basic sections: the [Recipient Group](#) section, the [Return Address](#) section, the [Letter Body](#) section, the [Greeting Style](#) combo box and the [Date Style](#) combo box. It also contains the [Preview](#) and [Print](#) buttons, a [Menu Bar](#) and a [Status Bar](#).

To create a mailing you just need to set the data in each of the five sections to reflect what you want in your mailing. Then you can click on the Preview or Print buttons to see the results. If you need to print mailing labels or return address labels you can use the previewing and printing options under the [File](#) menu. Notice that when you are printing labels they will be designed to fit the Avery label type selected under the [Preferences](#) menu.

Context Sensitive Help

If you hit F1 at the main screen you will be presented with help information on the currently active control. If you hit F1 with a menu item selected you will get help information for that menu item.

The Preview button

Clicking on the Preview button brings up the [Preview](#) window with the letters in the current mailing loaded. The current mailing is defined by the settings in each of the five main sections. The Preview window enables you to see what your letters will look like before actually printing them. You can use the buttons on the Preview window to move through the various letters in your mailing and to zoom in and out on the images. Clicking on the Preview button is identical to selecting the Preview Letters menu item under the [File](#) Menu.

The Print Button

Clicking on the Print button prints all of the letters in the current mailing. The current mailing is defined by the settings in each of the five main sections. Printing is directed to the printer selected using the Print Setup dialog box. You can bring up the Print Setup dialog box by selecting the Print Setup... menu item under the [File](#) Menu. If you do not select a printer SpeakOut! uses the Windows default printer. Clicking on the Print button is identical to selecting the Print Letters menu item under the File menu.



Return Address Section

The Return Address section of the [Main Screen](#) allows you to maintain a *list* of return addresses. The address that is displayed is the one that will be used when printing letters or return address labels.

To scroll down to help on a specific control click on it in the image below.



Once you have set up your list to contain all the return addresses that you want, all you have to do is select the appropriate one. You may want to have one return address for yourself as a private citizen, one as a representative of your company or other organization, one for your spouse or child, etc. Notice that the text at the upper right indicates how many addresses you have in your list and which one is currently displayed.

The information below describes how to add, delete and modify addresses to set up your list, and how to move through the list to select the address that you want.

Address Edit Box

The address edit box is used to enter or modify the text of a return address. Just as with any Windows edit box you can select text to delete or change and you can cut and paste to and from the clipboard. For more information on using Windows edit boxes consult your Windows manuals. The smaller scroll bar attached to the address edit box is used to see the rest of the address if it contains more than the four lines that are visible at a time.

Add Button

The Add button adds a new return address to the end of your list and moves to it. When it is created the new address reads '<new return address>'. You should replace this text with the text of your new address.

Delete Button

The Delete button removes the currently displayed address from your list. You will be asked to verify the deletion because it is permanent. If there is only one address in your list you will not be permitted to delete it. SpeakOut! requires that you have at least one address in your list at all times.

List Slide Bar

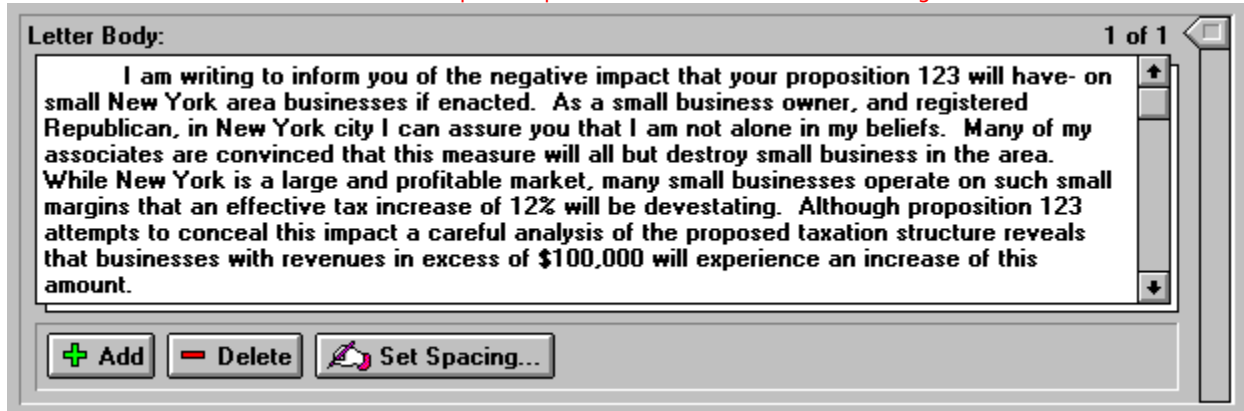
The list slide bar all the way at the right of the Return Address section is used to select a return address. When it is all the way at the top the first address in the list is displayed. When it's all the way at the bottom the last is displayed. You can drag the thumbnail to flip through the addresses in your list.



Letter Body Section

The Letter Body section of the [Main Screen](#) allows you to maintain a *list* of letter bodies. The body that is displayed is the one that will be used when printing letters.

To scroll down to help on a specific control click on it in the image below.



Every time you create a new letter body it is added to your list. If you want to use the same body again for a different mailing all you have to do is find it in the list. Notice that the text at the upper right indicates how many letter bodies you have and which one is currently displayed.

The information below describes how to add, delete and modify bodies to set up your list, and how to move through the list to select the body that you want.

Letter Body Edit Box

The letter body edit box is used to enter or modify the text of a letter body. Just as with any Windows edit box you can select text to delete or change and you can cut and paste from the clipboard. For more information on using Windows edit boxes consult your Windows manuals. The smaller scroll bar attached to the letter body edit box is used to see the rest of the body if it contains more lines than are visible.

Add Button

The Add button adds a new letter body to the end of your list and moves to it. When it is created the new body reads '<new letter body>'. You should replace this text with the text of your new body.

Delete Button

The Delete button removes the currently displayed letter body from your list. You will be asked to verify the deletion because it is permanent. If there is only one body in your list you will not be permitted to delete it. SpeakOut! requires that you have at least one body in your list at all times.

List Slide Bar

The list slide bar all the way at the right of the Letter Body section is used to select a letter body. When it is all the way at the top the first body in the list is displayed. When it's all

the way at the bottom the last is displayed. You can drag the thumbnail to flip through the bodies in your list.

Set Spacing... Button

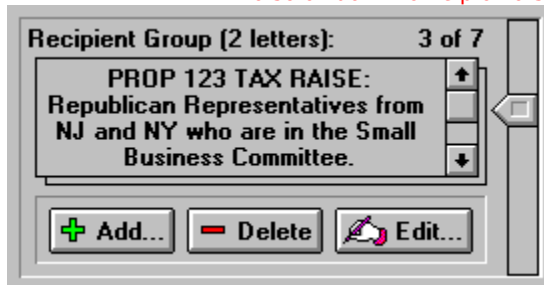
Every letter body contains spacing information that you control. This tells SpeakOut! how to space the various elements of a letter ([return address](#), [date](#), [greeting](#), etc.). The Set Spacing... button bring up the [Spacing Editor](#) so that you can format the spacing to suit your taste. You can [preview](#) the letter to see how the spacing you have selected will actually look when printed.



Recipient Group Section

The Recipient Group section of the [Main Screen](#) allows you to maintain a *list* of recipient groups. A recipient group is a group of Congresspeople that you might wish to send a letter to. The group that is displayed is the one that will be used when printing letters or mailing labels.

To scroll down to help on a specific control click on it in the image below.



Every time you create a new recipient group it is added to your list. If you want to use the same group again for a different mailing all you have to do is find it in the list. Notice that the text at the upper right indicates how many groups you have and which one is displayed.

The information below describes how to add, delete and modify groups to set up your list, and how to move through the list to select the group that you want.

Recipient Group Edit Box

The recipient group edit box is used to view a description of the group. You cannot edit this text directly. If you want to change the criteria of the group you must click the [Edit](#) button. The smaller scroll bar attached to the recipient group edit box is used to see the *rest* of the description if it contains more lines than are visible.

Add Button

The Add button adds a new recipient group to the end of your list and moves to it. First the [Recipient Group Editor](#) dialog box is presented so that you can set the criteria for your new group. If you click the Cancel button on the Recipient Group Editor a new group is not created.

Delete Button

The Delete button removes the currently displayed recipient group from your list. You will be asked to verify the deletion because it is permanent. If there is only one group in your list you will not be permitted to delete it. SpeakOut! requires that you have at least one group in your list at all times.

Edit Button

The Edit button brings up the [Recipient Group Editor](#) dialog box so you can modify the criteria of the current group. When you have completed your changes the description in the [recipient group edit box](#) will change to reflect them.

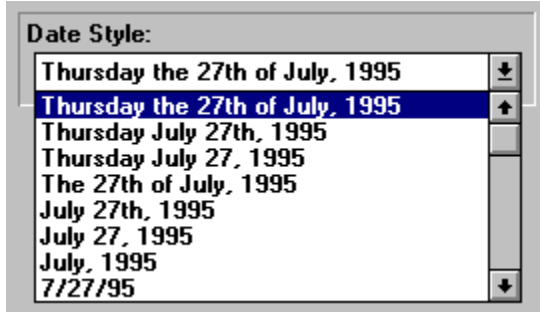
List Slide Bar

The list slide bar all the way at the right of the Recipient Group section is used to select a recipient group. When it is all the way at the top the first group in the list is displayed. When it's all the way at the bottom the last is displayed. You can drag the thumbnail to flip through the groups in your list.



Date Style Combo Box

The Date Style combo box on the [Main Screen](#) allows you to select a style for your letter's date. The image below illustrates some of the styles that are available.

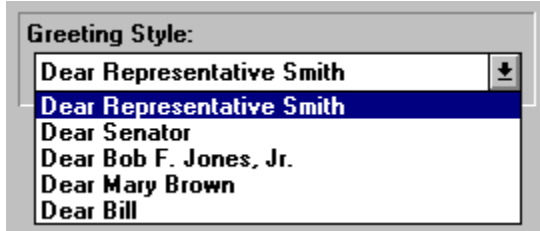


If you want to change the actual date (SpeakOut! uses the current date by default) you must select the [Set Letter Date...](#) menu item from the [Preferences](#) menu. This brings up the [Date Editor](#) dialog box so you can enter a new date.



Greeting Style Combo Box

The Greeting Style combo box on the [Main Screen](#) allows you to select a style for your letter's greeting. The image below illustrates the styles that are available.



The names in the combo box are just used to illustrate the style. When your letters are printed the appropriate names will be inserted for each letter.



Menu Items

The SpeakOut! menu bar has three menus. Select the menu that you would like to see information on.

- [File Menu](#)
- [Edit Menu](#)
- [Preferences Menu](#)
- [Help Menu](#)



File Menu

The File menu contains the menu items used for preview and printing letters, mailing labels and return address labels. It also provides access to Congresspeoples' phone numbers.

To scroll down to help on a specific menu item click on it in the image below.

File	
Preview <u>L</u> etters	Ctrl+L
Preview <u>M</u> ailing Labels	Ctrl+M
Preview <u>R</u> eturn Address Labels	Ctrl+R
<hr/>	
Print <u>L</u> etters	Ctrl+T
Print <u>M</u> ailing Labels	Ctrl+G
Print <u>R</u> eturn Address Labels	Ctrl+N
<hr/>	
Print <u>S</u> etup...	
<hr/>	
<u>P</u> hone Numbers...	Ctrl+P
<hr/>	
<u>E</u> xit	

Preview Letters (hot key: Ctrl+L)

The Preview Letters menu item brings up the [Preview](#) window with the all the letters for the current mailing loaded. You can use the Preview window to flip through all of the letters in the mailing. If your letters look OK for printing there is a [Print](#) button available at the bottom of the window.

Preview Mailing Labels (hot key: Ctrl+M)

The Preview Mailing Labels menu item brings up the [Preview](#) window with the all the mailing labels for the current mailing loaded. You can use the Preview window to flip through the label sheets if more than one is required. If your labels look OK for printing there is a [Print](#) button available at the bottom of the window. The labels will be set up to fit on the [label type](#) that you have selected under the [Preferences](#) menu.

Preview Return Address Labels (hot key: Ctrl+R)

The Preview Return Address Labels menu item brings up the [Preview](#) window with the all the return address labels for the current mailing loaded. You can use the Preview window to flip through the label sheets if more than one is required. If your labels look OK for printing there is a [Print](#) button available at the bottom of the window. The labels will be set up to fit on the [label type](#) that you have selected under the [Preferences](#) menu.

Print Letters (hot key: Ctrl+T)

The Print Letters menu item prints all the letters for the current mailing. One copy of each letter will be printed. If you wish to print more than one copy or if you wish to print only certain letters, use the [Preview Letters](#) menu item to bring up the [Preview](#) window and then click on its [Print](#) button. This will give you the opportunity to specify what you want printed.

Print Mailing Labels (hot key: Ctrl+G)

The Print Mailing Labels menu item prints all the mailing labels for the current mailing. One copy of each label will be printed. If you wish to print more than one copy or if you wish to print only certain label sheets, use the [Preview Mailing Labels](#) menu item to bring up the [Preview](#) window and then click on its [Print](#) button. This will give you the opportunity to specify what you want printed. The labels will be set up to fit on the [label type](#) that you have selected under the [Preferences](#) menu.

Print Return Address Labels (hot key: Ctrl+N)

The Print Return Address Labels menu item prints all the return address labels for the current mailing. One copy of each label will be printed. If you wish to print more than one copy or if you wish to print only certain label sheets, use the [Preview Return Address Labels](#) menu item to bring up the [Preview](#) window and then click on its [Print](#) button. This will give you the opportunity to specify what you want printed. The labels will be set up to fit on the [label type](#) that you have selected under the [Preferences](#) menu.

Print Setup...

The Print Setup... menu item brings up Windows' Print Setup dialog box. This allows you to select which printer you want to use. If you do not select a printer SpeakOut! uses the Windows default printer.

Phone Numbers...

The Phone Numbers... menu item brings up the [Phone Number Display](#). This dialog box shows you the phone numbers of the Congresspeople in the current mailing. The dialog box has a [Print](#) button if you want to print the numbers out.

Exit

The Exit menu item shuts down SpeakOut! As with all Windows applications this can also be done by double-clicking on the control box in the upper left corner of the window or by hitting Alt+F4.



Edit Menu

The Edit menu allows you to Cut, Copy and Past text between SpeakOut! and other Windows applications.

To scroll down to help on a specific menu item click on it in the image below.

Edit	
C <u>u</u> t	Ctrl+X
C <u>o</u> py	Ctrl+C
P <u>a</u> ste	Ctrl+V
D <u>e</u> lete	Del
S <u>e</u> lect All	

Cut (hot key: Ctrl+X)

The Cut menu item deletes any text that is selected in the letter body or return address sections, and copies it into the Windows clipboard for pasting into other applications.

Copy (hot key: Ctrl+C)

The Copy menu item copies any text that is selected in the letter body or return address sections into the Windows clipboard for pasting into other applications.

Paste (hot key: Ctrl+V)

The Paste menu item inserts any text that is in the Windows clipboard into the letter body or return address section. The section that contains the cursor will receive the text.

Delete (hot key: Del)

The Delete menu item removes any text that is selected in the letter body or return address sections. The text is not copied into the Windows clipboard.

Select All

The Select All menu item selects all the text in the letter body or return address section. The section that contains the cursor will have its text selected.



Preferences Menu

The Preferences menu contains the menu items used to configure SpeakOut! to suit your needs.

To scroll down to help on a specific menu item click on it in the image below.

Preferences	
Show Hints	Ctrl+H
✓ Show <u>S</u> tatus Bar Messages	Ctrl+S
Use Avery 5167, 5267 or 5667 Labels (4x20)	
✓ Use Avery 5160, 5260 or 5660 Labels (3x10)	
Use Avery 5161, 5261 or 5661 Labels (2x10)	
Use Avery 5162, 5262 or 5662 Labels (2x7)	
Set Letter <u>D</u> ate...	Ctrl+D

Show Hints (hot key: Ctrl+H)

The Show Hints menu item toggles whether or not the system's hint window is used. The hint window is a small popup window that appears next to the control the mouse over. It contains a very brief explanation of what the control does. When this menu item is checked the hint window will be shown, when it is not checked it will not be shown.

Show Status Bar Messages (hot key: Ctrl+S)

The Show Status Bar Messages menu item toggles whether or not help messages are shown in the status bar at the bottom of the [Main Screen](#). If messages are shown they apply to the control the mouse is over. Status bar messages are slightly longer than hint window messages. When this menu item is checked status bar messages will be shown, when it is not checked they will not be shown.

Use Labels Items

The Use Labels menu items are used to indicate which type of label sheet you want your mailing labels and return address labels formatted for. The menu item that is checked is the one that will be used when printing labels. Each of the choices indicate which Avery label types match, as well as the number of rows and columns that the label sheets have. To preview or print labels use the previewing and printing options under the [File](#) menu.

Set Letter Date... (hot key: Ctrl+D)

The Set Letter Date... menu item brings up the [Date Editor](#) dialog box. This dialog box allows you to indicate the date that you want to appear on your letter. SpeakOut! uses the current date by default.



Help Menu

The Help menu provides access to the SpeakOut! help system.

To scroll down to help on a specific menu item click on it in the image below.

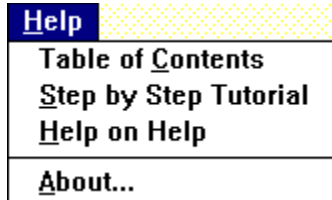


Table of Contents

The Table of Contents menu item brings up the help system open to the [Table of Contents](#) page.

Step By Step Tutorial

The Step By Step Tutorial menu item brings up the help system open to the [Getting Started](#) page.

Help on Help

The Help on Help menu item brings up the help system with information on how to use the help system itself.

About...

The About... menu item brings up the SpeakOut! about box. The about box presents version and copyright information.



Dialog Boxes

Although much of the work you will do with SpeakOut! will be done on the Main Screen, there are also some dialog boxes that the system uses to gather and display additional information. Select the dialog box that you would like to see information on.



[Recipient Group Editor](#)



[Spacing Editor](#)



[Date Editor](#)



[Phone Number Display](#)

Recipient Group Editor

The Recipient Group Editor allows you to set the criteria for a recipient group. The editor is presented if you [edit](#) an existing recipient group or if you [add](#) a new one.

To scroll down to help on a specific control click on it in the image below.

There are five criteria categories: Party, Office, Home State, Committee and Individual. A Congressman must match the settings in *all* of these sections to be included in the group. For example if Party is set to Democratic, and Office is set to Senator then a Congressman will be included only if they are a Democrat *and* a Senator. If a section is not relevant to the group you are trying to define then you should set its Active switch to Off (the Active switch is in the upper right hand corner of each section).

Generally you will use either a combination of the first four categories to set up the criteria for a group, or you will use only the Individual section to indicate a list of specific Congresspeople. You can combine all of the sections if you wish however. For example, imagine you have a list of twenty Congresspeople you wish to contact but you want to send a slightly different letter to the Senators in the group. You should select each of members in the Individual section and then check the Senator check box in the Office section. This will generate a group representing the Senators in your list. You can generate a group representing the Representatives in your list similarly.

The description of the group at the bottom of the dialog box should make clear the meaning of the criteria you have selected.

Party

Use the Party section to indicate which party or parties to include in your group. Check the ones that should be included.

Active Switch

The Active switch indicates whether or not party membership is relevant to the group. If it is not, set the switch Off and members will be included regardless of their party. The switch is turned on automatically as soon as you select a subset of the parties for inclusion.

Office

Use the Office section to indicate which branch(es) of Congress to include in your group. Check the branch(es) that should be included.

Active Switch

The Active switch indicates whether or not office is relevant to the group. If it is not, set the switch Off and members will be included regardless of their office. The switch is turned on automatically as soon as you select a subset of the branches for inclusion.

Home State

Use the Home State section to indicate which home state(s) to include in your group. Highlight the states that should be included.

Active Switch

The Active switch indicates whether or not home state is relevant to the group. If it is not, set the switch Off and members will be included regardless of their home state. The switch is turned on automatically as soon as you select a subset of the states for inclusion.

Committee

Use the Committee section to indicate which committee(s) to include in your group. Highlight the committees that should be included.

Active Switch

The Active switch indicates whether or not committee membership is relevant to the group. If it is not, set the switch Off and members will be included regardless of what committees they are in. The switch is turned on automatically as soon as you select a subset of the committees for inclusion.

Individual

Use the Individual section to indicate which individual Congresspeople to include in your group. Highlight the Congresspeople who should be included.

Active Switch

The Active switch indicates whether or not Congresspeople should be individually selected for the group. If not, set the switch Off and members will be included based only on the other criteria. The switch is turned on automatically as soon as you select a subset of the Congresspeople for inclusion.

Name

Use the Name edit box to enter a name for your group. Names are added as the first line of the group's description. You do not have to enter a name if the description is adequate without it.

Description

The Description edit box gives you an written description of the group you have defined. If you have entered a name for the group it will appear as the first line of the description. Notice that the text at the upper right indicates how many letters the group will generate. The scroll bar attached to the Description edit box is used to see the rest of the description if it contains more lines than are visible.

OK Button

The OK button accepts the changes you have made to a group's criteria. If you are adding a recipient group the OK button creates a new group based on the criteria.

Cancel Button

The Cancel button aborts any changes you have made to a group's criteria. If you are adding a recipient group the Cancel button aborts creation of the new group.

Help Button

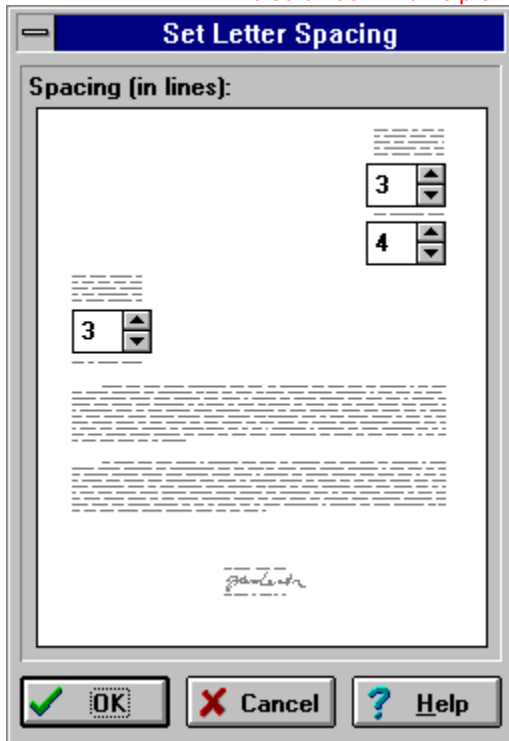
The Help button brings up this help page (scrolled to the top) to give you information on the Recipient Group Editor dialog box. If you hit F1 while the Recipient Group Editor is up you will be presented with this help page scrolled to the section describing the control that is active.



Spacing Editor

The Spacing Editor allows you to set the spacing of the various elements of a letter ([return address](#), [date](#), [greeting](#), etc.). The editor is presented if you click the [Set Spacing...](#) button in the [Letter Body](#) section of the [Main Screen](#). Every letter body contains its own spacing information. You can [preview](#) the letter to see how the spacing you have selected will actually look when printed.

To scroll down to help on a specific control click on it in the image below.



Spacing Between Return Address and Date

Sets the number of blank lines between the return address and the date. You can type a new number or use the arrow buttons to increase or decrease the number to the desired value.

Spacing Between Date and Recipient Address

Sets the number of blank lines between the date and the recipient address. You can type a new number or use the arrow buttons to increase or decrease the number to the desired value.

Spacing Between Recipient Address and Greeting

Sets the number of blank lines between the recipient address and the greeting. You can type a new number or use the arrow buttons to increase or decrease the number to the desired value.

OK Button

The OK button accepts the changes you have made to a letter's spacing.

Cancel Button

The Cancel button aborts any changes you have made to a letter's spacing.

Help Button

The Help button brings up this help page (scrolled to the top) to give you information on the Spacing Editor dialog box. If you hit F1 while the Spacing Editor is up you will be presented with this help page scrolled to the section describing the control that is active.



Date Editor

The Date Editor allows you to set a date for your letter. The editor is presented if you select the [Set Letter Date...](#) menu item from the [Preferences](#) menu. By default SpeakOut! uses the current date. To change the style of the date use the [Date Style](#) combo box on the [Main Screen](#).

To scroll down to help on a specific control click on it in the image below.

Month

Sets the month. You can type a new number or use the arrow buttons to increase or decrease the number to the desired value.

Day

Sets the day. You can type a new number or use the arrow buttons to increase or decrease the number to the desired value.

Year

Sets the year. You can type a new number or use the arrow buttons to increase or decrease the number to the desired value.

OK Button

The OK button accepts the changes you have made to the date.

Cancel Button

The Cancel button aborts any changes you have made to the date.

Help Button

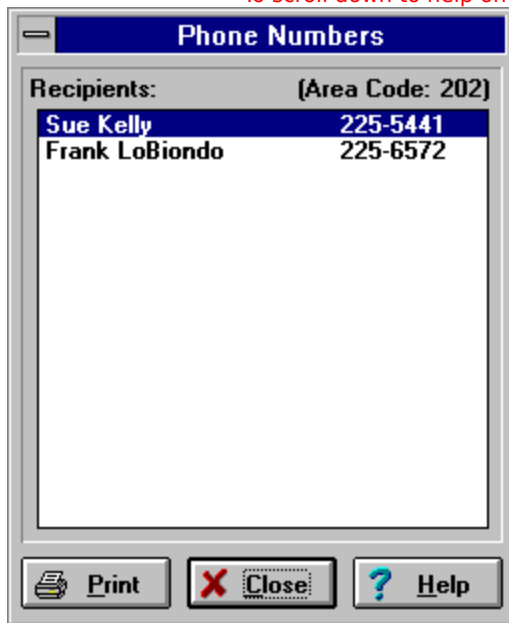
The Help button brings up this help page (scrolled to the top) to give you information on the Date Editor dialog box. If you hit F1 while the Date Editor is up you will be presented with this help page scrolled to the section describing the control that is active.



Phone Number Display

The Phone Number Display allows you to view the phone numbers of the Congresspeople in the current recipient group. The dialog box is presented if you select the [Phone Numbers...](#) menu item from the [File](#) menu.

To scroll down to help on a specific control click on it in the image below.



Phone Number List

Shows the names and phone numbers of the Congresspeople in the current recipient group. Use the scroll bar to view entries that do not fit in the display.

Print Button

The Print button prints out the numbers in the display.

Close Button

The Close button puts away the Phone Number Display dialog box.

Help Button

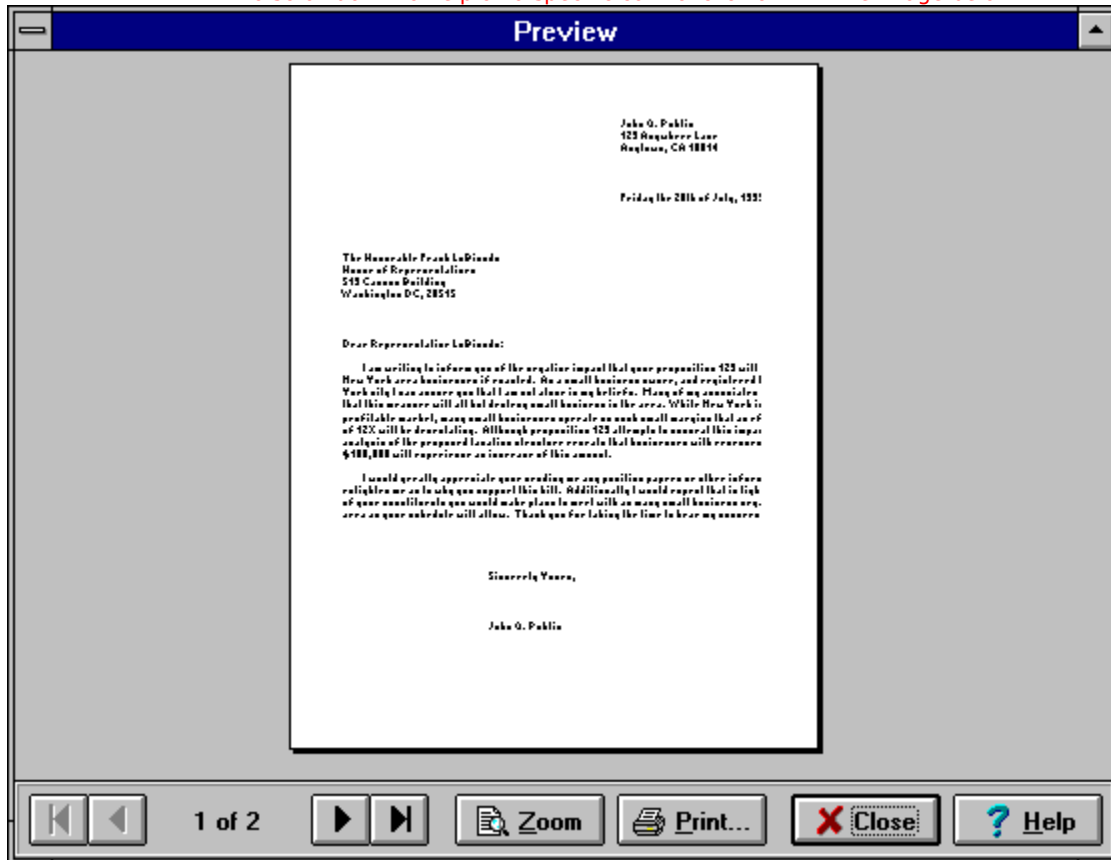
The Help button brings up this help page (scrolled to the top) to give you information on the Phone Number Display dialog box. If you hit F1 while the Phone Number Display is up you will be presented with this help page scrolled to the section describing the control that is active.



The Preview Window

The Preview window allows you to look at your letters, mailing labels and return address labels on screen before printing them. The images are shown as they will appear when printed. This way you can use the Preview window to make formatting adjustments rather than printing. This saves both time and paper.

To scroll down to help on a specific control click on it in the image below.



First Button

The First button flips to the first letter or label sheet (see [Location Indicator](#)).

Previous Button

The Previous button flips to the previous letter or label sheet (see [Location Indicator](#)).

Location Indicator

The location indicator shows which letter or label sheet is currently displayed and how many have been loaded for previewing.

Next Button

The Next button flips to the next letter or label sheet (see [Location Indicator](#)).

Last Button

The Last button flips to the last letter or label sheet (see [Location Indicator](#)).

Zoom Button

The Zoom button cycles through three different zoom levels. You can zoom all the way out to get a view of the overall layout of the page (as in the above image), or zoom in to see more detail.

Print... Button

The Print... button will print the material that you are previewing. First you will be presented with the Windows Print dialog box. This dialog box allows you to indicate which pages to print and how many copies to print.

Close Button

The Close button closes down the Preview window.

Help Button

The Help button brings up this help page (scrolled to the top) to give you information on the Preview window. If you hit F1 while the Preview window is up you will be presented with this help page scrolled to the section describing the control that is active.

Stop Loading Button

The Stop Loading button will abort the process of loading letters or label sheets into the Preview window. If you are previewing the letters for a large mailing it will take a few second to load all of the letters. If you do not want to wait for them all to load you can click the Stop Loading button and begin using the Preview window with just the letters that have been loaded so far.



Messages

The following list contains all of the messages that SpeakOut! might present to you during ordinary usage.

'Deleting this <return address/letter/recipient group> will permanently remove it from the system. Delete anyway?'

This message is shown to make sure that you really want to delete the item. Once you delete it you will not be able to get it back. This is a precaution in case you clicked the Delete button by accident.

Yes button: item is deleted.

No button: nothing is done.

Help button: this help message is shown.

'This <return address/letter/recipient group> cannot be deleted. You must maintain at least one <return address/letter/recipient group> in the system at all times.'

This message is shown to let you know that the item will not be deleted, despite your request. If your return address list, letter list or recipient group list contains only one item it cannot be deleted.

OK button: nothing is done.

Help button: this help message is shown.

'The current recipient group does not contain any Congresspeople. There is nothing to <preview/print/show>.'

This message is shown to let you know that nothing will be previewed or printed, despite your request. If the recipient group you have chosen contains no Congresspeople then there is nothing to preview or print.

OK button: nothing is done.

Help button: this help message is shown.



Errors

When SpeakOut! encounters an unexpected error it is first reported to the user and then SpeakOut! is terminated. Regardless of the error, the message dialog box will have the following two buttons.

OK button: SpeakOut! is terminated.

Help button: this help page is shown scrolled down to the explanation of the error.

When an error occurs you should do the following:

- 1) write down the error code and error message,
- 2) click the OK button on the message dialog box to allow SpeakOut! to terminate.
- 3) close down all other applications and exit Windows.
- 4) at the DOS prompt, turn your computer off and then on again, run Windows again if it doesn't run automatically, and try running SpeakOut! again.

If the error occurred due to another application SpeakOut! should run correctly. If it doesn't, find the error below to check for a tip, or [contact Publishing Technologies](#) for assistance.

Note: Certain low level system errors will not display an error code and do not have an explanation below. You should still follow the instructions above.

Error Codes and Messages

CB001: 'Field <field name> not found in database file <file name>'

There is an internal error in the database file 'file name'. Replacing from a backup should solve the problem. Follow the instructions at the top of this help page [before proceeding](#).

CB002, CB003, CB004: 'Unable to get value for field <field name> in database file <file name>'

There is an internal error in the database file 'file name'. Replacing from a backup should solve the problem. Follow the instructions at the top of this help page [before proceeding](#).

CB005: 'Unable to set value for field <field name> in database file <file name>'

There is an internal error in the database file 'file name'. Replacing from a backup should solve the problem. Follow the instructions at the top of this help page [before proceeding](#).

CB006: 'Unable to open database file <file name>'

The database file 'file name' is missing or corrupted. Replacing from a backup should solve the problem. Follow the instructions at the top of this help page [before proceeding](#).

CB007: 'Unable to close database file <file name>'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before](#)

[proceeding](#).

CB008: 'Unable to go to top of database file <file name>'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CB009: 'Unable to go to bottom of database file <file name>'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CB010: 'Unable to skip <n> record(s) in database file <file name>'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CB011: 'Unable to get record count for database file <file name>'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CB012: 'Unable to find index <index name> for database file <file name>'

The database index 'index name' is missing or corrupted. Replacing the database file 'file name' and associated files (.cdx and .fpt) from a backup should solve the problem. Follow the instructions at the top of this help page [before proceeding](#).

CB013: 'Unable to skip while counting records in database file <file name>'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CB014: 'Unable to start append for database file <file name> (error code <n>)'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CB015: 'Unable to end append for database file <file name> (error code <n>)'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CB016: 'Unable to go to bottom of database file <file name>'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CB017: 'Unable to skip 1 record in database file <file name>'

Access to database 'file name' was lost during execution. Database may be corrupted after termination. Follow the instructions at the top of this help page [before](#)

[proceeding](#).

CB018: 'Unable to close databases'

Access to databases was lost during execution. Databases may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CR001: 'Unable to open preview job <report name>'

The report file 'report name' is missing or corrupted. Replacing from a backup should solve the problem. Follow the instructions at the top of this help page [before proceeding](#).

CR002: 'Unable to turn off the preview window controls'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR003: 'Unable to output to the preview window'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR004: 'Unable to get preview job status'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR005: 'Unable to get preview window handle'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR006: 'Unable to close preview job <report name>'

An internal error in the report engine has occurred while processing the report file 'report name'. Report file may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CR007: 'Unable to show first page'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR008: 'Unable to show previous page'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR009: 'Unable to show next page'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR010: 'Unable to show last page'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR011: 'Unable to change preview zoom level'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR012: 'Unable to turn on Evaluation Version banner'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR013: 'Unable to open report engine'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).

CR014: 'Unable to open print job <report name>'

The report file 'report name' is missing or corrupted. Replacing from a backup should solve the problem. Follow the instructions at the top of this help page [before proceeding](#).

CR015: 'Unable to send print job <report name> to printer'

An internal error in the report engine has occurred while processing the report file 'report name'. Report file may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CR016: 'Unable to close print job <report name>'

An internal error in the report engine has occurred while processing the report file 'report name'. Report file may be corrupted after termination. Follow the instructions at the top of this help page [before proceeding](#).

CR017: 'Unable to select printer <printer name>'

An internal error in the report engine has occurred. Follow the instructions at the top of this help page [before proceeding](#).



Contacting Publishing Technologies

If you are having difficulty using SpeakOut! please contact us so that we may correct the problem.

If you have suggestions as to how we can improve our software we would greatly appreciate your input.

You may contact us in any of the following ways. We thank you for your input.

Telephone: (212) 406-4955

Fax: (212) 587-1314

E-Mail: comments@pubtech.com

World Wide Web: www.pubtech.com

U.S. Mail:

Publishing Technologies, Inc.
Attn: Customer Service
139 Fulton St., Suite 513
New York, NY 10038



Style and Formatting Features

SpeakOut! has a few basic features that allow you to adjust the style and formatting of your letters. You can pick any one of several [date styles](#) and [greeting styles](#). You can set the [spacing](#) of the various elements of a letter ([return address](#), [date](#), [greeting](#), etc.). And you can set the [date](#) that you want to use for your letter. Additionally, when printing mailing labels and return address labels you can select any one of several standard Avery [label types](#) to use.

