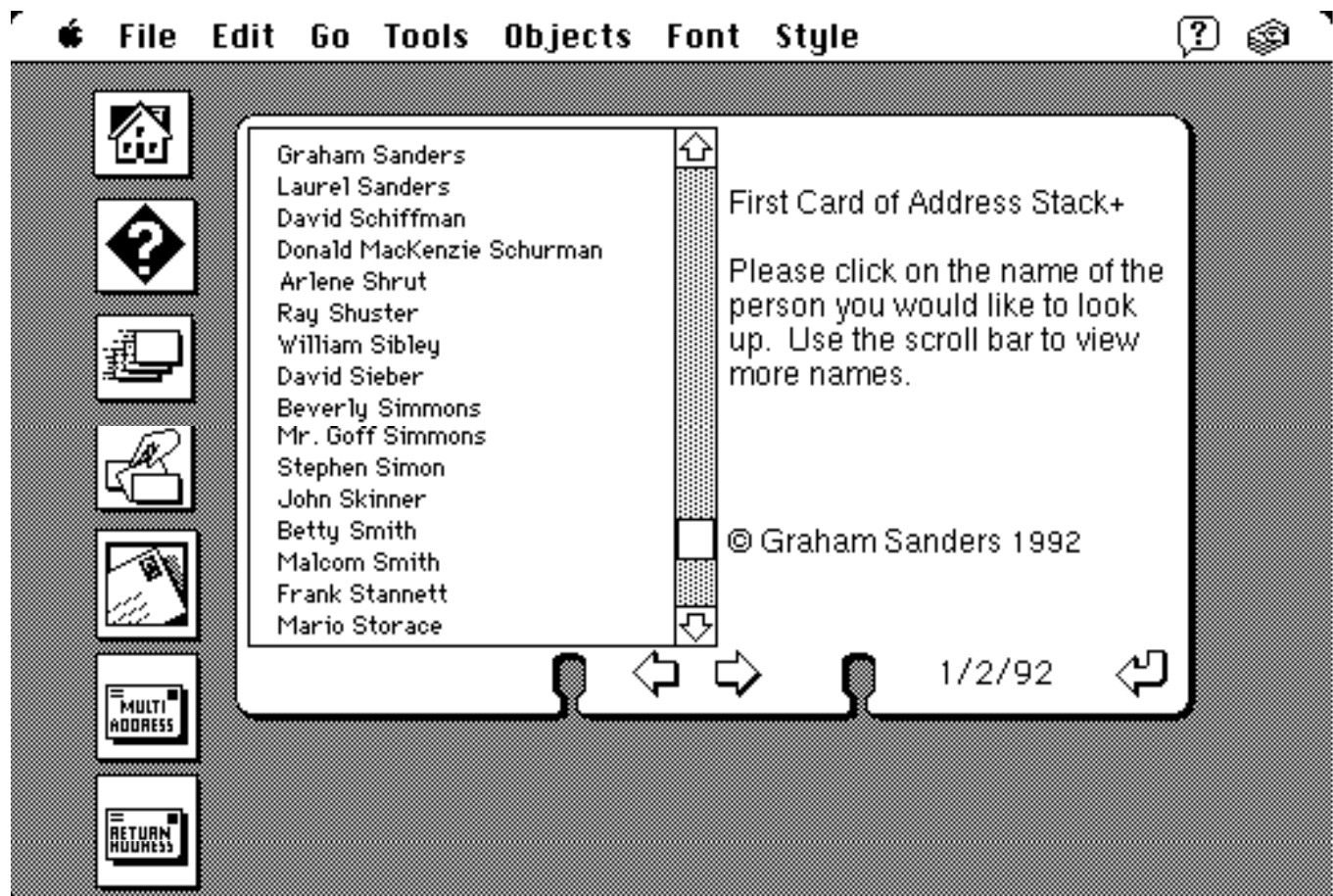


1

# Welcome to Address Stack+

I hope that you will find some of the improvements in this Stack useful to you. I have written this stack for the average Macintosh™ user, who does not want to get involved in programming HyperCard™, but would find it useful to be able to print envelopes, etc.

**Here is the First Card of Address Stack+**



The first card displays all of the names in line 1, of the entire stack. Just click on the name of the person you would like to look up, and the script will take you there. This script is updated at the close of the stack. If there have been no changes to the **NUMBER** of cards, then the update is by-passed. This is important, because the stack looks for a change in the number of cards, **NOT A CHANGE IN THE DATA**. I did it this way because, it can take a long time to cycle through the cards, to update, and would be very tiresome to have it happen at every close of stack! If you want to change the data of the first card, just add or delete a card.

### **The Home Button**



Click on this button to return to the Home Stack.

### **The Find Button**



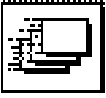
Use this button to find a person, address, note, etc. You will first be ask for the name of the person you will be searching for. Then the next prompt will ask you for the field to look in. The default is Name and Address, but you could type Notes if you wanted. HyperCard™ will then find it for you. When it has found it, a prompt will ask you if you want to search again. After all of the matching finds have be shown, the button will exit its script.

Searchable fields are:

- Name and Address
- Home No.
- Work No.
- Notes
- Date

### **The View All Cards Button**

3



Click this button to view all of the cards in consecutive order.

### **The Sort Button**



Click this button to sort the stack by the last name in line one of the Name and Address field.

### **Printing Envelopes**

#### **The Print Envelopes Button**



Click this button to print envelopes. N.B. The Page Setup under the File Menu has to be used to select Envelopes. Please note that this button was written for a HP DeskWriter™, but should work with a printer capable of printing single envelopes. If you are using a printer that uses pin feed paper, you will need to select Print Report under the File menu, and change the Envelope Template.

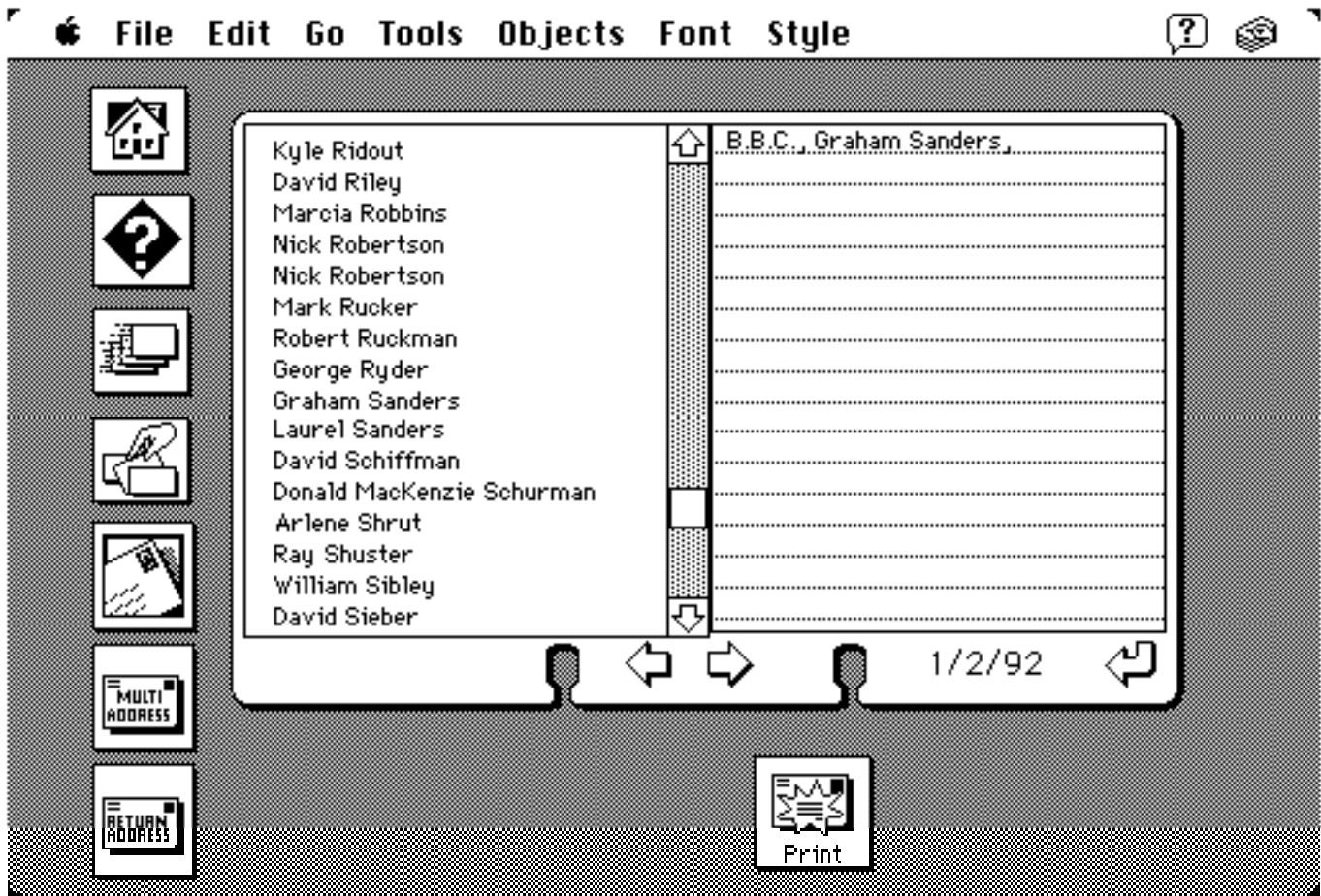
When the button is clicked, a search is done for the name you are looking for. You will then have the opportunity to select the card, or try another search for the same name, or a different name. When you have selected all of the addresses to be printed click on **Cancel** at the Search dialog, this will take you to another dialog asking you to print or cancel.

#### **The Print Multi Button**



This button differs from the Print Envelopes Button in a very important way. The Print Envelopes Button performs a search for the cards to be printed. This is useful if you are looking for some information in, say the Notes field. The Print Multi Button does not perform a search, rather it uses

the list on the first card of the Address Stack+ to print from. When you click the Print Multi Button, you will see the screen change to this:



Now, all you have to do is click on the names of the people and they will be added to the list on the right hand side of the card. Next click on the Print Button.



After printing has been finished the original screen will reappear.

### The Set Return Address Button



5

Click this button to set the return address for your envelopes. You can leave it empty if you do not want a return address.

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