

About APT Mailing Assistant

Description

File

Change Current Address File

Delete Address File

List Address File

Merge Two Address Files

Selecting Send and Return Fonts

Select Label

Printer Setup

Print

Addresses

Change/Save an Address File

Swap Addresses

Delete an Address

Bulk Mail

Bulk Mailing

Statistics

Return Envelopes

Import/Export

Import Text File

Export to Text File

Import CASS File

Export to CASS File

APT Mailing Assistant for Windows General Information

The APT Mailing Assistant provides you with an easy way to produce professional looking envelopes and labels using your personal computer's printer. The program supports several sizes of envelopes and mailing labels. All envelopes and some labels are printed with United States Postal Service approved POSTNET delivery point bar codes.

When printing a single label from a sheet, the program allows you select which label on the sheet to print, thus allowing you to use most or all of the labels on a sheet.

The primary window of APT Mailing Assistant shows you the return and send names that will be used when an envelope or label is printed. In addition, a second window, APT Mailing Assistant Selections, indicates the address file being used, the printer type selected, the paper being used, paper orientation, and manual or automatic feed.

The bulk mail facility provides you with a way to produce group mailings in the sequence required by the Postal Services Classification Reform of 7/1/96. With a certified mailing list, you can obtain postal discounts using APT Mailing Assistant. Even when you cannot take advantage of the Postal Service discount, APT Mailing Assistant is perfect for maintaining and mailing Christmas cards, newsletters, business brochures, etc.

Changing the Current Address File

This option allows you to change the current address file. The current address file is used whenever you save an address, when you lookup an address, and when you generate a bulk mailing. That current address file appears on the first line in the APT Mailing Assistant Selections window.

The Current Address File

The current address file is shown in the APT Mailing Assistant Selections window. This file is used whenever you save, delete, or find an address; or when you do a bulk mailing. It can be changed by the Changing the Current Address File option in the File menu.

Delete an Address File

This option allows you to delete an address file. Both physical files that make up the address file (the base file and the .PTR file) are deleted. You can also delete an address file using the Windows or DOS commands as long as both files are deleted. You cannot delete the current address file.

List an Address File

This option allows you to list the addresses in an address file to the display or on the printer. You can limit the amount of information listed by specifying you want to only list addresses in a specific city, a specific state, a city state combination, or within a range of zip codes. The zip code range is ignored if a city or state is specified.

When the list appears you may single click on a name to cause the complete address to appear in the **Selected Address Detail** window. When working with very large address files on some systems, all addresses may not be listed . In this case the **More** button is enabled indicating more addresses are available to be listed. Pressing this button continues the listing.

Merge Two Address Files

This menu allows you to merge an address file into a second address file. If records with the same name exist in both files and the Check for Duplicate Names checkbox is checked, you are asked if you want to add or replace the record in the output file, or ignore the record altogether. If you do not check the Check for Duplicate Names checkbox, duplicate addresses are automatically added. You can limit the records being merged by specifying you want to only merge addresses from a specific city, a specific state, a city state combination, or within a range of zip codes. The zip code range is ignored if a city or state is specified. If the address file being merged into does not exist, it is created.

Print a Single Envelope or Label

This option causes a single envelope or label to be printed. The return and send addresses displayed on the primary window are printed using the printer and paper shown in the APT Mailing Assistant Selections window. If printing on a sheet of labels, you may specify which label of the sheet to use. If you want to print on preprinted envelopes that already contain a return address, insure that the return address is blank.

Changing or Saving a Name and Address

This allows you to change a return or send name shown in the primary window (or a return address from the bulk mail window). You may **Find** a name in the current address file or you may manually enter it in this dialog. Pressing **OK** only changes the address in the primary window, it **does not** save the name in the current address file. Pressing **Save** changes the primary window and saves the name. Names are saved in the current address file as indicated by the APT Mailing Assistant Selections window. Duplicate names are allowed in address files, but you are warned if the name you are saving already exists.

Selecting an Address Font

You may specify the font you wish to use when printing the return address or send address on an envelope or label. When you select this option you are presented with a dialog that allows you to choose the font type and size you wish to use. When changing a font, you should always print some sample envelopes and labels to insure the font looks as you wish. Also realize that the amount of information that can fit on a mailing label (including the return address and POSTNET codes) is directly based on the size of the fonts being used. Thus, choosing a larger font may cause the return address or POSTNET bar codes to no longer print on some labels since may not be room for them.

Selecting a Label

This dialog allows you to select the type of label you want to print whenever you choose the 8 1/2" x 11" paper size and Portrait orientation from the Printer Setup menu. The size of the label and the size of the address fonts dictate how much information can be printed. For example, 4013 and 5160 labels are usually too small for POSTNET codes or a return address. How much can fit on a label is calculated when the label is being printed. If there is not room for everything, the return address is the first thing eliminated. If there is still not enough room, the POSTNET codes are not printed. An attempt is always made to print the complete send address. However, if a send address is clipped, change the font to a smaller point size.

APT Mailing Assistant has several predefined label types from which to choose. However, should none of these meet your needs, you can design your own label type using the Custom Label options. Custom labels must be on 8 1/2 by 11 sheets but you may specify the other pertinent information about the label (size of each label, number of labels in a row and column, etc.).

Label selection information is remembered from session to session. That is, whenever you change the paper selection in Printer Setup from an envelope to letter (8 1/2 by 11), the label that was last used will be the the current label selection.

Swapping the Send and Return Addresses

This option swaps the send and return addresses in the primary window. This allows you to easily print a return envelope for an item being sent.

Deleting an Address from an Address File

This option allows you to delete an address from the current address file .You are shown a list of all of the names in the address file and you may select the one you want to delete.

Bulk or Group Mailing

This option allows you to print a bulk mailing using the the current address file using the selected labels or envelopes. You may limit the mailing to a range of zip codes, or a certain city or state. You can also print permit boxes when using envelopes. Bulk mailing is valid for U.S. addresses only so normally non-U.S. addresses are not included in the mailing.

To insure proper sorting using the Classification Reform rules of 7/1/96, make sure you have properly specified the following information : Origin Zip Code, Mailing Type, and Mailing Media.

If you have a bulk mail, nonprofit, or presorted first class permit at the post office, you can complete the permit information and APT Mailing Assistant will print a permit box on your envelopes. To get a permit box you must have:

- selected an envelope as the paper type.
- indicated if you have a bulk mail, nonprofit, or first class account at the post office.
- selected the bulk mail option (not statistics or return envelopes).
- filled in the permit number and the city of the post office holding your account.

For more information about bulk mail permits, check with your local post office.

As of 7/1/96 the U.S. Postal Service changed the requirements for bulk mailings. These include changes in the way a bulk mailing is bundled as well as additional labeling and tray requirements. APT Mailing Assistant is not a PAVE certified utility, primarily because it does not print tray labels. However, it does sort the bulk mailing based on the new sorting requirements and the Statistics option provides most of the tray labeling information.

A group mailing is defined as a mailing from an address file where you are not taking advantage of the U.S. bulk mailing rate (a Christmas Card mailing is a good example). Since you are paying full postage on these mailings, they have none of the limitations of Bulk Mail and may include foreign addresses. For these mailings you may want to check the Include non-U.S. Addresses box.

Non-U.S. Addresses

APT Mailing Assistant provides support for addresses that do not conform to the U.S. address format. Primarily this includes a province name instead of state, zip codes that do not meet the format of U.S. zip codes (i.e. they contain alphabets and are not in the 5 + 4 format), and the ability to specify country names as part of the address. Non-U.S. addresses are recognized by the a non-U.S zip code and are not included as part of a bulk mailing unless the Include Non-U.S. Addresses box is checked.

Checking this box causes the bulk mailing to include any non U.S. addresses. Normal bulk mailings are only meaningful for U.S. addresses since bulk mailing rates are only applicable in the United States. However, you may want to do a group mailing that includes addresses that are not in the U.S.. For these mailings insure this box is checked.

Origin Zip Code

The first 3 digits of the post office where a bulk mailing will be taken to be mailed. This is the "origin" post office.

Type of Bulk Mailing

These buttons specify if you are doing a bulk mailing, a non-profit mailing, or a presorted first class mailing. This determines which sorting tables are used during your mailing.

Media to be Used for Bulk Mailing

You should specify if your bulk mailing will consist of envelopes, flats, or parcels. Since you may be printing labels that will eventually be placed on envelopes, you must always specify this. This is used to properly sort the bulk mailing.

Bulk Mail Statistics

This option allows you to obtain a zip code breakdown for your bulk mailing. You should use the same selection criteria (i.e. zip code range, etc.) as you will use to perform the bulk mailing. Statistics will always be printed to the currently selected printer and you should insure the 8 1/2" x 11" (i.e. "Letter") form size has been chosen in the Printer Setup menu for this listing.

Bulk mail statistics also includes an indication of how many addresses would not fit on the currently selected label (see Select Label). This statistic appears even if labels have not been selected as the current paper type.

Return Envelopes

This option allows you to print personalized return envelopes to include with your bulk mailing and can only be selected if the paper type is an envelope. You should use the same selection criteria (i.e. zip code range, etc.) as was used to perform the bulk mailing. The return envelopes are printed in the same order as the bulk mailing.

Import a Text File

This option will import a comma delimited string text file into an address file. Most database programs can export a comma delimited string file. If you import into an existing address file, the records are merged into the file in the proper sequence. If there are duplicates in the existing file and the **Check Duplicates** box is checked, you are asked if you want to add the record being imported, replace the record in the address file with the imported record, or ignore the imported record. If the box is not checked, duplicate addresses will automatically be added. See the User's Guide for specific information about field sizes and formats in the import file.

Export a Text File

This option will export an address file as a comma delimited string text file that can be imported into most database programs. If you export into an existing text file, the contents of that file are destroyed. See the User's Guide for specific information about field sizes.

Import a CASS File

This option will import a file that has been CASS certified by the U.S. Postal Service into a new address file. You cannot import a CASS file into an existing address file since this could make CASS certification of the mailing list invalid. You can choose to have a certification report generated that lists all of the warning and error codes found by the Postal Service during the certification process. The certification report returned with your diskette contains information on any errors that were found that must be corrected for your list to be certified. However, the APT Mailing Assistant report includes the information codes that describe improvements that may be made to the mailing list to make it "more correct". This report is printed on the currently selected printer and the 8 ½" x 11" paper size should be chosen.

Export a CASS File

This option will export an address file into a file that can then be sent to the U.S. Postal Service for CASS (Coding Accuracy Support System) certification of your mailing list. Having a CASS certified mailing list along with a CASS certified program such as APT Mailing Assistant, can make you eligible for certain bulk mailing discounts. See the User's Guide for additional information about CASS certification. Only U.S. addresses are exported. If you export into an existing file, the contents of that file are destroyed.

Address Files

Address files are a pair of normal PC files working together to store your names and addresses. The two parts of an address file are the "base" file whose name you specify when you create a new address file, and a "pointer" file whose name is derived from the base name by taking the file name and adding an extension of .PTR. The base file name you specify can be any valid file name as long as you do not use an extension of .PTR since this would conflict with the generated pointer file name. Address files may be moved using normal Windows commands as long as the base and pointer files are moved together to the same location.

Note that address files do not support the long file names of Windows 95.

APT Mailing Assistant Selections Window

The APTMA Selections window appears at the bottom of the primary window and indicates the printer and paper selections you have chosen via the Printer Setup option. This window may be minimized but not closed.

Printer Setup

This menu takes you to the Windows printer setup dialog where you can select the type of printer and paper you want to use. Insure that you select the proper orientation for the paper and printer you select. Any changes you make here remain in effect for any printing you do in APT Mailing Assistant unless you return here to change the settings. If you are printing labels, select an 8 1/2" x 11" paper size (usually "Letter") for the printer and select the type of label you are printing with the Label Selection menu. You must also choose an 8 1/2 " x 11" paper size before printing bulk mail statistics for an address file.

Duplicate Addresses

This dialog appears whenever you try to add a name to an address file that already contains the same name (even if the street addresses are different). The duplicate addresses are shown in the window. You may choose to continue to add the name to the address file leaving the existing record in the file, replace the record in the file with the new name, or cancel the add operation.

List of Names and Addresses

This dialog appears whenever you select the **Find** button on the Send or Return address dialog, or when you wish to delete an address. A list of all of the names in the address file are shown. If you would like to see more information about a name, single click on the desired name and the complete name and address will appear in the **Selected Address Detail** box. Select the name and address desired and press OK to select or delete it.

When working with very large address files on some systems, all addresses may not be shown. In this case the **More** button will be enabled indicating more addresses are available. Pressing this button will display the additional names and addresses.

Select a Label Size

This dialog allows you to specify the size of the label you want to use when labels are being printed (i.e. **Letter** paper has been chosen). You can select one of the predefined label types or specify a type or your own by selecting **Custom**. If you select **Custom** labels, they must be on an 8 ½ by 11 sheet and you must complete the other information about how the labels are positioned on the label sheet as follows:

Labels Across

The number of labels across the page for a sheet of labels. Usually a 1, 2, or 3.

Labels Down

The number of labels in a column down the page for a sheet of labels. Usually a number from 1 to 10.

Label Width

The width of each label in inches. You can specify fractions of an inch, up to 1/1000 of an inch. For example, a label that is 3 1/3" wide is specified as 3.333.

Label Height

The height of each label in inches. You can specify fractions of an inch up to 1/1000 of an inch. For example, a label that is 2 1/4" high is specified as 2.25.

Left Margin

The distance, in inches, from the left edge of the paper of a sheet of labels to the beginning of the leftmost label. You can specify fractions of an inch up to 1/1000 of an inch. For example, a margin of 1/8" is specified as 0.125.

Top Margin

The distance, in inches, from the top edge of the paper of a sheet of labels to the beginning of the first label. You can specify fractions of an inch up to 1/1000 of an inch. For example, a margin of 1/8" is specified as 0.125.

