

Letter-Writer Program - (LET)

This program provides a means to type a 'form' letter to selected members of a names-list file. The names-list file is created and updated with the NAMES program.

OVERVIEW:

The operator is prompted for the names-list file name and then the appropriate search key(s). After all search keys have been provided, the names-list file is searched for a member who satisfies one of the search keys. (If no search keys are provided, then all members 'satisfy' the search and therefore a letter is typed for each member). Having determined that at least one letter must be typed, the operator is instructed to insert the first page. The operator signals that the page has been inserted, and properly positioned, by depressing the carriage-return key. At this point, typing of the first letter begins and continues uninterrupted until a new page is needed or the letter file is exhausted. New pages are inserted in the same manner as the first page. After all letters have been typed, the standard 'command prompt' will occur. The operator will not see it because it will be typed on the platen following ejection of the last letter. However, when the carriage return is depressed (to begin typing the next letter as far as the operator is concerned), the MICRO FILE will reject the 'null' command in the usual manner (?).

Operating Procedure:

1. The Letter-Writer Program is activated with the command:

```
RUN LET LNAME (DN (C)(L))
```

Where LNAME is the file name of the letter to be typed. (This file is created with the EDIT command).

If LNAME does not exist, the message 'FILE NOT FOUND' is typed and the program is terminated. The 'C' option causes letters to be typed continuously (assumes continuous form paper stock).

The 'L' option causes letters to be typed on a terminal attached to the 'line' side of the MICRO FILE. Otherwise, letters are typed at the console.

The order of the 'L' and 'C' options is not important.

2. The Letter-Writer prompts for the names-list file name:

'ENTER NAMES-LIST FILE NAME-'

3. The operator responds with a file name in the normal form:

FNAME (DN)

If the file does not exist, it is assumed the operator has mistyped it and the prompt is re-issued.

4. Next the Letter Writer prompts for search keys:

'ENTER SEARCH KEYS . . .'

5. The operator responds with an appropriate combination of search keys as described in the following section. When all search keys have been introduced, the operator depresses the carriage return key.

6. The Letter Writer scans the names-list file for a member who satisfies the search key requirements and upon finding one, types the page insertion and positioning instructions and again waits for the carriage return response before continuing.

At this point, the operator may deviate from the standard length (60) by typing a line of the desired length followed by a carriage return. Any character may be used, but the space character is the logical choice. Having established the line length, the lone carriage return must be typed to indicate 'proceed' to the program.

7. Letters are typed one after the other as long as members of the names-list file satisfy the search requirements. The operator simply inserts pages at the proper time.
8. The Letter-Writer may be interrupted by typing any character at the console. The Letter-Writer responds by again typing the page insertion and positioning instructions (item 6 above).

When typing is resumed (per item 6 instructions), the letter being typed at the time of interruption will be started again and the search keys and 'position' within the names-list file will remain in effect.

Search Key Introduction:

Certain keywords are used to introduce search keys. Each keyword corresponds to a particular component of a names-list entry.

Keyword Summary:

LAST	Last name
FRST	First name
TITL	Professional title
COMP	Employing company name
CITY	City and State
ZIPC	Postal zip code
PHON	Phone number
CODE	Code

A search key is introduced with a keyword followed by one blank and then a string of characters.

For example:

LAST JONES

The single key causes a letter to be typed for all members whose last name is JONES. Note that search is for "equality" of search key vs. member component. Another option is to specify a range of values for the particular component. This is accomplished with a colon imbedded in the character string as a separator between the lower delimiter string, preceding the colon, and the upper delimiter string after the colon.

Example:

LAST J:L

This causes a letter to be typed to all members whose last name begins with the characters J,K, or L. Note that the search is now limited to the first characters of the last name. The length of the character string of the search key dictates how many characters of the member component will be considered. It is also important to realize that all searching is for character strings.

Finally, keys may be linked with the operatives 'AND' and 'OR':

For example:

```
LAST SMITH  
  
AND ZIPC 94  
  
OR ZIPC 95  
  
OR ZIPC 96  
  
LAST JONES  
  
AND ZIPC 00  
  
OR ZIPC 01  
  
OR ZIPC 02
```

This series of search keys causes letters to be typed for all members whose last name is Smith and whose zip code is 94XXX, 95XXX, or 96XXX, or whose last name is Jones and whose zip code is 00XXX, 01XXX, or 02XXX.

Letter Format Control

The format of the letter is controlled mostly by imbedded 'directives' in the text of the letter file. The directives may appear in upper or lower case, since their case is ignored by the Letter Writer.

Imbedded-Directive Summary:

Substitution directives-

These directives cause the appropriate component(s) of the names-list member to be substituted into the text of the letter being typed in place of the directive.

&HEADING	-	Types the letter heading.
&NAME	-	Substitutes the member's full name.
&LAST	-	Substitutes the member's last name.
&FIRST	-	Substitutes the member's first name.
&TITLE	-	Substitutes the member's professional title.
&COMPANY	-	Substitutes the member's company name.
&ADDRESS	-	Substitutes the member's address
&CITY	-	Substitutes the member's City and State.
&PS	-	Substitutes the member's personal title... Mr., Mrs., Dr., etc.

Control directives-

These directives control the Letter-Writer Program as indicated and do not appear in the typed text .

- &INXX - Indents from the left margin by XX character positions.
- &PAGE - Signals the end of the current page of the letter (for multiple page letters).
- &JR - (Justified-Right) - Causes blanks to be inserted between words of the line to align words on the right-hand margin.
- &RR - (Ragged-Right) - Causes blanks to be inserted between words of the line to partially align words on the right-hand margin.
- &NJ - (No-Justification) - Deletes &JR or &RR effectiveness.
- &FL - (Fill) - Causes words to be borrowed from succeeding lines to fill the current line until the line capacity is achieved.
- &NF - (No Fill) - Deletes &FL effectiveness.
- &TYPE - Described in a later section.

When a letter is started, the following control directive state is in effect:

- &INO - No indentation
- &NJ - No justification
- &NF - No fill

Paragraph indication and vertical spacing-

A new paragraph is indicated to the Letter-Writer by a blank or 'null' line in the letter. Vertical line spacing is accomplished with one or more such lines.

The &TYPE directive-

This imbedded directive indicates to the Letter-Writer that text is to be introduced at the terminal, by the operator, at the current position in the letter.

The operator supplies the text when the Letter-Writer pauses at the appropriate point. The operator terminates his introduction of text by typing the Escape character. The Letter-Writer then resumes its 'automatic' mode of typing.

The following two pages show a sample of a letter prepared under the EDITOR system and the output from LETTER-WRITER merging a name and address into the letter and formatting it.

Control commands for the LETTER-WRITER (e.g. &FL) are shown in the first sample but do not appear in the final output.

&NF
60233

February 28, 1976

&HEADING

Dear Mr. &LAST:

&FL
&JR

We would like to introduce you, Mr. &Last and &COMPANY to an extremely versatile NEW device called the DTC MICRO FILE. It is difficult to begin to describe what MICRO FILE is capable of since it has so much to offer.

A micro computer system with a dual drive flexible disk and powerful data communications facilities is perhaps a start. MICRO FILE also has a human engineered TEXT EDITOR system, can run BASIC language programs (an optional package) and much much more.

Typically MICRO FILE sits between either a CRT or hard copy communications terminal at speeds from 110 to 9600 baud and a data communications line which can be at a DIFFERENT speed.

&IN10

An example of MICRO FILE's ability is shown in this letter which was prepared on a CRT using the AUTOMATIC LETTER WRITER package on MICRO FILE then printed off on a DTC-300 terminal.

&IN00

Let us show you what our MICRO FILE can do in your office. I will give you a call next week and arrange to give you a demonstration.

&IN30

&NF
Yours sincerely

Ed Sindt
Marketing Manager

&IN00
ES:bm
Enclosure: MICRO FILE brochure

60233

February 28, 1976

Mr. John Smith
General Manager
ABC Company
123 First Street
Anytown NK 90988

Dear Mr. Smith:

We would like to introduce you, Mr. Smith and ABC Company to an extremely versatile NEW device called the DTC MICRO FILE. It is difficult to begin to describe what MICRO FILE is capable of since it has so much to offer.

A micro computer system with a dual drive flexible disk and powerful data communications facilities is perhaps a start. MICRO FILE also has a human engineered TEXT EDITOR system, can run BASIC language programs (an optional package) and much much more.

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Enclosure: MICRO FILE brochure

NAMES - File Maintenance Program

This program is used to manipulate or create a file containing a list of names and addresses. The file thus created is used as one of the inputs to the Letter-Writer program.

This program responds to a modest set of commands which permit positioning within the file, addition of new names, deletion of names, and altering the data associated with a given name.

Operating Procedure:

The program is activated with the command:

```
RUN NAMES NLIST (DN)
```

Where NLIST is the name of the file which contains a name/address list previously created by this same program. If NLIST does not exist it will be created.

The program will immediately type a single hyphen. This indicates it is ready to accept one of the commands described in the following paragraphs. After each command is accommodated, the program again returns to this point. Ultimately, program control is returned to the System monitor with the END command.

Command Descriptions:

- TOP - Positions to a "dummy" entry immediately preceding the first name entry in the file.
- BOT - Positions to the last name entry in the file and types the entry contents.
- FIN JONES (, MR. JOHN J.)
Positions to the named entry in the file and types the entry contents.
- UP (N) - Positions upward in the file by N names and types the entry contents at that position. Default value for N is 1.
- DOW (N) - Positions downward in the file by N names and types the entry contents at that position. Default value for N is 1.

- PRI (N) - Types the entry contents of N entries, beginning at the current position. Default value for N is 1.
- DEL (N) - Deletes N entries from the file beginning at the current position. Default value for N is 1.
- INS - Initiates an interactive sequence whereby a name and address is added to the file immediately beyond the current position. The following series of prompts and responses will continue until the response to the 'LAST' prompt is a lone carriage return. The operator also responds with a lone carriage return when the particular information requested is unknown.

<u>Prompt:</u>	<u>Response:</u>
LAST	The individual's last name.
FRST	The individual's first name and middle initial <u>preceded</u> by the appropriate title...Mr., Ms., Dr...
TITL	The individual's professional job title.
COMP	The name of the company which employs him.
ADDR	Street address, etc...This prompt occurs several times until lone C/R.
CITY	City and State.
ZIPC	Zip Code
PHON	Phone number
CODE	The individual's category.

Any of the prompts above may be used as a command when outside the INS sequence. When used in such a manner, the supplied information replaces any existing counterpart of the name entry at which you are currently positioned. Note that the 'ADDR' command will prompt for additional lines until a lone C/R is detected.

- END - Restores control to the next outer program level, typically the monitor.