User Manual for DirectMailTk

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Contents

1 Main Window

The main window contains these parts:

- The Menu Bar. The menu bar is described in Section 1.1.

- The Toolbar. The toolbar is described in Section 1.2.

- A Notebook. The notebook is described in Section 1.3.

- A Status Bar. The status bar described in Section 1.4.

1.1   Menu Bar

There are five menus on the menu bar:

1. File.

2. Edit.

3. View.

4. Options.

5. Help.

1.1.1   File

The File menu has nine items:

1. New Not presently implemented.

2. Initialize DB Initialize the database.

3. Open... Open A connection to a database.

4. Save Not presently implemented.

5. Save As... Not presently implemented.

6. Export Export rows to various formats.

7. Print... Print labels.

8. Close See Exit.

9. Exit Exit the program.

Initialize DB   Initialize the database. This creates a new `addresses` table. If there is already an `addresses` table, the initializeation is confirmed.

Open...   Open A connection to a database. A database connection string dialog is presented to get the information needed to open a database connection.

Export   There are three export formats defined:

1. As CSV... As a Comma Separated Value file.

2. As LaTeX ENVs As a LaTeX file of envelopes (using the `env.sty` file).

3. As LaTeX Letters As a LaTeX Letters file (using the letters class).

As CSV... Export to CSV format. A dialog box is displayed giving search options and a place to specify the output file. The output file will have one row (record) per line, with the fields separated by commas. Field values with embeded commas will be enclosed in double quote marks.

As LaTeX ENVs Export to LaTeX Envelope (env.sty) format. A dialog box is displayed giving search options and a place to specify the output file. The selected rows, as selected by the search criteria, are output to a LaTeX file using the env style file as envelope environments. The name of the output LaTeX can be specified.

As LaTeX Letters Export to LaTeX Letter (letter class) format. A dialog box is displayed giving search options and a place to specify the output file and the name of a form letter template file. The form letter template file contains a LaTeX preamble (which in inserted between the `\documentclass` and `\begin{document}` lines) and a letter body. The preamble is separated from the body with a line consisting of only:

`%%endpreamble%%`

The body of the letter can contain these replacement tags:

- `%salutation` Replaced with the salutation.

- `%firstname` Replaced with the first name.

- `%lastname` Replaced with the last name.

- `%suffix` Replaced with the suffix.

- `%organization` Replaced with the organization.

- `%address1` Replaced with the address line 1.

- `%address2` Replaced with the address line 2.

- `%city` Replaced with the city.

- `%state` Replaced with the state.

- `%zip` Replaced with the zip.

- `%telephone` Replaced with the telephone.

- `%fax` Replaced with the fax.

Print... Print Labels

Close See (Exit)

Exit Quit the program

1.1.2 Edit

The edit menu contains the standard edit functions.

1.1.3 View

The View menu is not presently used

1.1.4 Options

The Options menu is not presently used

1.1.5 Help

The Help menu contains the standard help items.

1.2 Toolbar

. The toolbar buttons map to these menu items:

Button Graphic	Menu Item
	File->New
	File->Open...
	File->Print...
	File->Export->As LaTeX ENVs
	File->Export->As LaTeX Letters
	File->Export->As LaTeX CSV...
	File->Exit

1.3 Notebook

The notebook window has at least these two tabs:

1. `Add Record` Adds a record (row) to the database. See Section 1.3.1.

2. `Search and Edit Database` Searches the database for records to view or edit. See Section 1.3.2.

1.3.1 Add Record

This notebook tab contains the data entry fields to add a new record to the database.

1.3.2 Search and Edit Database

This notebook tab contains a search frame and a list of matching records (rows). The elements on the search results list can be viewed, edited, or deleted. If the element(s) are selected for viewing or editing, additional notebook tabs are creating containing the selected records.

1.4 Status Bar

At the bottom of main window is a status bar, which is used to display help and status messages.

2   SelectDatasourceDialog

This dialog box allows you to select a database backend driver, as well as the name of the database, the database server, the username and password to us to connect to the database, along with any additional connection options needed to connect to this database.

3   PrintLabelsDialog

This dialog box selects label printing parameters and options.

Labels can either be printed to a Postscript printer (or a printer with a Postscript filter, such as Ghostscript) or to a Postscript file.

The format of the labels is determined by the label specification, which can be loaded from a label specification file, using the `Browse` and `Load` buttons on the `Label Spec. file:` line or directly created or edited with the Custom Label Dialog (see Section 4, which can be invoked with the `Edit Label Spec.` button.

Once the output file or printer has been selected and the label format set up, the rows selected by the search criteria can be printed by clicking on the `Print` button.

3.1 Label Spec. file

A label specification file is a text file containing lines consisting of key and value pairs:

key: value

Recoginized keys are: LeftMargin, BottomMargin, LabelWidth, LabelHeight, HorizSpace, VertSpace, HorizNumLabels, VertNumLabels, FontName, and FontSize. See Section 4 for a discussion of the values for these keys.

4   Custom Label Dialog

This dialog box allows for customization of label printing.

Label printing is controlled by a label specification, which consists of these values:

LeftMargin Overall left margin, in points (1/72's of an inch).

BottomMargin Overall bottom margin, in points.

LabelWidth Label width, in points.

LabelHeight Label height, in points.

HorizSpace Horizontal space between columns of labels, in points.

VertSpace Vertical space between rows of labels, in points.

HorizNumLabels Number of columns of labels on a sheet.

VertNumLabels Number of rows of labels on a sheet.

FontName Name of the font to use.

FontSize Base font size, in points.

5   ExportEnvDialog

This dialog box selects options for LaTeX Envelope exporting. See Section 1.1.1.

6   ExportLetterDialog

This dialog box selects options for LaTeX form letter exporting. See Section 1.1.1.

7   ExportCSVDialog

This dialog box selects options for CSV exporting. See Section 1.1.1.