

Instructions for using Letter Aid - DEMO Version

This software requires **MS Access 2007** version. To find if MS Access is installed on your PC, click the **Start** button on the bottom left corner. Choose Find → Files or Folders ... and then type in **Msaccess.exe** in the file Search box. If this file is found then MS Access is installed. If the file is not found you can install Access from the MS Office Professional CD. You must also have MS Word or Notepad on your computer.

Please unzip the contents of the zipped folder in to a new folder.

The main PURPOSE of the software is to help you CREATE envelope mailing address labels with LEAST amount of TIME and EFFORT. Letter Aid offers the following features:

- **Avoid typing / writing** data like person name, designation, company name, department, address etc. every time you want to send a letter.
- **Avoid searching** for above data on visiting cards etc.

Letter Aid Sample Version:

For ease of explanation we have included sample data with **Sample Version** of Letter Aid. It includes data for **30** letter receivers and addresses of **15** companies. The **Sample Version** has **all** the **features** and **functionality** of the purchased version.

It is advised that you **print all 5 pages** before starting the software. You should follow the instructions in the order (i.e. 1, 2) in which they have been given. Following the step-by-step instructions below will let **you know** how Letter Aid can save time and effort for you.

Double left click **Sampl.accde** to start the application.

Getting Letter Receiver List

1. Click the **Letter** button in **Start Up** form. **Start Up** form is the first form that is displayed when Letter Aid is opened. The Start Up form has **What Do You Want To Do?** as its title. This will display the **Choose a Company** form. In this form click on the arrow to view drop-list. The list shows Company Name and the corresponding Company Number (on the LHS).
2. If the list has 2 companies with the same name (like Head Office & Works having same name but different addresses) click **Confirm Company** button. This displays the **Company Details – DATA Input** form. In this form click the arrow in the **Show Address For** box. You see that Deere and Company is listed twice. Thus you should view addresses of both companies and then decide the company you need to send the letter to. Decide the company and note down its Company Number then click **Close** button to close the **Company Details – DATA Input** form.

3. The **Choose a Company** form should still be open. In the drop list click on the Company Number that you decided in step 2 above. The selected Company Number is displayed. Now click **OK** button. This displays a list of all probable letter receivers for the selected company. The list is arranged **alphabetically** by Last name.

Note:

In the **Choose a Company** form Company name is shown in the drop list only if one or more valid individuals have been listed for that company. For example the company Mketek Disks Ltd. is not included in the list because no individual has been listed for it. You can verify this by clicking the **Preview** button in the **Start Up** form.

For example if you click on company number **5** in the **Choose a Company** form and click **OK** button the following list will be displayed:

Mrs. Raini Engineer,
Chief Officer,
Ano Ltd.,
Berkeley - 400025.

Mr. Samuel Smaltz,
Asst. Engineer, Maintenance,
Ano Ltd.,
Berkeley - 400025.

Miss Jessica .A. Smythe,
Co-ordinator, Public Relations,
Ano Ltd.,
Berkeley - 400025.

The above list is fully formatted i.e. all . , and - are inserted by the software, you **DO NOT** need to type anything. Also ZIP codes upto 10 digits are allowed.

Now proceed to **Preparing The Letter** topic next.

Preparing The Letter

1. Click on the Add-Ins tab next to the Print Preview tab. Click on the Word icon (**W**). If the message "**Form Letter.rtf already exists**. Do you want to replace the existing file?" is displayed click the **Yes** button. The entire list will automatically be output to a MS Word document titled Form Letter. If you do not have MS Word, click the Notepad icon to output the list to a text file.
2. In Form Letter document place the cursor at the end of the last line of the first address block. Hit Delete. This removes the extra space between the first and second address blocks. Hit the Enter key twice to put single line spacing between the two blocks. Repeat this for the block you need to use. If the extra space is not removed it will be copied with the block.

3. Open a blank Word file / document. Name and save it. Highlight / select the required address and Copy & Paste it in to the Word file. Edit the details if needed. Then type body of letter as usual. If you want to include the complete postal address of a company, see **Getting Envelope Receiver List** topic next.

Getting Envelope Receiver List

1. Click the **Envelope** button in the **Start Up** form. This will display the **Choose a Company** form. In this form click on the arrow to view drop-list. The list shows Company Name and the corresponding Company Number (on the LHS).
2. If the list has 2 companies with the same name (like Head Office & Works having same name but different addresses) click **Confirm Company** button. This displays the **Company Details – DATA Input** form. In this form click the arrow in the **Show Address For** box. You see that Deere and Company is listed twice. Thus you should view addresses of both companies and then decide the company you need to send the letter to. Decide the company and note down its Company Number then click **Close** button to close the **Company Details – DATA Input** form.
3. The **Choose a Company** form should still be open. In the drop list click on a company name. The Company Number for the selected company is shown and click **OK** button. This displays a list of persons and their details for the selected company.

For example if you click on company number **5** in the **Choose a Company** form and click **OK** button the following list will be displayed:

Mrs. Raini Engineer,
Chief Officer,
Ano Ltd.,
WordSmiths,
910 University Ave.,
Berkeley - 400025,
CA.

Mr. Samuel Smaltz,
Asst. Engineer, Maintainance,
Ano Ltd.,
WordSmiths,
910 University Ave.,
Berkeley - 400025,
CA.

Miss Jessica .A. Smythe,
Coordinator, Public Relations,
Ano Ltd.,
WordSmiths,
910 University Ave.,
Berkeley - 400025,
CA.

The above list includes the complete postal address of the chosen company. The list is arranged **alphabetically** by Last name. You can now proceed to **Printing Address on Envelope** topic next.

Printing Address on Envelope

If you need to send an urgent letter and don't have a printed label at hand, you can follow the steps below to print the receiver address directly on the envelope.

1. Click on the Add-Ins tab next to the Print Preview tab. Click on the Word icon (**W**). If the message " **Envelope Addresses.rtf already exists**. Do you want to replace the existing file? " is displayed, click the **Yes** button. The entire list will automatically be output to a MS Word document titled Envelope Addresses.
2. In Envelope Addresses document place the cursor at the end of the last line of the first address block. Hit Delete. This removes the extra space between the first and second address blocks. Hit the Enter key twice to put single line spacing between the two blocks. Repeat this for the block you need to use. If the extra space is not removed it will be copied with the block.
3. Open a blank Word file / document. Name and save it. Highlight / select the required address and Copy & Paste it in to the Word file. Edit the address if needed. Highlight the address & choose "Envelopes/Labels" from "Tools" menu.
4. The selected address will appear in the **Delivery address** box. If you do not want to print your Company address click the **Omit** box in front of Return address.
5. Click the **Options** button and choose size for the envelope.
6. To **change** font style, font size of text, select (highlight) the address text in the **Delivery address** box and then click **Options...** button.
7. In the **Envelope Options** tab click **Font ...** button and set style and size for the Delivery and Return address text. You can also position the Delivery and Return addresses as required by adjusting the top and left margins. If you are new to this feature, you should take a trial print on a used envelope.
8. Finally insert envelope as shown in **Feed** and click the **Print** button.

Input Your Data

Please do not change or delete the sample data.

Letter Aid has 2 types of **DATA Input** forms viz. **Company Details – DATA Input** and **Individual Details – DATA Input**. The below points are common to both the forms:

- Use the **Tab** key to go to the next Text box. You can also left click inside a Text box.

- All buttons are activated by single left click. Each button has a _ under a character in its name. Holding down **Alt** key press the key that has a _ under it to activate the desired button. For example using **Alt+C** will **close** the open form.
- When you move the cursor over a Text box (the area where you type in your data) the cursor shape changes to "I". Now if you don't move the cursor, a **tool tip** will be displayed for the Text box.
- When you click inside a Text box a **tool tip** will be shown in the lower left portion of your screen.
- In the **Company Details – DATA Input** form to display the data for a particular company click arrow in the **Show Address For** box and then click on the company name in the list.
- In the **Individual Details – DATA Input** form to display the data for a particular company click arrow in the **Show Data For** box and then click on the individual name in the list.

Taking care of the Database

A database may also get **corrupted** if a user turns off PC without exiting Access, or if there is power shortage or system failure when using Access.

To repair the database:

Click on **Repair Database** in the top left corner. This will automatically Compact and Repair the Database. When the repair is in progress, its status is indicated in lower left corner of screen.