TELE-FORM

MAIL MERGE, FORM LETTERS, AND IN-MEMORY FORMATTING
FOR TELEWRITER-64

CONTENTS

Introduction

Most mail merge programs make it easy to set up a list of names and addresses. These programs are list oriented, not text oriented, and are made for often used and long lists. Some merge two separate files, one from a word processor, and another from the list maker or data base manager. These types of mail mergers require setting up and using three programs; the word processor, the list maker, and the merge program.

In the face of all these wonderful programs is the user who wants to send out several resumes each with a special paragraph tailored to one employer, or the user who wants to send only a small number of letters and can't take the time to run three separate programs to do the job. A user previously had to individually customize and print letters. What Tele-form does is combine some new editor oriented mail merge codes into Telewriter-64. Tele-form makes mail merging as easy as using your usual word processor, with the addition of some special new text handling characteristics not found in other mail merge programs.

Telewriter-64 is a trademark of Cognitec. Telewriter-64 will be refered to as simply Telewriter in this manual.

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New features

1) Tele-form adds a mailmerge to a wordprocessor that is operated entirely with embedded commands. The proceedure is as simple as typing a letter and a list of names into Telewriter's text editor. Features were designed that were needed, and not easily attainable through other means.

2) Tele-form adds a wait with typewriter embedded code. When the code is encountered the user can type in information to customize a letter or document. This code is intended to improve the current practice of typing names onto photocopied form letters.

3) Tele-form can do all formatting in memory. All margins, page numbering, headers, and other formatting operations can be done to the text in memory. The feature seems unnecessary until it is used for mail-merging or other trials where in-memory formatting becomes almost mandatory to avoid printer time at setup. Since in-memory formatting simply re-directs the output normally sent to the printer, the text editor will now be full with exactly what the printed pages would look like.

4) Tele-form adds a view option to text output. The view defaults to ON when Tele-form is run, and if not set to zero or OFF, the main body of text will pass over the screen as it is output. The feature aids the user in understanding where the formatter is and what is happening.

5) Tele-form adds an embedded code that turns on constant centering (^{2}#). Every line that follows until the code is encountered again will be centered.

6) Tele-form can add a chr$(12) or form-feed to the end of a page of text. This is controled by setting the "ONE PAGE" feature on the Tele-form menu to 2 or 3. The code is intended to aid users of sheet fed printers with or without sheet feeders. When ONE PAGE is on 2, Tele-form will output a chr$(12) to eject the page from the printer, then wait with the standard one page wait until the ENTER or BREAK k(is pressed, giving the user time to manually load a new sheet. When the feature is set to 3, Tele-form only outputs a chr$(12) at the end of a page. This will normally activate sheet feeders to load a new sheet automatically. Users of sheet feeders that sense the end of page and act automatically can continue using ONE PAGE as they always have.

Operation

The operation of Tele-form is made to be as close to the operation of Telewriter as possible. Menu operations that are duplicated from Telewriter share the same characteristics. Embedded codes that are recognized act according to the rules Telewriter has set. Text formatted with Tele-form will appear exactly the same as text formatted with Telewriter. However, there are some minor differences in handling embedded codes, and these are described below.

Differences between Telewriter, and Tele-form

1) There are a couple of embedded codes that are either ignored by Tele-form, or will react differently. These are minor, and are caused mainly by memory constraints.

A) Tele-form cannot at this time queue files on either cassette or disk. The queue codes will be ignored. Queueing may be added to later revisions.

B) Embedded formatting parameters such as ^M10 for setting the margin to 10, or ^C60 to set characters per line to 60 <u>must</u> appear individually on a line. With Telewriter they can all be packed on one line. This is an inconvenience we appologize for, and hope to correct in later revisions.

2) Tele-form has no alignment routine. Later revisions will have an alignment routine, however, in this version you can set the number of characters per line to a different number on the Tele-form menu but this will affect only centering, not the actual number of characters output on a line. Again, this routine will be added to later revisions, time and memory are the constraints. When indented paragraphs are needed, you can change the margin dynamically with an embeded margin code, but the number of characters per line must be set manually with carriage returns in the proper place, then surround the text with the non-alignment code "^;". You can also align an entire text outward; by using Telewriter's alignment on the smallest character per line sections, surrounding those sections with non-alignment codes, then working outward to the longest character per line sections. The characters per line will now be pre-set before formatting, and indented paragraphs will be correct. Tele-form's lack of an alignment routine becomes less significant when using this method.

3) Telewriter will ignore all of Tele-form's special embedded codes. ^Y, ^R, ^@, ^W, ^#, ^P, and ^? will be printed out as regular lines by <u>Telewriter's</u> output formatter. Infact this point can be taken advantage of when listing a mail merge or form letter file, since there is no way to turn off these features in Tele-form. If you want a

hardcopy listing of how the file was typed in, Telewriter will provide it.

4) Memory constraints again limit the number of direct output codes used with the ^D, and direct printing codes defined by the ^DP lines. Telewriter allows 15 per definition, this version of Tele-form allows only three per definition. The number will eventually be enlarged in the final version.

5) Tele-form is missing some of the special Epson drivers of Telewriter. This is another memory trade off. The underline delimeter and FONTS from the format menu are missing. The EPS/OKI/LF feature in Tele-form acts the same as Telewriter when set to 0, 1, 2, or 3 with a carriage return only at the end of each line. Set to 4, a line feed is sent after each carriage return. Set to 5, a carriage return is sent after every line with a line feed send only with consecutive carriage returns in a row. Consequently the treatment of line feed - carriage return combinations remains the same, but no memory is available for the special Epson driver.

Setting up and using

Setting up and using Tele-form

To run Tele-form you must first run Telewriter to get into Telewriter's BASIC buffer. This is accomplished through the disk i/o menu or from the main menu in the cassette version. Tele-form will not run outside of Telewriter, nor from any other word processor. This is not in any particular allegiance to Telewriter, although it is judged the best available word processor for the CoCo. It is simply because Telewriter is among the few word processors which open a BASIC buffer area needed to run Tele-form. This area is in fact the same memory used for the high resolution text screen, and is the reason a high res screen cannot be used for disk i/o and other utilities like Tele-form. When you return the the text editor with it's high resolution screen, Tele-form is completely erased from memory, and must be reloaded to be reused. A great deal is owed to Telewriter for opening up this area.

When in the Telewriter BASIC area type RUN "FORM". short BASIC loader sets up memory, then loads and executes the machine language program. The Tele-form menu will appear which resembles the Telewriter format menu. Check the section on customizing Telewriter for a method to run Tele-form with one keystroke from the disk i/o menu. Cassette users should start the tape at side one, and type "CLOAD". Then at the "OK" prompt type "RUN". The machine language program is loaded and run.

Since Tele-form is a file formatter intended to work only with Telewriter, it's operation is intentionally

similar to Telewriter's. Like Telewriter, formatted output from Tele-form is completely controlled from one menu. All parameters can be set in an identical fashion from that menu. The parameters which duplicate Telewriter's use the same memory locations, and when changed on either menu, will appear on both and affect both.

Menu options

The VIEW feature always defaults to ON or 1. When VII is ON, the text in the editor is passed over the screen during output. The feature aids in seeing exactly how your printer accepts data. With in-memory formatting it simply shows that the system is working. In mail merging, VIEW aids in showing where an output can be stopped short if that is desired. Upper, lower, and left margins are not shown, as well as spaces added to center lines, page numbers, and direct printing codes.

FAO stands for Formatted Ascii Output. The letter following the screen prompt describes where the output will be sent. This value defaults to P, or Printer on startup, and each time Tele-form is run. When changing the direction of output, you must give it one of the directions it can accept. The menu will wait until you give it a valid direction or a blank enter to default back to Printer if you decide to change it. VIEW and FAO are the only new features displayed on the menu.

NOTE: In this first Tele-form version, the format menu appears to show output dirctions to disk and tape as working. However, these two directions do not work as yet. When FAO is set to D or T, output from Tele-form will be directed back into memory where it can then be output to a tape or disk file using the standard Telewriter output routines.

RETURN gets you back to the Telewriter editor, and QUI gets you back to Telewriter's BASIC area.

PRINT and %PRINT operate exactly as they do in Telewriter, however, at this time there is no message "PRINT @" displayed on the screen when printout is activated. The display routine will be integrated with a routine that checks the status of the printer before starting, and displays this status as well. This will solve the problem of stopping output with the BREAK key both during and at the start of printing. With VIEW off, you will see no changes in the menu screen during regular printing.

DIRECT outputs direct ascii codes as with Telewriter. These codes go only to the printer no matter what FAO is set to. They cannot be sent to an in-memory format, nor to tape or disk files. You will notice that DIRECT prints the codes in long line on the screen as they are sent. This is so you

do not have to try to remember the order long strings of codes are sent. There is an inadvertant bug in this proceedure that does not allow you to send a zero or null code to the printer. We appologize, and will correct this inconvenience.

TYPEWRITER also acts like the Telewriter TYPEWRITER feature. Like DIRECT, TYPEWRITER output goes only to the printer, no matter what FAO is set to. One exception to the Telewriter rule is that you can terminate a line with an up arrow then a carriage return, and the line will be sent to the printer up until the arrow, but not including it or the carriage return. Any new output sent after the line terminated with the up arrow - carriage return combination will follow it immediately with no spaces, line feeds, or carriage returns.

SPACE is different in that it displays the percent of available space in the text buffer instead of the number of available bytes. The percent of space is useful for in-memory formatting since a formatted file is larger than an original file. The left margin is created by sending a string of space characters to pad the left side of a line. If a line contains 60 characters, and the left margin is 10, the line takes up more space when formatted, since it is now 70 characters long. Upper and lower margins also include line feeds that take up space. Since headers appear only once as a header definition line in the original file, then are repeated for every page on output, they also take up more space in a formatted file. In general, 10%-15% empty space is needed to perform an in-memory format. A mail merge obviously needs a multiple of the number of finished copies of text. Calculating the space needed for a mail merge is difficult. If the text buffer is completely filled with an in-memory format, output will stop at the point where the end of memory is reached. Although the entire text will appear, the end will not be formatted starting at the point where memory end was reached. In-memory formatting should be avoided with text where no backup copies exist. The user is held responsible for making backup copies to insure the text is retrievable in the unlikely event of system failure.

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Mail Merge

Mail-merge is always on, there is no menu switch. It is called with a series of embedded codes. These codes are as follows:

^P   Defines the location where the name from the list is printed.

^?   Defines where fill-in of information from the list is printed.

^R   Defines the end of the text, the return code.

^Y   Must surround each individual file or name.

^@   Used within individual files to define the start of the list of fill-ins, and the end of the address of the individual.

To use mail merge you must include the ^P or no names will get printed, as well as the ^R or the formatter will not restart the text for the next name. The ^Y must be used to surround each individual file within the list, and must appear at the start and end of the list or unexpected results will occur. Following is what a text buffer might contain for a simple mail merge:

```
^M10    (Standard formatting codes must appear individually
^U5     on their own line.)
^B4
^*Letter Heading
^*Date


^P      (^P defines exactly where the name and address are
        placed.)


Dear ^?,

        Main body of text.  ^?'s can be intersperced anywhere
in the text to get information from the persons file who
is printed above.  An entire line from fillin section of
list replaces space occupied by a ^Y.

Letter Closing



^R      (^R is the return code.  It sends the formatter back to
        restart the text from the begining. Text between ^R and
        the first name on the list is ignored.)


^;      (Non-alignment codes must surround the list to stop Tele-
        writer's alignment routine from combining list to one line.

^Y      (^Y starts the list, and surrounds each individual file.)
First Name      (Entire block from ^Y to ^@ replaces ^P)
First Address
^@ (^@ indicates the start of this file's fillins)
First Fillin, first name
Second fillin, first name

^Y
Second name and address
^@
Second list of fillins

^Y
Third name and address
^@
Third list of fillins

^Y (^Y must end the list of names)

^; (^; must surround list for non-aligment)
```

This format produces three copies with one name each at ^P.
The list of names can be as long as memory permits. The
text to be reprinted for each name can also be as long as
memory permits. All page numbering, and headers will work.

As Tele-form passes through the text, it will respond to the ^P by shifting output to the list. The first pass will shift to the first name, the second to the second name, and so on. It will continue formatting the names in the list until it encounters either a ^Y (when there are no fillins) or a ^@. Output will then shift back to the text for normal formatting. A ^P in the middle of a line is ignored, however, a ^? in the middle of a line will shift output back to where the list was left off and print one line from the list.

Notice that each individual's file is surrounded by a ^Y, although only one appears between each file, and the entire list is surrounded by non-alignment codes to stop Telewriter's editor from combining elements in each file to one line.

Also note that there must be enough fillins in each file to satisfy the number of ^?'s in the text. However, there can be extras. The fillins are processed in order as the ^Y's are intercepted. Extra fillins are ignored.

It is not necessary to use fillins at all. A simple mail merge may only include one ^P and a simple list of names. In that case the ^@'s and ^?'s would simply be left out.

The sections of the list that would hold the name and address of the individual can contain any text, and do not necessarily have to contain names and addressess. The merge feature could be used merge to any text. When the formatter shifts to the list it continues until a ^Y or ^@ is intercepted. You could use the merge feature to print only a few pages of a special text that required customizing to special cases, or you could include a pargagraph surrounded by a ^Y and a second ^P in each letter to customize the letter further. If however, a fillin is used in any section, the final section must be contain a dummy ^@ with a blank line.

Lists can be combined and broken with Telewriter's %SAVE and APPEND.

The demo file "MAIL1" on cassette and as an ascii file on disk is a simple merge with fillins. "MAIL2" is a more complex merge that uses fillins as well as a second paragraph merged into each copy of the letter.

Wait with typewriter

The ^W code is handled in two ways. First, if placed as the first character on a line, Tele-form will stop output and wait for a typed in line. The typed in information is printed as one individual line preceeded by the current margin. For each ^W encountered as the first character on the line, Tele-form will wait for one line to be typed in. This would be used to type in names and addresses. A standard form letter would include four or five ^W lines for the name and address. Unused lines can be left blank with a blank "ENTER". Any text found after the code within the editor is printed on the screen as a prompt to help the user determine what the line needs.

Second, if the code is placed in the middle of a line, the typed in information is included as part of the total line, not an individual line. This would be used as "Dear ^W," with the user filling in "John" during output. The typed in word "John" would replace exactly the space occupied by ^W. The line before the ^W will be displayed on the screen as a prompt to show where the code was encountered. When VIEW is on, the prompts seem confused, and repeat themselves because VIEW prints the line as it is output, then WAIT prints the line again. This will be corrected in the final version.

Try the demo file"WTYPE/DAT" to see how a simple form letter would work.

In-memory formatting

In-memory formatting is simply a redirection of formatted output back into Telewriter's text editor. The file found in the text editor will be what would have gone to the printer, and therefore shows how the printed page will look. The text undergoes only one minor change that has to do with Telewriter's handling of line feeds in the screen driver to more accurately show how a printer would "display" the text. All headers, page numbers, margins, direct printing codes and so forth are shown correctly.

After in-memory formatting, Tele-form resets the margins and page numbering routines to zero so as not to confuse the formatters into adding new margins a second time if the formatted text is later sent to a printer. Tele-form also resets the characters per line to the last value of characters per line plus the left margin to equal the new longer line length. Tele-form then immediately returns to the Telewriter text editor. Pressing "CLEAR-UP ARROW" w unfold the formatted text. Setting the screen to 64 or 85 columns will show the formatted text as it would be seen on an 80 column printer. Obviously more than 85 characters on a line after formatting will be displayed as broken lines wrapped around the screen.

Special characters that are not on the CoCo keyboard, but are often sent to the printer as special codes from ^DP lines may appear as unusual scribles on the Telewriter screen after in-memory formatting. There is no cause for alarm, no harm is being done. The screen may sometimes eve fail to erase parts of the peculiar letters during scrolling. If there are a lot of chr$(27)'s for instance in your formatted text, the screen can look as though a system failure has occured, completely filling the screen with tiny dots. The problem is that Telewriter's graphic screen driver has a table or list of dots that it uses to generate the on screen characters. The table describes how it should draw the screen characters. When it goes through it's formula to find where to locate the dot patterns for a character that is not on the list it unavoidably calculates a location off the end of the list and uses other data or program code thinking it is screen character data. No loss of control has occured, no damage is being done to the program or computer.

Another minor conflict occurs with the Telewriter editor when codes are generated that Telewriter uses for it's own special screen editing characters. These codes are as follows in ASCII:

124 = Telewriter uses this as the end of buffer block. If this code is generated with a ^DP from within text with in-memory formatting, the Telewriter editor has trouble getting around it. If the file is then sent to the printer, output will stop at the code.

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125 = Telewriter uses this as it's carriage return. The ASCII table is slightly altered to facilitate the screen drivers. This is the only keyboard character out of place.

128 = This is the text begin marker used for block copying. This code will confuse the editor and print formatters.

129 = Text end block marker used in block copying and deleting. This code will also confuse the editor, and stop the formatters.

130-138 = These are the direct print codes represented by miniature numbers on Telewriter's screen. These codes do not confuse the editor, however during printout, the formatters will still interpret them as direct printing codes. When these codes are used, they can be re-defined on the second printing.

139 = This is the "^" control code generated by a "CLEAR - PERIOD". This code will not confuse the editor but will be interpreted on second printing as the control code, and is not output as a printing character.

When these codes are needed for an in-memory format they can be generated, but must be redefined with new ^DP codes if the formatted file is to be reprinted.

It should also be known that there is no undo command for text formatted in-memory. Once formatted, the original file is unretrievable from within Telewriter. A backup copy should always be made for important documents while passing through the Telewriter menus. This point cannot be over emphasized. In-memory formatting is final.

One character that does get changed when sent to in-memory formatting is the line feed or chr$(10). Telewriter's screen driver does not interepret this code as line feed, but instead prints the usual squiggle for non-keyboard characters. However, this character is used in combination with the carriage return when the EPS/OKI/LF setting is 4 ro 5. The code is converted to chr$(13) during in-memory formatting because it needs to be used for upper and lower margins. The upper and lower margins would appear in the editor as squiggles instead of blank lines. To avoid the conversions when printers are used that need a line feed/carriage return combination, the EPS/OKI/LF setting should be 0 at in-memory, then set to what ever your printer needs on second formatting.

Customizing Telewriter

In the cassette version it is easy to set up and run Tele-form, although you must wait for it to load. In disk you must traval through a maze of menus, typing commands a waiting to finally get to Tele-form. If you type something wrong, or the right disk is not in place you can get into trouble.

Disk users should create system disks as soon as possible with at least the FORM/BAS, and FORM/BIN program: combined with Telewriter.

For disk users you still must get into BASIC and type a long command string. However, there is a fix. By simply merging in the one line program on disk titled "MERGE/BAS", you can run Tele-form from either the Binary or ASCII disk i/o programs by simply depressing "T" at the menus. First load the programs into the computer from a cold start by typing LOAD "S/XXX", or the name of the other disk i/o programs. Then type LIST 40-50. Be certain there is no line 43, and that lines before 43 and after it both have an IF statement comparing A$ to a character in quotes. If that is the case simply type MERGE "MERGE/BAS", then resave the program with it's original name. If there is a line 43, or no IF statements appear before or after it, then you must find the location where those IF statements are, and renumber the one line program before merging it somewhere in the middle of those IF statements. With the modified disk i/o programs saved to all Telewriter system disks that contain Tele-form you can now run Tele-form by simply hitting "T" at the disk i/o menu.

Another problem exists for one disk drive users since there is no easy way to transfer binary programs to an existing disk. Two disk users can simply use the copy command to transfer all Tele-form programs over to their Telewriter disks to make system disks. However, one disk users must first load the BASIC program in from the archival disk then save it to all system disks. You can then save the binary program by LOADMing it, then typing SAVEM "FORM/BIN",3735,4200,7570 to all your system disks. This is complicated and time consuming, but there is no easy alternative.

If you want to save the demo files to any system disks with a one disk system you should load and save them through Telewriter. Again they are in ASCII. Two disk users can use the copy command to transfer files from one drive to another.

Another customizing that can be done to the BASIC loader that is first run to start Telewriter is to set up the printer baud rates, chars/line, line spacing, and lines/page, each time Telewriter is run. These variables use one memory location and can be set during this BASIC

program. In the disk version line 326 of the BASIC loader sets the chars/line with a poke to location 253 in memory. You could change that poke to any number you want up to 253. Line 326 also sets the line spacing with the poke to location 213, and the lines/page with a poke to 210. There is no printer baud rate poke in any of the BASIC loaders, however you can add it here on the same line by poking the same number you would use on the format menu at XMIT int location 150.

In the cassette version simply find the pokes into locations 253, 213, and 210 and change them to what ever yo want. You can add the printer speed on the same line as an of these pokes. With these poke changes Telewriter will alwa start up with the right printer speed, and paper size formats.

A QUICK START FOR TELEFORM

If your interested in getting Tele-form to work right away with out reading the manual then read this first.

1) ˙ Get Telewriter started and running. Tele-form will not work with out Telewriter.

2) Load the demo file "MAIL1" Either from the tape or disk with Tele-form on it. This will require a change of tape or disk, and is done in the standard way as with all Telewriter files. The disk version now contains two copies of each demo file. One copy was made with the binary disk i/o, and the other ASCII. Both copies are otherwise the same of each file. Take a close look at the file while it is in the text editor. Notice the new control codes that make Tele-form work.

3) Get into BASIC while still keeping Telewriter. Do this in the cassette version by hitting "B" at the main menu. With disk, go to the disk i/o menu, then hit "B".

4) For disk users, now change disks, and put the Tele-form disk into drive 0. Type RUN"FORM. (The manual describes a way to start up directly from disk i/o.)

For tape users, take out the Telewriter tape, and put in the Tele-form tape and rewind. Type CLOAD. When the tape stops, and you get the OK, type RUN.

5) You will now be confronted with a format menu similar to the print format menu that comes with Telewriter.

Press the "F" key before you do anything else. A black cursor will flash after the FAO on the menu. This parameter sets the direction of formatted output. At this time you cannot make a disk or tape file. To do that make an in-memory format, then save it with Telewriter to tape or disk.

Press the "M" key, then press <ENTER>. You are now set for an in-memory format. Direction of output is set to memory.

Press the "P" key to print. A lot of text will flash over the screen. The formatter is working.

Suddenly the screen goes blank!!!!!! What happened????

You are now in the Telewriter editor. Press <CLEAR-UP ARROW>. The formatted text unfolds as usual as with other Telewriter files. Look at how there are now multiple copies of the letter. If you have problems with mail merge, you should start with one of the demo files, and try modifying it a little at a time with your own text. The demo files are a good place to start.

6) Look at the Telewriter format menu. You will see that some of the parameters are changed. They have to be changed because the file is changed. Characters per line should be 70, other parameters have been reset to zero if they were different at printout time. The changes only occur for an in-memory format, since regular printouts do not change the file in memory. Please take the time to read the manual completely. It is short but terse. We have found that very few people have read the entire manual. It is important that you read it to understand how to use Tele-form.

START UP

Run Telewriter and load copy into editor.
Go to BASIC through disk I/O or main menu.
Type RUN "FORM".**

MENU

```
^AO  = Formatted Ascii Output. Letter
       stands for output direction.
VIEW = 1 is ON, passes output over screen.
QUIT = Returns to basic.
RETURN= Returns to Telewriter editor.
SPACE = Displays percent space in editor.
E/O/L = 0-3=Carriage return at end of line.
        4=Carriage return & line feed at EOL.
        5=CR & LF on consecutive CR'S.
```

NEW EMBEDDED COMMANDS

```
^P = Print name & address from list here.
^? = Print fillin from list here.
^R = Return to beginning of text.
^Y = Delimits one name in list.
^@ = Ends address & starts fillin list.
^W = Stops output & waits for typed input.
    When first character in line, is
    preceeded by margin. Text following
    code is displayed on screen as prompt.
    When included within line, typed input
    replaces code. Line before code displayed.
^# = Turns constant centering on and off.
```

IGNORED EMBEDDED COMMANDS

```
^Q = Queue.
^= = Center line different size font.
^C = Change characters per line.
```

GREMLINS IN IN-MEMORY FORMATTING

SPECIAL USE ASCII CODES TO AVOID

```
124 = End of Text Marker. Will cause output
      to stop during second printout. Screen
      will not display beyond this code.
126 = Carriage return. Out of place for
      Telewriters screen driver.
128 = Text Begin Block.
129 = Text End block. Stops output on
      second printing.
130- Direct printing codes. Second printout
138 = will print a 0 or null here.
139 = Control code (^).
```

Use a direct printing code (^D) to define these
codes during the second printing, not the first
in-memory formatting to avoid problems.

MAIL MERGE FORMAT

```
     Letter Heading

^P (Print names here)

     Dear ^?, (Print fillin here)

          Main body of text.
          Thank you for the ^?.

     Closing

^R (Return at end of text to start over)
^; (Stops alignment of list)
^Y (Start of list)
   First Name
   First Address
^@
   First Fillin (after "Dear")
   Second Fillin (second ^?)
^Y (List delimiter)
   Second Name
   Second Address
^@
   First Fillin, second name
   Second Fillin,
^Y
   Third Name
   Third Address
^@
   First Fillin, third name
   Second Fillin
^Y
   Continue Names
^@
   Continue Fillins

^Y (List must end with ^Y)
^; (Non-alignment delimeter)
```

Text lines are indented to show embedded code

MAILING LABEL AND ENVELOPE FORMAT

```
^L6  OR ^L30
^M4  OR ^M40
^P
^R
^;
^Y
Standard Tele-form List of Names
^Y
^;
```

Lines/page must be at 6 for labels.
There is no text, no need to delete ^@'s.
For envelopes, set ^L30, ^M40, ^U10,
ONE PAGE to 1