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Using a Appleworks Database file with Word Juggler

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Security: Everyone

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This procedure describes how to use an Appleworks Database file as a source for a Word Juggler print form. These procedures are for Word Juggler version 2.9 and Appleworks version 1.3 other versions may vary from these instructions.

1. Create a report format in Appleworks.
2. Print the report To a text file on disk option 6. You will be asked for a Pathname. Enter (Data.File) as an example. Do not use the name of the Appleworks data file.
3. Exit Appleworks.
4. Start up Word Juggler.
5. Select 1 for new document.
6. Enter the information in the following format.
*number of fields
field name 1
field name 2
...other fields
Name of the file created in Appleworks example (Data.File).
All lines must end with a carriage return.

EXAMPLE
*5
name
address
city
state
zip.code
Data.File

7. Store the file as Field.List for example.
8. Select 1 for new file.
9. Create your form letter.
10. After you have finished creating the form letter store it to disk.
11. Select print form Closed-Apple-2.
12. Select Word Juggler Data file option 1.
13. For Pathname enter Field.List for example.

14. Word Juggler will now print your form letter using the data from Appleworks.

Notes

Use one disk if possible for the three files.

Variable names used in field.list and the form letter must be an exact match.

An example- name, Name & NAME are different.

FILE NAMES USED	DESCRIPTION
Data.File.....	file generated by Appleworks report containing data for the form letter.
Field.List.....	Interface file from Data.File to form letter. Created in Word Juggler.
form letter.....	Word Juggler form letter.

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