

QwikCONGRESS™

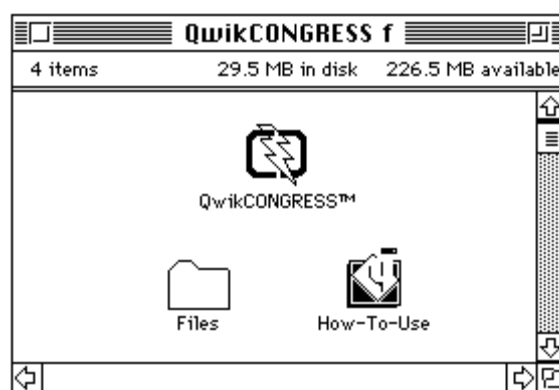


Welcome to QwikCONGRESS™.

In this package you will find:

- QwikCONGRESS™ manual
- QwikCONGRESS™ disk
- sample sheet with letter & labels from program
- 5-sample sheets of 30-up laser labels (Item #76-3x10)

The disk contains the QwikCONGRESS™ program, a folder entitled FILES and a self-contained document with How-To-Use instructions that supplement what you read in this manual.



The Files folder is a very important part of QwikCONGRESS™. If this folder is not accessible, your program will not operate.

Copy the QwikCONGRESS™ program to your hard disk and place your original serial-numbered diskette in a secure place for future reference.

To Start:

Double Click on the QwikCONGRESS™ icon.

You will be presented with a registration box to personalize your copy. Enter your "User Name" (name or company name) and tab to the "Registration Code:" box. Your registration code is printed on the label of your disk. Enter the number exactly as it appears. The program checks for a valid registration code and informs you if the number is incorrect. Reenter the correct number.

Registration

**Your "Registration code" appears on the label of your original disk.
Be very careful how you enter the "User Name" it will appear
exactly as entered below on all reports and cannot be changed.**

User Name:

Registration code:

If you are not ready to use this program or do not have an original copy which contains a valid registration number, you can exit the program by clicking the Quit button. If you have entered your name and registration code, click the OK button to continue in QwikCONGRESS™.

Why QwikCONGRESS™?

QwikCONGRESS™ was created to give you an easy-to-use lookup tool containing information about each member of the US Congress. With this registered version you can also change or add information, and include notes that can be saved to the original files.

In QwikCONGRESS™ you will find the Name, Address, State, District, Party, Terms, Birthday, Committee Assignments, DC Phone, DC Fax, State Phone, State Fax, E-mail address and whether they are serving as a senator or representative in the current Congress.

You can find the members of Congress that you wish to contact and prepare letters, envelopes or labels from within the program.

Using QwikCONGRESS™

The Main Screen:

The main QwikCONGRESS™ screen includes a **SearchFor:** window, selection buttons, a list of all words found in QwikCONGRESS™, a selected records window, and a detailed information section for the name currently selected.

Sen.	Name	Rep.	State	Phone
Sen.	Connie Mack	REP	Florida	202 224-5274
Sen.	Bob Graham	DEM	Florida	202 224-3041
Rep.	Pete Peterson	DEM	Florida	202 225-5235

Search for: **FLORIDA**

By: ☐ Last Name ☐ State ☒ My Reps ☐ All fields

Find Found: 3

Notes:

State: Florida Dist: Party: REP Terms: 2 Birthday: 10/29/1940 ☒ Senate ☐ House

First Name: Connie Last Name: Mack E-mail:

Committees: Appropriations; Banking, Housing, & Urban Affairs; Joint Economic; Small Business

DC Phone: 202 224-5274 ☒ Selected

DC Fax: 202 224-8022 **More**

State Phone: 305 530-7100 **New**

State Fax: **Save**

Selection Options:

Enter any word(s) in the **Search For:** box and QwikCONGRESS™ will select that information subject to the four selection options, **Last Name**, **State**, **My Reps**, and **All fields**. Three of the four options are self-explanatory. The **My Reps** option can be set by going to the **Search** menu and choosing the **Find My Reps** option. You will see the dialog box below in which you can enter your state and district. If you do not make an entry in the **Cong. District:** box you will see all members from the state you have entered.

Find My Representatives in Congress

State: VERMONT

Cong. District:

Cancel **Find**

Below the Selection Options is a **Find** button. When you have entered the your **Search For:** word, press the **Find** button (or the return key) and the search will begin. To the right of the Find button you will see the

number of matches found. The upper right window also displays up to five one-line records for each matching item. A scroll-bar allows you to move up and down any size list of matching records.

One of the matching records is always highlighted. The full details of the currently selected record is shown in the middle portion of the screen. As you move the selection bar up and down the selected records, you will see the information change in this detail area. You will also note that the **Selected** box is checked when records are found. This box is also useful if you want to “flag” or mark a name for later reference when you are looking through QwikCONGRESS™.

On the lower left portion of the screen is a Word List window. This contains a listing for every word found in QwikCONGRESS™. If you add a new word you will see this list updates itself. This window is also helpful if you are unsure of the spelling of a name.

At the bottom of the screen are four buttons, **Quit**, **More**, **New** and **Save**.

The function of the **Quit** button is to shutdown the program when you are finished. The **More** button opens a supplementary screen that shows detailed address information and gives you a place to enter your **Notes**.

Sen.	Connie	Mack	REP	Florida	202 224-5274
Sen.	Bob	Graham	DEM	Florida	202 224-3041
Rep.	Pete	Peterson	DEM	Florida	202 225-5235

More Info

Sen. Connie Mack REP Florida

Notes:

DC Address: 517 Hart Senate Office Building
Washington DC 20510-0904

Term Expires: 2001

State Address:

☒ Senate
☐ House

☒ Selected

More
New
Save

The **More Info** window also provides a place for you to record the term expiration date of that Congress member.

The **New** button gives you a “new” blank information card in which you can enter any new member of Congress.

The **Save** button saves all the additions and changes you have made to your personal QwikCONGRESS™ file.

The **Search** Menu allows you to also select a range of additional options, such as **Select All**, **Delete Record**, **Delete Word**, and to define the letterhead options you wish to use in printing your letters and envelopes.

Preparing Labels and Letters:

After you find and select the names of the persons you wish to contact, go to the printing menu. There are three options:

Printing

3x10 Laser Labels
Letters
#10 Envelopes

Printing laser labels (in the popular 3 across by 10 down format), letters, and #10 Envelopes. It is wise to

experiment with these print options before you are faced with a deadline assignment. Each option works well if you understand what each function does and then make the proper choices from **Page Setup** option found under the **File** menu.

Seeing a Print Preview:

You can always preview your pages in QwikCONGRESS™. Click on the **Print** button. When you see this printing specs dialog box, click on the **Preview** button.

LaserWriter "LaserWriter II NT" 7.1.2

Copies: 1 Pages: ☒ All ☐ From: To:

Cover Page: ☒ No ☐ First Page ☐ Last Page

Paper Source: ☒ Paper Cassette ☐ Manual Feed

Print: ☒ Black & White ☐ Color/Grayscale

Destination: ☒ Printer ☐ PostScript® File

Print **Cancel** **Preview**

You will see a preview of your letter, envelope or labels. At the lower left corner you will see the page number that is currently being shown. Use the arrows (found next to the page numbers) to move from page to page.

Using this **Preview** button will save you from wasting unnecessary paper, envelopes and labels.

The first window that appears when you are ready to print, has buttons for **Print All**, **Test Page**, or **Cancel**.

The next illustration shows a 3x10 label preview of all the currently selected names. If this preview shows what you want, click the box in the upper left corner to close the preview.

3x10 Laser Labels

Russell	Feingold
Herbert	Kohl
Peter	Barca
Scott L.	Klug
Steve	Gunderson
Gerald D.	Klecza
Thomas M.	Barrett
Thomas E.	Petri
David R.	Obey
Toby	Roth
F. James	Sensenbrenne
Alan K.	Simpson
Malcolm	Wallop
Craig	Thomas

Print All **Test Page** **Cancel**

Labels laser 3x10

Rep. Bill Baker U.S. Capitol Washington, D.C. 20515	Rep. Wally Herger U.S. Capitol Washington, D.C. 20515	Rep. Henry A. Waxman U.S. Capitol Washington, D.C. 20515
Rep. Richard W. Pombo U.S. Capitol Washington, D.C. 20515	Rep. Calvin M. Dooley U.S. Capitol Washington, D.C. 20515	Rep. Vio Fazio U.S. Capitol Washington, D.C. 20515
Rep. Tom Lantos U.S. Capitol Washington, D.C. 20515	Rep. Bill Thomas U.S. Capitol Washington, D.C. 20515	Rep. Xavier Becerra U.S. Capitol Washington, D.C. 20515
Rep. Fortney Pete Stark U.S. Capitol Washington, D.C. 20515	Rep. Michael Huffington U.S. Capitol Washington, D.C. 20515	Rep. Matthew G. Martinez, Jr. U.S. Capitol Washington, D.C. 20515
Rep. Anna G. Eshoo U.S. Capitol Washington, D.C. 20515	Rep. Elton Gallegly U.S. Capitol Washington, D.C. 20515	Rep. Julian C. Dixon U.S. Capitol Washington, D.C. 20515

For actual printing choose the **Print** button instead of the **Preview** button.

When you are ready to prepare your first letter, choose **Letters** from the **Printing** menu. This **Edit Letter** window will appear.

Edit Letter

Letter Body:

I would like to urge you to support the following:

1. Health care - We need almost universal (98% or better) health care coverage. As a small businessman I support the employer mandate - if it works in Japan and Germany it can work here. Use a hefty tax on all tobacco products to help finance the remaining uninsured. (I'm a 35 year smoker, while it is unlikely that a \$4 a pack tax on cigarettes will make me quit, it may make ours the last generation of smokers.)
2. Gun control - a complete ban on ALL handguns and assault weapons (except for the military and the police). Exclude only hunting rifles and hunting shotguns. When we were growing up if a young person grabbed a purse or was trying to mug an old person the nearest adult male would grab the kid and take him to the local policeman or the kid's parents - it is what you like to call "early intervention". Today, the

Print:


<p>grabbed a purse or was trying to mug an old person the nearest adult male would grab the kid and take him to the local policeman or the kid's parents – it is what you like to call "early intervention". Today, the people have not changed, it is only that you can just about guarantee that the young punk is now carrying a gun and the adult that tries to help will get himself shot.</p> <p>3. Tax all firearm ammunition and use the money to support prison construction and operation as well as state and local police departments.</p> <p>4. Space – we need the space program, keep financial support for the space station and the pure research it entails. Everyone is now receiving benefits from the satellite technology that was first developed from space research. Don't be short-sighted just because you don't see instant results from this investment.</p> <p>5. Welfare reform is urgently needed but you are just spitting into the wind if you think that it can make</p>	<p>Print:</p> <p>One</p> <p>All</p> <p>Cancel</p> <p>Save</p>
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All the text of the sample letter will be selected. If you press the **Delete** key, all the text of Mike Nudd's sample letter will be removed.

If you do not wish to remove an entire letter, you can select line(s) of the letter and press the Delete key. QwikCONGRESS™ does not pretend to be a word processor. It might be more practical to prepare the text you wish to include in your letter outside of QwikCONGRESS™, copy it and paste it into the Edit Letter window. You can also type your letter directly in the **Edit Letter** window. Experiment and see which option suits you best.

You have buttons to print **One**, **All**, **Cancel** or **Save**. When you choose **One** or **All**, you will again see the print dialog box and have the option to **Print** or **Preview** your letter. The name of the currently selected representative or senator will be merged at the beginning of your letter. If you choose print **All**, a letter will be automatically merged and printed for each name on your current selection list.

Under the **Search** menu you will also find **Letterheads\Misc**. When you choose this option, a window will open showing a default PICT letterhead and a sample return address entry for envelopes. If you wish to use your printed letterheads, select the **No Letterhead** option.

PICT Letterheads	
Letterhead PICT	
	<p>My Custom Letterhead</p> <p>123 Constituent Lane Anytown USA 12345-6789</p>
<p><input checked="" type="radio"/> Use PICT Letterhead</p> <p><input type="radio"/> No Letterhead</p>	<p>Envelope Return Address</p> <p>My Custom Return Address 123 Constituent Lane Anytown USA 12345-6789</p>
<p>Compact Files Cancel Save</p>	

To replace the sample PICT art that comes with this program, prepare your PICT letterhead art in any Macintosh draw program, copy it and paste it in the upper window. You can edit the **Envelope Return Address** information directly in QwikCONGRESS™.

Suggestions and Tech Support:

QwikCONGRESS™ allows you to change and update the information that comes in each edition. The word list contains an entry for every unique word. As you enter new words this list will be updated.

QwikCONGRESS™ is updated on a regular schedule to reflect the ever-changing nature of this information. Contact True BASIC for the latest version and upgrade price.

QwikCONGRESS™ was created as a direct result of listening to your needs and requirements. We welcome your suggestions on how future versions of QwikCONGRESS™ can be improved.

List your suggestions, corrections, or describe your technical problems and fax this information to us at:

603 298-7015 (24-hour, 365-day access)

We will acknowledge your fax and respond as promptly as possible.

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