

The letter writer program pulls data from the master record (and possibly detail records) based on the values in the Available Fields selection list. The values in the Available Fields are unique by letter type and application (UBS,STS,BPS etc.). This sample letter is to show how Available Fields, Font Styles, and Absolute Positioned Elements may be used. Spacing assumes 10 cpi font setting. Where you see -- below, the -- should be replaced with two # signs.

In absolute positioned elements, X means spacing from the left margin, and Y means spacing from the top margin down.

1) X: 2 equals about 1 character -> Do Account No: 1  
DATA:Do Account No: --uc.account\_number--=88,45

2) Y: 5 equals about 1 line -> Do Again: 1  
DATA:Do Again: --uc.account\_number--=90,60



3) Images starting point bottom left corner 130,80 ----> **Serving Those Who  
Serve Their Community**  
GRAPHIC:logo=130,80

4) Amounts need format statement so 4 shows as 4.00...\$0.00  
FORMAT:customer\_balance=%01.2f

5) ABC **ABC** *ABC* Normal again. Order is important.  
--underline-- ABC --bold-- ABC --italic-- ABC --normal--

6) Date Field Format std->

8) Select a font from font chips OCR-> 0.00  
FONT:--customer\_balance--=90,131,OCR\_A

9) Absolute Position Address does BarCode  
ADDRESS:--billing.usps\_address--=120,145

10 CARTOON BLVD  
ADGVILLE CO 80012

10 Else here does: 10 CARTOON BLVD  
ADGVILLE CO 80012



Draw Horz thin 2.5 in. line  
LINE:100,200,50,.2



Draw box fill 0=black,255=white  
BOX:120,220,60,30,.1,255

Box draws from top left corner

Draw inner box and shade.

BOX:120,220,60,10,.1,200

Put text in box label label

DATA:Account Number: --uc.account\_number--=120,223

Account Number: 1

Prompt for field input, label Input Values,  
FILLIN:Input=label;Input Value,length;20  
Input is the field name  
Input Value is the label for the field  
20 is the allowable characters to enter