

Using DAZzle with ACT! 2000, 5, 6

You can customize the ACT! 2000 toolbar to include a button that launches DAZzle and displays a menu of choices for using the two programs together.
Note: These procedures have been tested with DAZzle version 3.0 and later.

Installing the DAZzle Macro in ACT! 2000

1. Run ACT! and display the Contact List window.
2. Select Customize Contact List Window from the Tools menu.
3. Select the Custom Commands tab.
4. Click the New button and enter the following information:

Command Name: DAZzle

Command Line: C:\Program Files\Envelope

Manager\DAZZle\DAZZLE.EXE -ACT

NOTE: It is best to click the 'browse' button and point to the dazzle.exe file.

This way you point to the location on your hard drive where you installed Dazzle. The Command Line above is the default directory where Dazzle is installed unless the user instructs the install program to place Dazzle in a different directory.

(**Note:** There is a space before the minus sign but no space after it.)

(**Note:** This line will vary if you installed DAZzle to a different directory.)

Start In: (blank)

Description: Run DAZzle

Tooltip Text: DAZzle

Menu Text: &DAZZle

5. Leave it set to run Normal.
6. Click the Icon button.
 - a) Click the nearly-blank button to the right of the line that displays your command line.
 - b) Browse to the DAZZLE.EXE file and click on it.
 - c) Double-click on the graphic you prefer.
7. Click the Apply button.
8. Switch to the Toolbars tab.
9. Under Categories, scroll down and click on Custom Commands.
10. The DAZzle icon you chose will appear. Drag it to a position in the toolbars at the top of the screen.
11. Click OK.
12. OPTIONAL: If you would like to add the icon to the Contact window, open that window.
13. From the Tools menu, choose Customize Contact Window, then repeat steps 8-11.

Using DAZzle from ACT!

When ACT! is running, click on the DAZzle icon. You will be offered 4 choices in Dazzle -

? Print Envelope/Label for Current Address

- ? Print Envelope/Label for all Addresses in List
- ? Run Dial-A-ZIP on Current Address
- ? Run Dial-A-ZIP on all Addresses in List

Making Single Address Lookups Write the ZIP Code Back to ACT!

By default, DAZzle updates ACT! when you look up ZIP Codes for the current lookup but not when you look up the ZIP Code for a single ACT! contact. To change that, run DAZzle. Go to the File menu and choose Preferences. Click the DDE tab and turn on the Return Address to Client App option. Click OK.

Changing the Way DAZzle Reads the ACT! Contacts

To change the way DAZzle reads the ACT! contact fields, run DAZzle. Go to the File menu and choose Preferences. Click the PIMs tab. Choose ACT! and then click the Setup button. Change the mappings as you see fit. Click the Help button if you need more information.