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Help for Address Manager



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Wilson WindowWare, Inc.
2701 California Ave SW #212
Seattle, WA 98116 USA

Orders: (800) 762-8383
Support: (206) 937-9335
Fax: (206) 935-7129

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Overview

Address Manager is a full featured application written exclusively for the Windows 3.0 platform that will manage your address book for you. This program includes the following features:

1. Supports almost an infinite amount of data, limited only by the size of your hard disk.
2. Full support for dot matrix and laser labels. Templates provided for some Avery laser labels.
3. Supports up to 32 user defined lists. A user defined list is a list that you create. This list is a subset of the names in the file. For example, you may have a file with all your business contacts in it. Within this file, you can create user lists which may represent different regions of the country--ie. Western Region would only contain those businesses on the West Coast.
4. All the typical data base support--ie Add/Modify/Delete names. Searching and sort modes.
5. Dialer. This program will dial the phone for you provided you have your modem on COM1, COM2.
6. Printing lists. Currently you can print the names in single column or double column on normal 8-1/2 by 11 printer paper. All printers are supported, provided you have the printer driver and everything else set up correctly for Windows to print.
7. Two ways to view the data. One mode is "Full Book" mode, which displays Name, address, city, state, zip and home phone number on the screen. The other mode is "Quick Look" which displays only the persons name and home phone number.
8. Customizable fonts and colors. Any available font may be selected for displaying the data.
9. DDE Support. Word for Windows macro provided to import addresses into your document. See Getting Started, Power Users section.

Getting Started

How to quickly get going with Address Manager.

Beginners

If this is the very first time you are running AM, you should select New File from the dialog box that pops up. This brings up a dialog box that prompts you for the name of your data file. You can give your address book any valid DOS filename (DOS limits you to 8 characters for the filename and 3 characters for the extension). You may want to call your address book "MYNAMES.ADD" We recommend the extension .ADD, as this is the default.

Once you have specified a name for your address book, you will immediately be taken into the "Add" mode. Since this is the first time you are running AM, each field in the "Edit/Modify" dialog box will be labeled with the information that you should enter in. This information will only be displayed when there are no entries in your address book. You are now ready to begin entering names. Each name you enter will be added to your address book. Use the "Another" button to add another name. When you have entered the last name, choose "OK" to return to the main display.

Power Users

Word for Windows users can run the macro provided to import addresses into a document. Please refer to the MACRO.DOC file for instructions on how add this macro to WinWord.

When you want to use this macro, simply type in the name of the person you will be mailing the document to, highlight their name, and run the macro. You must make sure that Address Manager is running. The name must be spelled just as it is spelled in Address Manager.

User Interface

This is a quick discussion of how to use Address Manager. There are really only a couple of things to keep in mind in order to use this program efficiently. The main display window that will show you the addresses is an extended selection list. This means you can highlight one or more names at a single time. Any combination of names can be highlighted. Most menu selections will "act on" the highlighted names. For example, let's say you just got in a huge fight with all of your in-laws. In a moment of rage you decide to delete them from your address list. Selecting EDIT-Delete Highlighted Names from the menu will delete the highlighted names.

Another important concept to keep in mind is: when viewing the data, double clicking on a name will bring up the Modify/Delete Edit Box. This gives you the opportunity to change any information about the selected individual.

When viewing data, you can press the 'A' button or the 'F' button, etc. to jump to the first name in the list beginning with this letter. If you are in page mode, this will take you to the given page.

Keyboard

+ or Insert	Add a new address
- or Delete	Delete currently selected address(es)
Enter	Edit/Modify the currently selected address
Up/Down Arrow	Recalls the last three Cities and Last Names entered in the Add or Edit/Modify dialog box.
F1	Help
F5	Invokes the Dialer

Control Bar



The control Bar is provided for you to quickly point and click to get to different areas of your address book. In addition to the Full Book and Quick Look modes, Address Manager has two other ways to display the data. These are Page Mode and Filter Mode. Page Mode shows you a single page of your book, such as the "B's." Filter Mode works like this: beginning with the letter that is depressed on the Control Bar, all names will follow. For example, if you have the "C" button pressed and are in Filter Mode, the first name displayed will be the first name in your book that begins with a "C." ALL other names through the end of the alphabet will follow. The "*" button is used to toggle between Page Mode and Filter Mode.

If you are in Page Mode (as indicated on the Caption bar of the main window), pressing the "A" button will display all the names in the list that begin with "A." Note that the names displayed will depend on the sort mode you are currently in. For example, if you are sorting by First Name/ Last Name, then pressing the "A" will display all those entries in the list whose FIRST name begin with "A."

If you are in Filter Mode, pressing the "D" button will take you to the first entry in the list that begins with a "D." ALL other entries in the list will follow. Again, the names displayed will depend on the sort mode you are in.

Menu Commands

File

Edit

Dialer

View

Lists

File

New

This will start a new file. Typically you will not use this very often, as it is possible (and recommended) that you keep one file with ALL of your addresses in it. Within this file, you can create user defined lists which represent different logical groups (ie Christmas List, Friends, Family, etc.)

Open

This allows you to open a file that currently exists on disk. Opening a new file saves the current file first and then loads the new data from the disk. Only one file may be open at a time.

Save As

Save As will take the current data and save it out to a different file name. This feature will be most useful for making backup copies of your favorite file.

Settings

This is where you will set the system settings.

Sort Mode: Currently, you can set the default sort mode to be one of the following: Last Name, First Name; First Name, Last Name; City; State. This controls the way the data is displayed on the screen.

Modem Settings: Use the Prefix box to specify any prefix you need to dial before dialing the phone number. This is useful if you are in an office setting and need to dial "9" for an outside line. By entering 9 as a prefix, this will be automatically added to any phone number you need to dial. Select the COMM port that your modem is connected to and specify the baud rate it will be operating at.

There is a "Disable Label Warning" button which can be used to do just that. When printing dot matrix labels, you must make sure no other applications are printing. (See Common Questions for an explanation of why this is the case.) If you get tired of seeing this warning box each time you go to print labels, you can disable it using this button.

The "Show Last Name First" button is used to change the way the names will be displayed. By default, the names will be shown First, Middle, Last.

The "Best Fit Columns" button is used to tell AM to automatically adjust the "slider" columns to best fit the data that is currently being displayed.

Local area code is where you enter the area code from which you will be dialing from. This is necessary to the "Smart Dialer" can strip off an area code if the number you are dialing is within your local area code.

Smart Dialer Settings

If you are going to be using the Dialer, you will want to select this option to give the Dialer some "brains." When entering phone number information about the people in your book, it is recommended that you enter complete phone information (ie. 1-206-555-1212) This allows the Smart Dialer to strip off area codes appropriately. Refer to the Dailer! section below for details on

how the Smart Dialer works. AM keeps track of your local area code, as specified in the Settings dialog box. Typically, if the number you are dialing has the same area code as the one specified in Settings, the Smart Dialer will strip off the "1-206" portion. However, sometimes you are dialing an intra-state number that is a long distance call. These numbers don't require the area code, but still require the "1-". Using the Smart Dialer Settings dialog box, you can tell AM which 3 digit prefix's will require a "1-".

Because the phone companies are running out of area codes, you will soon have to include your own area code when dialing certain numbers. For example, currently a call from Seattle to Spokane does not require the 206 area code to be entered, but does require you to enter a 1 before the number. In the near future, you will have to include the 206 when calling Spokane, even though this area code is the same as the one you are dialing from. Because of all this, you can also tell AM which 3 digit prefix's within your state require the area code.

The area code that has been set through Settings is the one that will be brought up when selecting this dialog box. If you travel a lot and will be dialing from many different area codes, you can create Smart Dialer Settings for any number of area codes you choose. Just make sure that when you go to a different area code that you change the Settings area code.

Windows Printer Setup

This allows you to set up any new printers you have connected to your computer. This can also be done using the Windows Control Panel. This is a feature you won't be using very often (unless you like to spend LOTS of money on new printers all the time!)

Select Printer

Before doing any printing, you should tell Address Manager which printer you want to use. All printers that are currently set up in the system will come up for you to choose from. Select the appropriate printer before printing. If you don't do this, AM will use the default printer as set up through the Windows Control Panel.

Dot Matrix Labels

Make this selection if you want to print dot matrix labels. Currently, you can only print on dot matrix label forms that are one label across. You can specify the height of each label and the number of lines between each label (this will usually be 1). As noted above, only the names that are highlighted will be printed. A label consists of the full name, address lines 1, 2 and 3, city, state and zip. For DM labels, the only font available is the one the printer is set to use (usually this is Courier).

Laser Labels

If you have a laser printer and Avery labels, Address Manager allows you to easily print labels. Any font and point size may be selected for each line of the label. For example, the name line may be in Helvetica 12 while the other lines are in Courier 10. The script font can be used for labels that need to be a little fancier.

When entering this screen, AM will default to the Avery 5160 template. A graphic of this template is shown in the window to the right of the screen. To

the left is another window that allows you to specify the attributes of the labels. In this window you will see all the available printer fonts, along with the point sizes for each type. Below this is a listbox with an entry for each line of the label. This listbox includes Name, Address 1, 2, and 3, and the City, State, Zip lines. When selecting one of these entries, the font Typeface and Size listbox's will be updated to reflect the appropriate font for the given selection. Use the Apply Font button to set the font for each line. These fonts will be remembered the next time you bring up AM. Use the listbox Label Type to specify the labels you will be printing to. As you make different selections, the graphic window will be updated, giving you a general idea of what the label sheet looks like. In the graphic window, one of the labels will have the word "Start" on it. By clicking on different labels, you can tell AM to begin printing on any label. This is useful if you only print several labels at a time and want to feed the same sheet through the printer the next time you print labels. The templates are set up to work properly with your laser printer, but if you want to change the margins, this can be done by using the Margins window. Margins can be set for the overall sheet or for each individual label. Finally, specify the number of copies of each label you want printed. Clicking on the Print button will begin the print job, printing all those labels that were highlighted before you entered the laser labels window.

Print List

This will print the currently selected list. If you have not selected a printer using Select Printer, AM will use the default printer as set up in Windows. This menu option will print the entire list, regardless of which names are highlighted.

Print Preview

Before you actually send the list to the printer, you can select this option to see what you list will look like.

Print Single Column

This option allows you to print the currently selected list to your printer in single column fashion. As with the Print List option, this menu selection will print the entire list, regardless of which names are highlighted.

Print Double Column

I think you can figure out what this does!

Colors

Address Manager allows you to customize the colors that are used throughout the program. You can specify the background color that is used in the display listbox, as well as the display text itself and the color of the highlighted display text. The colors for the "slider" can also be set here. Colors are saved and will be remembered the next time AM is run.

Fonts

Select this menu option to change the display font. Any font that is available to the system can be selected for use. Attributes such as italics, bold, and underline can also be set. The font will be remembered the next time you run AM.

Exit

This will end you Address Manager session.

Edit

Modify/Delete

This will bring up the modify/delete edit box with the currently selected name. If more than one name is selected, then the last name that was highlighted will be brought up. This option is commonly used to enter new data about an individual that you already have in your file. (ie, a new phone number) To change the data about a person, simply type the new information into the edit fields and then click on "OK." You can also permanently delete a name from your file using the delete button. Most of the buttons in this box are self explanatory, however the More... button justifies some explanation. This is simply used to enter the birthday and anniversary information about the currently selected person. The reason I have His Birthday and Her Birthday is because for married couples, I like to enter something like: John and Jane Doe, where "John and" are entered in the first name field, Jane is entered as the middle name, and Doe is the last name. Any additional comments that you would like to mention about this person can also be entered in the More... dialog box.

Add

Use this selection to add a new name to your file. If you are adding several names at a time, use the "Another" button which will keep you in the "Add" mode. Click on "OK" when you have made the final entry. One thing to note here. Assume you have created a user list called Friends. Assume further that you are currently viewing your Friends list. When you add a new name to the file, in addition to being added to the All Addresses list (EVERYONE is on this list!! Makes sense, huh?), this new name will be put on the Friends list automatically.

When entering the Last Name or City, use the Up/Down arrow keys to recall the last three entries made. This helps reduce the number of times you will have to type the same last name or city.

Click on the "Auto Area Code" checkbox to tell AM to automatically put the current local area code (as defined in Settings) in each of the phone fields. When you tab to an empty phone field, if this box is checked, AM will put the area code in for you. If you do not enter a phone number and tab away from the phone field, AM will remove the area code information.

Copy

This feature will take all the names currently in the display listbox and paste them to the clipboard. They will be tab delimited and can then be pasted into any other Windows application.

Search

You can use this feature to find any name in your file. You can either search the currently selected list or search all names in the file. You need to specify the search criteria, which tells address manager which fields to search for the data in. For example, if you wanted to find all the people who lived in WA, you would specify the state field as your search criteria. You may specify more than one field to search.

Delete Highlighted Names

This menu selection will delete the highlighted names from your file. You should only use this if you never want to see this name again! (like when you get in a fight with your in-laws.)

Save Heading Columns

When viewing the data, you can use the "slider" to slide the columns back and forth. This allows you to format the columns as far apart or as close as you like. If you want AM to remember your heading columns, you need to select this option after you are completely satisfied with their position on the screen. The heading columns are separate for Quick Look and Full Book modes.

Dialer

This selection should only be used by those people with modems. This feature allows you to let AM dial the phone for you. To use this feature, highlight a single name and click on Dialer! This will bring up the dialer box, with the persons home phone number listed in the Phone # box. If no name is highlighted, or more than one name is highlighted, then no phone is put in the box--you will have to type one in. After you have specified the number to dial, click on the Dial button and wait for the connection to be made. You can then pick up the phone and hope the person you are calling answers.

View

Full Book

When in Full Book mode, you will get the following column headings: Name, address, city, state, zip and home phone number. You will probably need to adjust the columns, using the "slider," the first time you select this mode. Be sure to select Save Heading Columns so that next time you enter Full Book mode, AM will set the columns like you like them.

Quick Look

This mode will give you only the persons name and home phone number.

Lists

Create User List

AM allows you to create up to 32 user defined lists. These lists are essentially logical subsets of the All Addresses list. For example, you may want to create a list of all your Friends and another list of all you Family members. When you create a user list, the name you give it will be appended to the Lists menu. Then, you can select this list for your viewing pleasure. You will, of course, need to specify who you would like to be on this list. This procedure is described below under the "Add to User List..." section.

Delete User List

Suppose all of the sudden you decide you really don't care who your friends are and you don't need a special list that shows them. Selecting this option will delete a user defined list. Note that those names that are on this list are NOT actually deleted from the file, but rather are just removed from the user defined list. If you want to permanently delete names, you need to select EDIT/Delete Highlighted Names from the menu.

Edit User List Names

Use this feature to change the name of a user defined list you have created. Suppose, for example, you went to Create User List and specified the name of the list as Chstmas List. This would then be appended to the Lists menu. However, you then casually notice the typo and need to change it. Rather than making you delete the list and create it again, I decided it would be nice to let you edit it.

Add To User List

Once you have created a user list of your own, you will want to put some people on this list. Select the All Addresses list so you have all the names to choose from. Now you can go through the list and highlight those names you will want to add to the user list. Once you have highlighted all the names, select this option. You will be asked what user list you would like to add the highlighted names to. Make a selection and the names will be added. If you then choose this user list from the Lists menu, you will see these names on the list.

Delete from User List

This works in much the same way as Add to User List, but allows you to takes names off of your user defined lists. Again, this will NOT delete names from the file, but simply remove the highlighted names from the list you specify. If you tell AM to delete a name from a user defined list that does not contain the highlighted name, it will simply ignore this directive.

All Addresses

This will display all the names in you file.

If you have created user defined lists, they will follow the All Addresses selection. Selecting a user defined list displays those names that you have put on this list.

Common Questions

- Q. I don't see a "Save" option anywhere on the menu. How do I make sure my data is saved?
- A. Address Manager will automatically save your data for you anytime you make changes. This way, if there is a power failure or your system crashes for some reason, you will not lose any data.
- Q. When I go to print dot matrix labels, I get a warning telling me to make sure no other Windows applications are printing. I thought if I was using the Windows Print Manager, I didn't need to worry about printing from different applications at the same time. What's going on here?
- A. This warning appears because labels are printed directly to LPT1. If another application is printing at the time, unpredictable results will surely follow! The reason labels are sent directly to LPT1 is because Windows 3.0 automatically forces a form feed after a certain number of lines have been printed. Since labels are continuous, you would have to waste 3 or 4 labels each time Windows decided to do a form feed. This is only an issue for dot matrix printers.
- Q. How do I move an address from one list to another?
- A. To do this, you should select the name(s) that you wish to be moved. Then, select Lists/Add to User List... and once the dialog box comes up, select the list you want the names moved to and click on "Add." Now, select Lists/Delete from User List... and select the list you want the names removed from.
- Q. How can I change the font for the lists I print?
- A. Address Manager assumes the font for printed lists will be Courier. There is no support in this version for selecting different fonts for printed lists.
- Q. What if I don't have Avery labels?
- A. Address Manager comes with several templates that are predifend to work with Avery laser labels. If you have labels with the same dimensions as the Avery templates that are provided, you can still use the laser labeler. The dimensions for the current templates are:
- | | |
|------------|-------------|
| Avery 5160 | 1" x 2-5/8" |
| Avery 5161 | 1" x 4" |
| Avery 5162 | 1-1/3" x 4" |
| Avery 5163 | 2" x 4" |
| Avery 5164 | 3-1/2 x 4" |
- Q. The top line of my label is printing too high - how can I center the information on the label or move it down?
- A. To make minor adjustments to where the label will be printed, use the Margins box in the Select Label Fonts dialog box. Adjustments can be made to the overall label sheet or to each individual label.
- Q. I change all the column widths using the slider, but next time I start the program they are back to the original position - why?
- A. Be sure to select Edit/Save Heading Columns if you want Address Manager to remember the columns. Also, you must save the column headings for both Full Book and Quick Look, as the columns for each are saved separately. Finally, make sure the Best Fit Columns box in Settings is not checked. When this option is selected, AM ignores the saved heading columns and aligns

the columns dynamically.

Hints and Tips

The best way to use this program is to keep one file with all of your data in it. Because it is possible to create your own user defined lists, it is less efficient to have one file for your business addresses, one file for your personal addresses, one file for....you get the picture. Instead, just maintain one file and create user defined lists. Be sure to keep backup copies of your data, using the FILE/Save As... feature.

When viewing the data either in Full Book or Quick Look mode, you will notice an alphabet of buttons, with an "*" to the right of the 'Z' button. This asterisk toggles you between two viewing modes. If you are in "Page Mode," and the 'A' button is depressed, then you will only be shown names from the current list whose sort criteria matches 'A'. For example, if you are sorting by Last Name, First Name, you would see all the people in the current list whose last name begin with 'A.' Clicking on the '*' button again, puts you in "Filter Mode." When in this mode, if the 'D' button is depressed, the first name in the list will be the first person whose last name begins with 'D.' All names from 'D' through 'Z' will follow.

Name	Address	City	State	Zip	Phone
------	---------	------	-------	-----	-------

User the slider to adjust the columns of data. Set the column headings in both the Full Book mode and Quick Look mode the first time you run Address Manager. Then use Save Heading Columns... to save the current settings. Next time you load Address Manager, the saved settings will be used.

When entering names in your book, you can use the Up/Down arrow keys to help minimize the number of keystrokes you type. For the Last Name field and the City field, AM will remember the last three entries. This way, you don't have to type "Seattle" for ALL of your friends who live there, just simply use the arrow keys when you get to the City field.

WHERE TO SEND COMMENTS AND BUG REPORTS

Please send and feature suggestions and bug reports to:

Wilson WindowWare
2701 California Ave. SW
Suite 212W
Seattle, WA 98116

This is the initial release of Address Manager. Please let us know if this product is easy to use, what you like and dislike about it and what you wish it would do that it doesn't. This will not only make Address Manager a better product for you, but also provide me with hours of fun coding and fixing bugs!!