AreaCodes 1.1

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Overview

AreaCodes 1.1 is a small area code data base that allows the user to quickly search for area code information by <u>Area Code</u>, by <u>State</u>, or by <u>State/City</u>.   Area codes in the United States, Canada, and the U.S. Caribbean islands are supported.

In addition to its speed and functional interface, AreaCodes provides for <u>editing</u>, <u>adding</u> to, or <u>deleting</u> from its city and area code data by the user (the list of states and provinces cannot be changed).

Furthermore, AreaCodes provides for access to the Windows Clipboard. Data may be <u>copied into the Clipboard</u> in a variety of formats.   The   user may also <u>run the Clipboard</u> from AreaCodes.

The Interface:

AreaCodes consists of a menu bar which contains 2 dropdown menus, <u>Data and Help</u>, and 5 data access/display boxes.   The first four boxes are:

<u>Search by Code</u>	Lists all area codes in numeric order.
<u>Search by State</u>	Lists all states/provinces.
<u>Search by City</u>	Lists all cities by either the selected area code or by the selected state.
Area Code	Lists area codes associated with the cities displayed in the Seach by City box.

Selecting an item in one box (beginning on the left usually) displays data in the next box.   Beneath these is another data display box:

All	The list of all valid area codes in the state/province currently selected.

The two dropdown menus provide mouse access to these commands:

Data Menu:

<u>Copy to Clipboard</u>

<u>Show Clipboard</u>

<u>Edit</u>

<u>Add</u>

<u>Delete</u>

<u>Back-Up</u>

<u>Exit</u>

Help Menu

Selecting Edit or Add from the Data menu calls a pop-up Area Code Data Editor in which the user may edit old, or enter new, area code data.   This editor consists of two data entry boxes:

City	Enter the name of the city. 27 characters, maximum.
Area Code	Enter the area code. 3 characters (numeric only) maximum.

and two command buttons:

Save	Saves the most recent change.
Close	Closes the Area Code Data Editor. No additional saving is performed.

Keyboard

Data Menu Commands

Copy To Clipboard	Ctrl-C, Alt-D-C
Show Clipboard	Ctrl-S, Alt-D-S
Edit	Ctrl-E, Alt-D-E
Add	Ctrl-A, Alt-D-A
Delete	Ctrl-D, Alt-D-D
Back-Up	Ctrl-B, Alt-D-B
Exit	Ctrl-X, Alt-D-X

Help Menu Commands

Index	F1, Alt-H-I
Help on Help	Shift-F1, Alt-H-H
About	Alt-H-A

Interface Navigation

Next Search Box	Tab
Previous Search Box	Shift-Tab
Next Item	Down Directional
Previous Item	Up Directional

Area Code Data Editor

Next Item	Tab
Previous Item	Shift-Tab
Save	Alt-S
Close	Alt-C

Menu Commands

Data Menu

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Copy to Clipboard

Keyboard Access: Ctrl-C, Alt-D-C

Location: Data menu

You may copy the contents of AreaCodes' display to the Clipboard for pasting into other applications. Exactly what gets copied to the Clipboard depends on which box has the focus and what is selected (highlighted) in that box:

Select in...	Copies...
Search by Code	The currently selected area code and the state it's associated with.
Search by State	The currently selected state and all cities and area codes listed in the Search by City and Area Code boxes.
Search by City	The currently selected city, the state it's located in, and the associated area code.

Show Clipboard

Keyboard Access: Ctrl-S, Alt-D-S

Location: Data menu

The Clipboard can be run from inside AreaCodes by selecting this item. Use this to check on the success of a <u>Copy to Clipboard</u> command.

Edit

Location: Data menu

You may alter the data stored in AreaCodes' data files by selecting this item. Note that you must first select a city in the Search by City box.

1. Select the appropriate state in the Search by State box.

2. Select the city to be edited in the Search by City box.

3. Select Edit in the Data menu, either by mouse pointer or via one of the access key combinations listed above. A pop-up Area Code Data Editor window will appear.

4. The selected city and associated area code will be displayed in the data entry boxes. Make whatever changes are necessary.

5. Select the Save command button.

6. If your editing removes the last instance of a particular area code in the associated state, AreaCodes will ask if you wish to remove the area code from the list of all codes for that state. You may select either Yes or No, however, it is unlikely that the phone company will ever "retire" an area code, so it is suggested that you select "No."

7. If you are confident that your editing contains no mistakes, press the Close command button, otherwise repeat steps 4 and 5 to re-edit the data or to return it to it's original form.

Add

Location: Data menu

New data can be added and stored to disk by selecting this item. Note that it is necessary to have a state selected in the <u>Search by State</u> box, but no selection in the <u>Search by City</u> box is required.

1. Select the appropriate state in the Search by State box.

2. Select Add in the Data menu, either by mouse pointer or via one of the access key combinations listed above. A pop-up Area Code Data Editor window will appear.

3. The city and area code boxes in the editing window will be blank. Enter a new city and area code. You may enter either an area code already associated with the selected state or an entirely new area code. Note: if you enter an area code that is already associated with **another** state, AreaCodes will ask if you want to delete the area code from the other state's data. Selecting "Yes" will delete the area code from the other state's data, along with ALL CITIES associated with that code. Be careful!

4. Select the Save command button.

5. If you are confident that your addition contains no mistakes, press the Close command button, otherwise repeat steps 3 and 4 to re-edit the data.

Delete

Keyboard Access: Ctrl-D, Alt-D-D

Location: Data menu

Select this item to remove a city and its associated area code from the data files. Note that you must have selected a city in the Search by City box.AreaCodes will ask if you are sure that you wish to delete the selected items, just in case of mistakes.

If your deletion removes the last instance of a particular area code in the associated state, AreaCodes will ask if you wish to remove the area code from the list of all codes for that state. You may select either Yes or No, however, it is unlikely that the phone company will ever "retire" an area code, so it is suggested that you select "No."

Back-Up

Keyboard Access: Ctrl-B, Alt-D-B

Location: Data Menu

The Back-Up menu item is a toggle (checked/unchecked).   If set to ON (checked) each time you save an <u>edit</u>, <u>add</u>, or <u>delete</u> to disk, AreaCodes will first rename your 3 existing data files, replacing the extension, .DAT, with the extension, .BAK.

Exit

Keyboard Access: Ctrl-X, Alt-D-X

Location: Data menu

Selecting this item closes AreaCodes. The current screen position is saved at this time.

Index

Keyboard Access: F1, Alt-H-I

Location: Help menu

Selecting this item loads the AreaCodes help file (what you're reading now) into Windows' WINHELP.EXE program.

Help on Help

Keyboard Access: Shift-F1, Alt-H-H

Location: Help menu

Selecting this item invokes the Windows WINHELP.EXE program and loads a help file with information on how to use Help.

About

Keyboard Access: Alt-H-A

Location: Help menu

This item displays a small window with basic information about the program and its author.

Search by Code

If you are merely curious as to the location of a known area code, then select that code in the Search by Code box.The associated state will automatically be scrolled into view and highlighted in the Search by State box. In addition, all cities in that state which are associated with that code will be displayed in the Search by City box.All area codes associated with the state will be displayed in the "All" box.

See Search by State for viewing the remaining cities.

Search by State

To view the list of all cities and the associated area codes for a particular state, select the desired state in the Search by State box.In addition, the list of all area codes associated with the state will appear in the "All" box if they were not already there.

Search by State/City

The cities in the Search by City box are coordinated with the list of their area codes in the Area Code box, but if it is necessary to scroll the Search by City box the cities and their area codes will no longer be aligned.   To view the associated area code in this case, simply select the desired city and the associated area code will be automatically scrolled into view and highlighted.   (Selecting an area code in the Area Code box will highlight the associated city, scrolling it into view if it is not visible.)