**PhoneBar 2.1 Help Contents**

Thank you for taking the time to download PhoneBar.   You will certainly find it useful as a quick method of tracking names and numbers.   PhoneBar was designed with the idea of being a supplement to you PIM, the idea being that you usually don't need a lot of information-- just a phone number.   Of course, the clean and simple PhoneBar interface makes it a great stand alone application for users who don't need the scheduling that a PIM offers.

PhoneBar is shareware and that means you have thirty days to sample it, after which you should <u>register</u> or discontinue use.   A handy <u>order</u> form is included.

The easiest way to get help with PhoneBar is to click on the graphic, pointing to the area in question.

A <u>sample use</u> is also described.

**Order Form**

Take the time to fill out this handy order form.   This will allow me to keep track of my customers and mail you a shareware sampler disk of my current programming projects.

The registration fee is $10.00.   Make the check out to Will Ballard.

Name:_____

Address:_____

City:_____State:_____Zip:_____

Phone Number (Optional):_____

**A Sample Use of PhoneBar**

Typically, you will need to add a new entry.   This can be done through the menu or via the <u>plus button</u> on the toolbar.   Editing the name and number boxes is quite simple, you simply type in the boxes.

1.  Add a new entry.
2.  Scroll through the entries until you see one that contains no data.
3.  Enter your personal data

Note: in order to ensure that the data is written to the document you must increment or decrement after editing an entry.   PhoneBar will try to enter the data to the document for you, but if the system is busy, this may not occur.   Be safe: increment or decrement.

Occasionally you will need to remove and entry, simply select from the menu or press the <u>minus button</u> on the toolbar.

PhoneBar sorts entries by any of the data boxes.

1.  Select <u>sort</u> from the menu or press the <u>sort button</u> on the toolbar (it's next to the print button).
2.  A dialog will appear, select the data field you wish to sort by and press OK.
3.  If you change you mind, press cancel.

Finally, PhoneBar will print a nice list of all you data, perfect for taping to the wall next to the phone. Simply select print from the menu or the <u>print button</u> from the toolbar.   A dialog will appear asking you to verify the print and how many pages.   It is usually best to select all of the pages.

**Registering PhoneBar**

If you find PhoneBar useful, you are expected to register within 30 days.   It takes a lot of time to create software, as well as money.   Without registration, shareware cannot continue.

PhoneBar is free of nags and is provided as is without any warranty express or implied. PhoneBar is copyright ©1994 Will Ballard.

Registered users will receive a disk with the latest version of PhoneBar and other shareware offers via mail upon receipt of payment.

Other projects in the works at include WillDesk, a global menu and ToolBar program that acts as a shell supplement, WillNotes 2.1, which includes an enhanced TackUp feature, and Diary 2.0, an object linking scrapbook to hold important photos and memoirs.

Click here to <u>order </u>PhoneBar.

The plus button adds a new entry.

The minus button deletes the current entry.

The up arrow   increments one entry

The down arrow decrements you one entry.

The sort button pops up the <u>sort</u> dialog, allowing you to re-order your PhoneBar entries.

The print button starts the PhoneBar print cycle.   It creates a nice, two column list.

**The File Menu**

The file menu contains the main commands to load and save, as well as print.   A most recently used (MRU) file list appears toward the bottom of the list, saving you the hassle of going through a dialog box.

To save a file for the first time:

1. Select File|Save from the menu.
2. In the dialog box, select the directory with the mouse.
3. Type the name of the file, as usual, up to eight characters.
4. Select OK.

To load a file using the MRU lis, simply select the appropriate file from the list.

1. To load a file not on the MRU list :
2. Select File|Open.
3. In the dialog box, select the right directory.
4. Select the file you want and press OK.
5. OR double-click on the file you want.

To print, select File|Print, alternatively you can press the print button.

Although PhoneBar has a print setup option, you should bear in mind that PhoneBar is meant to print on 8.5"x11" paper in portrait mode.   You should use the print setup only to change to another printer, if that is ever necessary.

The New commands creates a new, blank file.

Exit quits PhoneBar.

New, Open, and Save are available from the toolbar with standard icons.

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**The Entry Menu**

The entry menu provides the commands to navigate through PhoneBar.   All of these commands are accessible from the toolbar.

- Add New Entry adds a new entry to your PhoneBar Document.
- Remove Entry is PhoneBar's delete command.
- Increment moves forward through the entries and will be dimmed if you are at the end.
- Decrement moves backward through the entries and will be dimmed if you are at the beginning
- Sort allows you to reorder your PhoneBar document.

**The View Menu**

The view menu has only one command, Toolbar, which toggles the toolbar on and off.

**The Sort Function**

Sort allows you to sort data by:

- Last Name
- First Name
- Area Code
- Phone Number

This allows a handy method of grouping, say you need to find all of your friends in Los Angeles-- simply sort by Area Code.

The sort functionality is driven by a dialog with a simple set of radio buttons to allow you to select the field you need to sort by.