

## WinGDB Commands

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## File Menu

The file menu pulldown consists of eight items, the Open, Import, Export, Rebuild data file, Status, Display, Exit and Minimize selections.

Open will allow you to create or select different files to use with WinGDB. You may select existing files (they will have the WinGDB file extension of ".ix") or create a new file. To create a new file type in a descriptive 8 character file name in the open file dialog box. The title bar will display the work file name on the top of your WinGDB screen.

Import will allow you to import data from other programs. You have two formats to choose from, the common ASCII comma quote delimited or dBASE file formats.

Export will allow you to export data to be used by other programs. This exports to the common ASCII comma quote delimited format. You have the option of adding a mail merge header when exporting data.

Rebuild data file will rebuild the data file and index file for your selected data file. This will remove all empty (deleted) records and reconstruct the index file.

Status will display the number of records in your data file as well as the user number in network operation.

As we use variable length records, status will also display the number of used file blocks and the number of empty file blocks in the present file. Each record occupies two file blocks without any memo added. As you add information into the memo field, the file blocks are added as needed for the length of a record including the memo field.

As you delete records, file blocks are freed for use in adding new records. If you were to delete a number of records, you might end up with a lot of empty file blocks. These can be removed by running the rebuild routine mentioned above.

Display will allow you to change the way the records are displayed in the main window. You may have them sorted by name, company or zip code order.

Exit does just what it implies, it closes the program and returns you to Windows.

Minimize is added to this menu pulldown to give you a quick way to minimize the program after using. Complete mouseless operation is available, you may also use the shortcut key combination of Alt+M to minimize the program.

## Records Menu

The Records menu pulldown, consists of four items, the Add, Search, Change and Delete functions.

These items may also be selected with "short cut keys". Following are the keys that will select these functions:

**Add** - the Ctrl+A combination.

**Search** - the Ctrl+S combination.

**Change** - the Ctrl+C combination.

**Delete** - the Ctrl+D combination.

Add will allow you to add records to the database using the "Add record" data edit screen. Besides the general information on individuals, you are allowed to enter up to 2046 characters into a memo field on each record. WinGDB will also insert the date into the Last call field as you use the dialer function.

Search allows you to locate records in the database.

If the displayed records are sorted by name:

Search will allow you to find a record by entering the last and first name of the person you are looking for. The search can proceed with only a partial entry, if you were looking for "Mayer", and just entered "May", it would find the first occurrence that started with "May".

If the displayed records are sorted by company:

Then follow the above but use the company name and enter it in the company edit field.

If the displayed records are sorted by ZIP code:

Again, follow the above instructions, but enter the ZIP code in the ZIP code entry field.

Change will allow you to edit and change records that are already in the database.

Delete will allow you to remove records from the database.

## Print/paste Menu

The Print/paste pulldown has ten different items that perform envelope printing, pasting to the clipboard and label printing tasks.

Special note: The "Force CASE" selection in the configuration dialog will force upper case letters in the address, remove the comma and add two spaces between the city state and zip. This is the desired format of the US Post Office.

These functions may also be accessed by use of "short cut keys" for speed. Following is a list of these keys:

<b>Function</b>	<b>Action*</b>	<b>Style**</b>	<b>Key</b>
Run WinGRAB	Pause	Person first	F7
Run WinGRAB	Quick	Person first	Shift+F7
Paste to clipboard	n/a	Person first	Ctrl+F7
Run WinGRAB	Pause	Company first	F8
Run WinGRAB	Quick	Company first	Shift+F8
Paste to clipboard	n/a	Company first	Ctrl+F8
Run WinGRAB	Pause	ATTN:	F9
Run WinGRAB	Quick	ATTN:	Shift+F9
Paste to clipboard	n/a	ATTN:	Ctrl+F9

**\*Action defined:** **Pause** means that WinGRAB will pop up allowing you to make any changes, such as, read in a different style sheet or edit the address. **Quick** means that it will call WinGRAB and print in the background without stopping for changes.

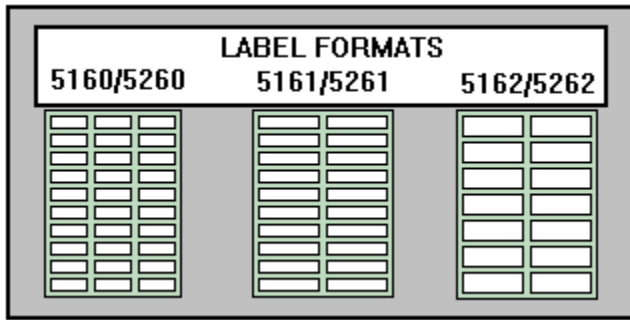
### **\*\*Style defined:**

Person first:	Paul Mayer ZPAY Payroll Systems, Inc. 2526 69th Avenue South St. Petersburg, FL 33712 USA
Company first:	ZPAY Payroll Systems, Inc. Paul Mayer 2526 69th Avenue South St. Petersburg, FL 33712 USA
ATTN:	ZPAY Payroll Systems, Inc. ATTN: Paul Mayer 2526 69th Avenue South St. Petersburg, FL 33712 USA

The paste to clipboard action will allow you to insert the address into your word processor. If you print your envelope before entering your word processor, there is no need to use the paste facility as the address will already be in the clipboard after passing to WinGRAB.

The above covers the envelope addressing and paste facilities, next is the label printing feature.

## Labels



If you select "Print labels" from the pulldown, you can print labels for all or selected records in the database. See the section under operation for information on printing labels.

The label printing feature of WinGDB will allow you to print on the popular Avery labels for laser printers if you're using a LaserJet or DeskJet printer, or the one up, 6 lines per label type for impact printers. Above is a graphic image of the layout of the Avery labels that are supported. The 5160/5260 are three across and ten deep, the 5161/5261 are two across and ten deep while the 5162/5262 are two across and seven deep.

There is a setup dialog that must be completed before printing labels. This consists of telling WinGDB what labels, the sort order, the print format (follows the F7-F9 format of WinGRAB) and start and end records for printing. The filtering of tags also selects records for you.

The standard "First Record" and "Last Record" will print all records in the file if the filter is off. If the filter is on, it will print all that are in the filter selection.

## **Configure Menu**

### **Configure**

The configure pulldown, is where you tell WinGDB where your WINGRAB.EXE program is located on your computer. You should enter the full drive and path name in this entry. An example is, WINGRAB.EXE is located on your C: drive, in a directory named GRABPLUS, this would be entered as follows:

**C:\GRABPLUS\WINGRAB.EXE**

Note that we included the full program name including the ".EXE".

Network information. You should select one of the network options if you're using a network. These selections, both the location of WINGRAB.EXE, and the network selection, should be made before using WinGDB.

The "Force CASE" selection in the configuration dialog will force upper case letters in the address, remove the comma and add two spaces between the city state and zip. This is the desired format of the US Post Office.

### **Modem Setup**

In order to use WinGDB to dial the telephone you may need to change the default configuration.

The default configuration is COM1 at 1200 baud, no parity, one stop bit and a 25 millisecond delay between character transmissions.

If you make any changes you should save them as with the above in your defaults.

### **Hot Key setup**

You can have hot keys to pop up WinGRAB and WinGDB over any Windows application. This menu selection is for setting your preference for the combination of keys to press to invoke the programs. The WinGDB program must be running either in the foreground, background or minimized in order for the hot keys to be recognized when you use them.

### **Change background color**

You may change the background color of WinGDB by using this selection. It should be pointed out that the file browser can only use the basic colors. If you were to select any colors that the browser cannot use, the color will be automatically changed to the nearest color supported by the file browser.

### **Save setup as default**

This selection should be taken after you have set the above items. This will insure that WinGDB knows the environment it will be operating in when it starts up.

You should exit the program and re-enter after you have changed the network selections and saved them.

It should also be pointed out, that the saving of the defaults will also save the settings for

printing labels if you have changed those.

## **Filter Menu**

The Filter pulldown will allow you to turn on or off the filtering of displayed records. This filtering also has an effect on what records are printed as labels as well as exported data files.

This is where you enter a filter character for selecting records. This character is what allows you to have different "data files" in one file. The filter is case sensitive, this allows you to have "a" different from "A", giving you more characters to use in setting up your filters. Each person's record may have up to six filter characters for selection. This will allow individual records to appear in different filter searches.

Filter on/off turns the filter function on and off and Set filter character is where you enter the filter character to use.

Another powerful filter is the Calls to make today filter. If you are a busy person and need to be reminded when to call people, you can enter the next call date in the data record and this filter will display all records with call dates matching the date in the computer. It is important when entering the dates to use the MM/DD/YY format in order for this feature to perform properly. An example is 06/25/93 for June 25, 1993.

If there are no calls to be made that match the date in the computer, the pick list will be empty and the computer will beep once to let you know there were no matches.

For managing your calls, you also have a calls to make tomorrow, calls made today and calls made in the last seven days.

All of the call filters may be used in conjunction with the regular user defined filter. This will allow you to show all people that you need to call that fall into one of your predefined filter selections.



## Import Data

The first thing you need, is to tell WinGDB which file you want to import. This information will be entered by using a file pick list. The default file extension is ".ASC" which is the universal file extension for ASCII files or ".DBF" for dBASE files. If your file was saved with a different extension, you can change this to search for your file.

The importing of ASCII file data is possible if the files to be imported, are in the universal comma delimited format. The comma delimited format looks like the following example:

```
"Mr.,"Paul","Mayer","ZPAY Payroll Systems, Inc.,"2526 69th Avenue South","St. Petersburg","FL","33712","813-866-8233"
```

This represents one line from a typical file of the ASCII comma delimited file format. The import set up screen will allow you to tell WinGDB where each field is in the line from your data file. You will need to know how many items are in the row, as well as what order they are in.

If we look at our example, we would count the fields between the quote marks. The beginning of the line starts with a quote mark followed by Mr. which is the Salutation. That is your first field. Next we see a quote, comma and another quote and the second "field". Look above and see if you can count the fields.

Did you count nine? If so, good. Notice that we did not count the comma in the company name. The commas that separate the fields, are separated by quote marks.

For dBASE files your import screen will show you the file format something like this:

```
| 1 SAL | 2 FIRST | 3 LAST | 4 COMPANY | 5 STREET | 6 CITY | 7 STATE | 8 ZIP | 9 PHONE |
```

As you can see, it's even easier than the ASCII files above as each field has it's field position number by the label.

That's all you need to know to get the necessary information from the file you want to import.

## Export Data

You can export data from WinGDB with the export function. This will export the data to a file in the universal comma delimited ASCII file or dBASE format. The file will be named <filename>.ASC or <filename>.DBF when it is written.

Note: The Memo field and the Next Call and Last call dates are not exported by this function.

You will also have control over what data is written by way of the sort order, Zip Code or name, the tag filter and a "start with" and "end with" record criteria.

## Mail Merge Using Exported Data

When exporting data to an ASCII file you have an option to select "Mail Merge format". This will add a header line to the top of the file that designates the order of the data fields. This line will look like:

"Sal","Last","First","Company","Address1","Address2","City","State","Zip","Country","Work","WorkEx","Home","HomeEx","Fax","FaxEx","Other","OtherEx","Filter"

These "names" are representative of the data fields in the exported file.

**Sal** - The salutation, eg. Mr., Mrs., etc.

**Last** - The last name

**First** - The first name

**Company** - The company name

**Address1** - The first line of the address

**Address2** - The second line of an address

**City** - The city name

**State** - The state name

**Zip** - The ZIP code

**Country** - The country name

**Work** - The work phone number

**WorkEx** - The work phone extension

**Home** - The home phone number

**HomeEx** - The home phone extension

**Fax** - The fax phone number

**FaxEx** - The fax phone extension

**Other** - The other phone number

**OtherEx** - The other phone extension

**Filter** - The filter characters

The following examples will use WINGDB.ASC as the <filename>.ASC exported file.

## Microsoft Word for Windows

The ASCII file is ready as is for use in Microsoft Word for Windows for mail merge or form letter operations.

To open a document for use with this file, refer to "Procedures for Form Letters" in the manual. When creating the data file pointer, you must point to this file. Press Ctrl+F9 and type in:

C:\GRABPLUS\WINGDB.ASC

If the file is in a directory and drive different than above, change as needed. The Ctrl+F9 key is then used for inserting the fields above such as First, Last, Company and so on. Then when printing, select the Merge print option.

### **Ami Pro**

Ami Pro can use the file with the help of a "description file". We have supplied you with a Ami Pro description file named AMI\_MM.SAM for this purpose.

When you specify WINGDB.ASC as your data file, Ami Pro detects that it is not the normal Ami Pro data file and prompts for the description file name in a dialog box. (Normal Ami Pro data files use .SAM as a file extension.)

### **WordPerfect for Windows**

WordPerfect for Windows can also use an ASCII file for its mail merge data file. After creating a primary file to merge with the data file WINGDB.ASC follow the information in the manual for ASCII Delimited Text (DOS) Files.

Define " (double quote mark) as the beginning field delimiter and ", (double quote mark and a comma) as the end field delimiter. Then define a Carriage Return as the end record delimiter. (There is no need to define a beginning record delimiter.)

Don't forget to select ASCII Delimited Text (DOS) as your data file type.

## Browser Screen

The browser screen is the main screen that displays a "pick list" display of your records. This is useful when paging through to find records for printing.

WinGDB supports incremental searching. As you start to type a persons last name, the company name or ZIP code, depending on what display mode you're in, the browser jumps to each record that matches what you've typed so far. An example is if you type in a "M" the browser pointer (the dark line across the screen), will jump to the beginning of the Ms in your database. If you've typed "MA", the browser will jump to the first name that starts with MA and so on. A press of the Esc key will clear the incremental search and reset it. Pressing the backspace will move you back through the incremental search in case you typed a character by mistake. The incremental search criteria is displayed in the title bar of WinGDB as it is used.

If you have the filter turned on, only the records matching the tag character will be displayed.

There is also a "Calls to make today" filter that will only show records on the screen that have the same date in the Next call field of the record that matches the date in the computer.

The Enter key or a double click, of the left mouse button on a record, will open the Edit Change screen, allowing you to view and edit the selected record if you desire. You can also drag the screen with the thumb buttons using the mouse. Holding down the left button and dragging the mouse pointer will move the marking pointer through the records.

The following keys are associated with the browser screen:

<Up>, <Down>

Move the browser pointer bar up or down one row.

<Ctrl+Home>, <Ctrl+End>

Move the browser pointer to the first or last data record.

<PgUp>, <PgDn>

Move one page up or down.

<Left>, <Right>

Scroll horizontally by one column.

<Home>, <End>

Scroll horizontally to the beginning or the end of the browser rows.

<Ctrl+Left>, <Ctrl+Right>

Scroll horizontally by one tab.

<+>

Refresh the browser display. (Useful in multi-user or multi-tasking situations.)

## **Dial**

You must insure that your configuration is set up for your hardware. The modem configuration is located under the Configure pulldown.

You can dial the phone numbers of any of your entered records with the Dial menu selection. You need to move the browser pointer to the record that you want to dial a phone number for, then select Dial from the menu.

A dialog box will appear displaying all of the phone numbers for this record. Click or select the phone you want to dial and click dial or press enter to start the dialer. A small dialog box will appear telling you that the number is being dialed. After the person answers the phone, pick up the receiver and click Ok or press enter. A Dialog box will then ask if your party answered. Click Yes or press enter if they did to start the call logging. Your calls will be logged to disk in CDS (Call Data Standard) format. These files may be read and printed using your word processor as well as CDS phone analyzing programs. The CDS files will be stored using the file name of the present data file with a CDS extension. An example is WINGDB.CDS for the default file name.

When the call is finished, press Ctrl+H to log the end of the call. During the call until you press Ctrl+H, WinGDB will produce a sound every 20 seconds to let you know that there is a log file open. If you should forget to close a log, the next time you dial as well as when you try to exit the program, WinGDB will take over and close the current file for you.