Little Black Book 3.0

Menus
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Ordering info:

    The registered version of Little Black Book 3.0 is available for $19.00, plus $3.95 shipping and handling.
    To order Little Black Book via credit card, call the Public Software Library at 1-800-242-4775 (1-800-2424-PSL).   This number is for CREDIT CARD ORDERS ONLY.   We accept VISA, MasterCard, American Express, and Discover.   Specify PSL Product Number 11661.
    To order on-line via CompuServe, GO SWREG and register ID# 3202.

Tech Support:

    For free technical support, registered users may call us at (201)635-1824, or leave e-mail at Compuserve ID# 76336,3271. Unregistered users must rely on this help file for support.

File

Open...
Print Preview...
Print...

Settings

<u>Modem Settings...</u>

Modem Settings...

Choosing this option from the Settings Sub-Menu causes the Modem Settings window to be displayed:
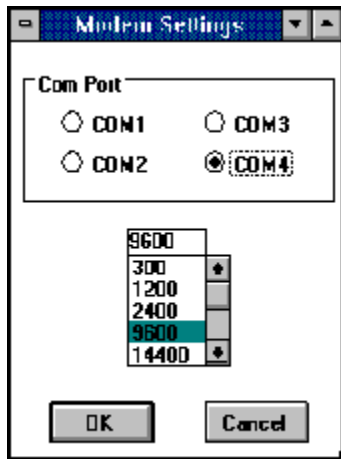
The Modem Settings window allows you to tell Little Black Book about your modem and how it is connected to your computer.   There are two different settings we need to be concerned with.   They are your Com Port and your Baud Rate .   Your Com Port is set by clicking on the appropriate option button (1 through 4).   Your Baud Rate is set by choosing the appropriate item from the list box.   *Little Black Book is not capable of PC to PC communications, but needs to know these settings nevertheless so that you may use the AutoDial feature.*

If you are not planning on using the AutoDial feature, you need not be concerned with this window.
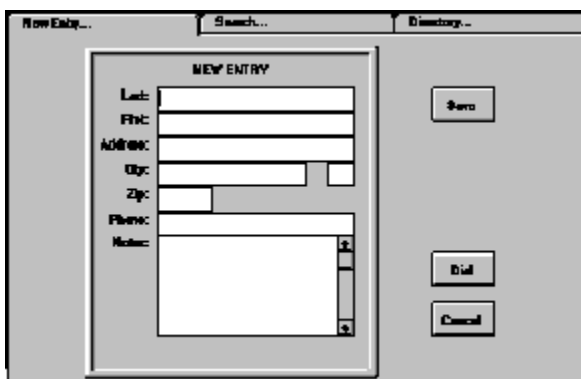
The Book

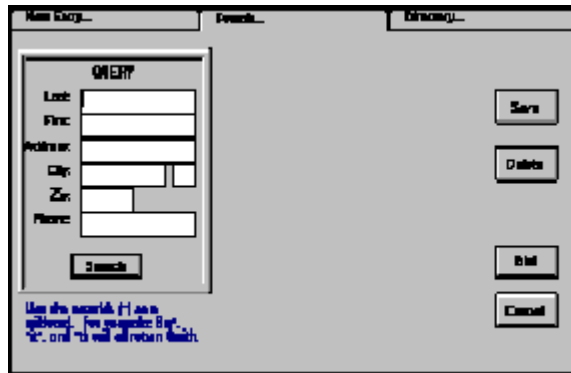**Clicking Open... from the File Sub-Menu will cause The Book window to be displayed:**

The Book window consists of three separate areas, or "tabs".   When The Book window is first displayed, the Directory tab is shown.   Within the Directory tab is a phonebook with the letters of the alphabet running down its right side.   If you click on a letter the phonebook opens and displays the first record (in alphabetical order) in which the Last Name field begins with the letter you've selected.   You may scroll through all of the records beginning with that letter by using the Data Control at the bottom of the phonebook.   You may also edit any record from within the phonebook.   To save changes to a record, either click the Save button or move to a new record using the Data Control.   Clicking the Cancel button will exit The Book window and cause any unsaved entries to be lost.

To enter a new record into Little Black Book, click the New Entry tab.   The New Entry area is displayed:

Enter your data in the appropriate fields and click the Save button to store your new entry.   Clicking the Cancel button will exit The Book window and cause any unsaved entries to be lost.

To find a record (or set of records) based on any field criteria, click the Search tab. The Search area is displayed:

You may base your search upon any field in the database.   A powerful feature of Little Black Book is the ability to perform <u>wildcard</u> searches, allowing you the utmost in flexibility.   To perform a search, enter the criteria you wish to use in the Query window on the left side of the Search area, then click the Search button.   This will cause the Result window to open, containing every record that matches your search criteria.   You may scroll through all of the records in the result set by using the Data Control at the bottom of the Result window.   You may also edit any record from within the Result window.   To save changes to a record, either click the Save button or move to a new record using the Data Control.   Clicking the Cancel button will exit The Book window and cause any unsaved entries to be lost.

You may dial the phone number of the current record by clicking the Dial button whether you are in the Directory area, the Search area, or the New Entry area.   Clicking the Dial button causes the number currently in the Phone Number field to be sent to your modem and dialed out.   Obviously, a modem is required to utilize this feature.   To configure Little Black Book to work with your modem, go to the <u>Modem Settings</u> window.

Print Preview...

Choosing this option from the File Sub-Menu will open the Print Preview window, displaying a screen image of what your printed report will look like.

Printer Button

Zoom In

Zoom Out

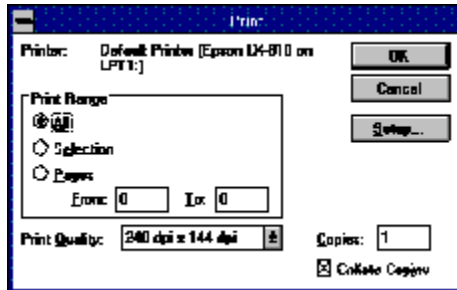Move First

Move Previous

Move Next

Move Last

Exit Print Preview

Print...

Clicking Print... from the File Sub-Menu will cause the standard Windows Printer Selection window to be displayed:

Clicking the Setup button will allow you to change your print destination to any of your installed printers.   Clicking the OK button will cause your document to be sent to the specified printer.

ToolBar

The toolbar is always displayed across the top of the Main Menu and The Book window.

The toolbar contains icon buttons representing many of the functions of Little Black Book.   These icon buttons can be clicked to provide short-cut alternatives to navigating the menu structure.

Clicking the Print icon is equivalent to choosing File | Print from the Main Menu.

Clicking the Print Preview icon is equivalent to choosing File | Print Preview from the Main Menu.

Clicking the Open Book icon is equivalent to choosing File | Open from the Main Menu.

Clicking the Communications icon is equivalent to choosing Settings | Modem Settings from the Main Menu.

Clicking the Exit icon is equivalent to choosing File | Exit from the Main Menu.

Clicking the Help icon is equivalent to choosing Help | Contents from the Main Menu.

Glossary

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Com Port
Serial port via which your modem is connected to your PC.

Baud Rate
The speed at which your modem transfers data.

AutoDial
Feature in Little Black Book which allows for automatic dialing of the number listed in the
Phone Number field of an entry by clicking the Dial button.

Printer Button

Clicking the Printer Button in the Print Preview window causes your entire document to be sent to whichever printer you choose.

Zoom In

Clicking the Zoom In button in the Print Preview window causes the on-screen image of your document to be magnified.

Zoom Out

Clicking the Zoom Out button in the Print Preview window causes the on-screen image of your document to shrink.

Move First

Clicking the Move First button in the Print Preview window causes the first page of your document to be displayed.

Move Previous

Clicking the Move Previous button in the Print Preview window causes the page previous to the current page of your document to be displayed.

Move Next

Clicking the Move Next button in the Print Preview window causes the next page of your document to be displayed.

Move Last

Clicking the Move Last button in the Print Preview window causes the last page of your document to be displayed.

toolbar
Set of icons which is always displayed along the top of the Main Menu and The Book window.
These icons provide short-cut access to many of the functions within Little Black Book.

Data Control

A Data Control allows you to scroll through a set of records.   It is similar in appearance to a scrollbar.   It can be used to move to the next, previous, first, or last record in a set.

wildcard

A wildcard acts as a place holder for any character(s) when performing a search, and is indicated by an asterisk (*).   For example, to return a set of records for everyone in the database whose last name is Smith, you could type any of the following in the Last Name field of the Search area: 'Smith', 'S*', 'S*th', '*it*', or '*h'.   Of course, the more accurate your search criteria, the more likely you are to get a resulting recordset that exactly meets your expectation.   In other words, although entering 'S*' as a search criterion in the Last Name field will certainly return all Smith's, it will also return everyone else whose last name begins with 'S'.