

A1 Visual Contact

Simplify your contact to the complex world

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Overview

You do not need to search for telephone numbers and addresses in your Address Book, Email addresses in Netscape/Internet Explorer's Address Books, and Fax numbers in your Fax software. Now you can place them all in one location. Whether you want to write a letter, send an e-mail, make a phone call or just access a web page, *A1 Visual Contact*® will be the first thing you will reach for. It launches browsers, e-mail clients, and word processors of your choice from one location right where you need it. You can even dial telephone numbers from it. Expensive memory telephones are unnecessary. You can do all that with three or less clicks of your mouse button. You do not have to carry your bulky Address Book .. or be afraid of losing it. With *A1 Visual Contact*®, you can access your contacts from virtually any computer. The entire software and your contact information can fit easily on two floppies. Within a minute you can use it from any computer in world.

A1 Visual Contact® is designed with two goals in mind: to save you time and money. It saves you time by allowing you to consolidate ALL information about your contacts. It saves you money by providing a rich set of features "Free" (when you use the free-ware version) or a small cost (professional version) which is less than what you would otherwise pay for a conventional paper Address Book. To save you time; *A1 Visual Contact*® launches browsers and e-mail clients of your choice from the point where you need it most. To assist you further it populates information about your contacts automatically for you. It even prepares a letter-template for you with the proper addresses filled-in when you decide to write a letter and use conventional snail mail. It also dials the telephone numbers for you when your modem is free.

You will be surprised with how much this free package can do for you. Through *A1 Visual Contact*® you can send e-mails, make telephone calls, access WebPages, write letters, maintain Fax numbers, maintain screen names for chat servers, print labels/envelopes for lettersall from a single source. It can also be used to print Address Books in customizable format. You can organize the output in a number of ways. It interfaces with the Netscape and Microsoft's browsers and e-mail clients. It uses your default word processor to prepare a pre-formatted letter template with sender's and receiver's information already filled-in.

If you have *A1 Visual Contact*® you don't need to buy a digital planner or expensive Scheduling Software. *A1 Visual Contact*® is the only software you will ever need. With all these features it still fits on two floppies.

Background

Communication has been a key issue ever since the birth of personal and business relationships. Communication media have continuously evolved over the passage of time. They have made their way from the traditional snail mail to telephony/faxes to the Internet. Snail mail requires location addresses. Telephony requires phone numbers while the Internet requires email addresses and URLs. Although each medium presents advantages of its own, it also presents the need for maintaining the contact information needed to bootstrap the communication.

Contact data is usually preserved in Address Books. People use them to maintain home/business addresses and phone numbers. This book serves as the reference to hand print the address on to the envelopes or manually dial the telephone. Loss of this address book can be disastrous, as replacement of that information is not very easy. Furthermore, updating and changing this information may not be very easy.

Electronic data maintenance can solve these problems. The data can be maintained inside a centralized repository that can be easily replicated. Unfortunately, most of the applications used for this purpose have their own information storage schemes that are not portable across applications. Hence the user has to unnecessarily enter the contact information in multiple places and runs the risk of having outdated data in some of them.

A1 Visual Contact® aims to solve these issues by providing the centralized repository mentioned above. It does not force the users to change their favorite application, whether it is an email client, a word processor or a web browser. It maintains the contact information needed to invoke any of them and does so when asked. It stores the data in LDIF format, that can be readily used with LDAP, the Internet directory services standard. This allows import and export of data from any application that is LDAP compliant. By using *A1 Visual Contact*®, users can expect to get in touch with their contacts within a matter of seconds.

Details Specific to Current Release

This software interfaces with Netscape's and Microsoft's Internet Browsers/Email Clients, and uses your default word processor to assist you to write pre-formatted letters. The current version supports import from Outlook Express Address Book, Netscape version 3.x Address Book and import/export from/to Netscape 4.x and Internet Explorer Address Books along with LDIF file formats to provide LDAP compatibility.

Releases 1.4x are completely re-coded and are expected to provide universal support for dialing.

Releases 1.4x also provide a powerful tool for generating "Letter" templates that you can use to format your letters the way you like.

Releases 1.4x provide the facility to make your own Quick Keys. With Quick Keys, you can access most frequently contacted contacts with a single mouse click.

Releases 1.4x can import Bookmarks and import it into *A1 Visual Contact*® to create new entries.

Releases 1.4x provide extensive use of context menus. Even in the system tray icon, you can use Quick Keys with the help of context menu.

Features

- **A1 Visual Contact® is your Contact Finder:** Find your contact through an alphabetically organized list. Organize this list based on First name or Last Name. Or if you prefer just use the general purpose powerful sub-string based "Search" facility to find who you are looking for.
- **A1 Visual Contact® is your Address Book:** Keep all the addresses (Office, Home, Vacation Home) next to the name of your contact. Easily locate addresses and use them directly to write letters.
- **A1 Visual Contact® is your Letter Writing Assistant:** Find your contact, click a button and start writing a letter, you will not have to format or fill in the receiver/sender addresses, the letter is pre-formatted for you. The formatting is customizable using a powerful letter template generator.
- **A1 Visual Contact® is your Phone Book:** For each contact, maintain as many telephone numbers as you like.
- **A1 Visual Contact® is your Personal Telephone Dialer:** Click just once to dial your contact. Use automatic re-dial feature if the number is busy.
- **A1 Visual Contact® is your Fax Book:** Maintain multiple Fax numbers of your contacts.
- **A1 Visual Contact® is your Buddies List:** Maintain multiple screen names for your contact.
- **A1 Visual Contact® is your Bookmarks List:** Maintain any number of Web page addresses (URLs) related to your contacts. Remember: your contacts can also be the companies.
- **A1 Visual Contact® Launches Browser of your Choice:** Click once to access the web page of your contact.
- **A1 Visual Contact® Is Your Organizer:** You can create any number of groups for your contacts. Send e-mails to groups.
- **A1 Visual Contact® Is Open:** Import and export from *A1 Visual Contact®*'s format to others formats and vice versa.
- **A1 Visual Contact® Is Simple to Use:** Export selected contacts by Drag N Drop.

File Menu Commands

Address Book

Contains commands for "New", "Open", "Save" "Save as" and "Automatically save changes".

<u>New</u>	Creates a new Address Book.
<u>Open</u>	Opens an existing Address Book.
<u>Save</u>	Saves the Address Book that is currently being displayed.
<u>Save As</u>	Allows you to save the currently displayed Address Book under a new name.
<u>Automatically save changes</u>	If selected (recommended), <i>A1 Visual Contact</i> ® will automatically save the address book without a prompt. When deselected the user will be prompted before saving any changes to address book.
<u>Import...</u>	Import Address Book from other programs.
<u>Export...</u>	Export Address Book in various formats.
<u>Export Selected Contacts</u>	Allows you to select some contacts to export in various formats. Also allows you to drag and drop selected contacts to other applications.
<u>Hide</u>	Hide <i>A1 Visual Contact</i> ® Window.
<u>Print Preview</u>	Show print preview of contacts.
<u>Print</u>	Print current contacts.
<u>Autostart with Windows</u>	Automatically launch <i>A1 Visual Contact</i> ® when Windows is started.
<u>Send A1 Visual Contact to a friend</u>	Send <i>A1 Visual Contact</i> ® to your friend as a gift.
<u>Exit</u>	Exit the application.

Edit Menu

Undo Undo the previously done action.

Cut Delete and copy the selected text to the clipboard.

Copy Copy the selected text or the selected contact to the clipboard.

Paste Paste the copied contact into the selected group.

Find Find specific contact with specific attributes.

Add another...

Number Voice Add multiple contacts in Voice field.

Number Fax Add multiple contacts in Fax field.

Address Email Add multiple contacts in Email field.

URL Add multiple contacts in URL field.

Address Add multiple contacts in Address field.

Remove a...

Number Voice Remove selected voice number from Voice field.

Number Fax Remove selected Fax number from Fax field.

Address Email Remove selected Email Address from Email field.

Address URL Remove selected URL from URL field.

Address Address Remove selected Address from Address field.

Command Menu

Dial Dial the selected contact's number.

Send Email Send Email to the selected contact.

<u>Visit Website</u>	Visit the selected contact's Web Page.
<u>Write Letter</u>	Write a letter to your contact using default Rich Text Format Word Processor.
<u>Send Fax</u>	Send a Fax to the currently selected contact.
<u>Add to Quick View</u>	Make a Quick Key of the currently selected contact.
<u>Customize Quick View</u>	Add or Remove Quick Keys from the Quick View
<u>New Group</u>	Create a new group of contacts
<u>Edit Groups</u>	Edit an existing group of contacts
<u>New Contact</u>	Create a new contact for a contact in the Address Book.
<u>Add Contact</u>	Add the currently filled contact to the Address Book.
<u>Delete Contact</u>	Delete the selected contact from the Address Book.
<u>Update Contact</u>	Update changed fields in the currently selected contact in the Address Book.
<u>Quick Dialer</u>	Shows or hides Quick Dialer window
<u>Search People on the Internet</u>	Use different search engines to find people on the Web
<u>Back</u>	Go to the previous contact viewed earlier
<u>Forward</u>	Go to the next contact viewed previously

Options Menu

<u>Guided Configuration Wizard</u>	Run a guided configuration wizard and set program parameters.
<u>Email Client Options...</u>	Change Email client software.
<u>Internet Browser Options...</u>	Change Internet Browser software.
<u>Word Processor Options</u>	Change options for default word processor used by <i>A1 Visual Contact</i> ®

for writing letters.

General Options

Toggles different commonly used general options.

Organize Address Book

A1 Visual Contact® processes the prefixes and post fixes of names, when the user wants to organize the names list by first or family names.

On names as Originally entered

Alphabetically organize Address Book using names as they were entered.

On First names

Alphabetically organize Address Book based on first names.

On Last names

Alphabetically organize Address Book based on last names.

Add more Prefixes/Postfixes

Define Prefixes and Postfixes lists to be used in “Custom Display”.

Expand View

Expands/collapses the contacts in the Address Book view.

Shut off sounds for all events

Toggle sound for different actions.

Disable Quick Lookup while Editing

Toggle Quick Lookup feature.

Show confirmation dialogs while

Toggle the display of confirmation dialogs while adding, removing or editing contacts and groups.

Dragging contacts in groups

Enable/Disable the confirmation dialog while dragging contacts in groups.

Updating records

Enable/Disable the confirmation dialog while updating records.

Define Letter Templates

Defines new letter templates that are for writing letters.

View Menu

Active View

Change active view to Phone Dialer, Email Assistant, Letter

Writing Assistant or Web Browsing helper.

Tab Alignment Change Active View tab alignment to left, top, right or bottom.

Toolbars Toggles visibility of toolbars in the main window.

Status Bar Toggles visibility of status bar in the main window.

Help menu

Help View detailed help.

Contact us Provides links to our web site and helps you to send us Email for various solutions

About Show program information and copyright notice.

Software Virtuosity on the web Provides link to our web site.

Learn about features Provides link to *A1 Visual Contact®*'s web page.

FAQ's Provides link to *A1 Visual Contact®*'s web page and read FAQ's.

How to buy A1 Visual Contact Pro Provides link to *A1 Visual Contact® Pro*'s web page to buy it.

Command : Export ...

Menu : File

Hotkey: None

Description: Export contacts from *A1 Visual Contact®*'s Address Book to other formats. The forthcoming dialog allows you to export the Address Book in the following four formats.

1. Text Format

Exports *A1 Visual Contact®* Address Book into text format.

2. Visual Contact Format

Exports *A1 Visual Contact®* Address Book to the given location. This command simply copies the current Visual Contact address book to another location.

3. MS Word, Excel Format

This command shows a message box describing the way how to export *A1 Visual Contact®* Address Book into Microsoft Word, Excel and Word Perfect applications.

4. Comma Separated (CSV) Format

Exports *A1 Visual Contact*® Address Book into comma separated (CSV) format.

Command : New

Menu : File

Hotkey: None

Description: Use this command to create a new Address Book in *A1 Visual Contact*®.

You can open an existing document with the Open command.

Command : Open

Menu : File

Hotkey: None

Description: Use this command to open an existing Address Book in *A1 Visual Contact*®.

You can create new documents with the New command.

Command: Automatically save changes

Menu: File

Hotkey: None

Description: Enable this option if you don't want the program to get a confirmation from you before saving the Address Book. When this option is disabled, *A1 Visual Contact*® asks for such confirmation when you exit.

When this menu option is turned on, the changes you make, are saved immediately. When this option is turned off, *A1 Visual Contact*® will remember all changes and will only save the changes when you exit the application after confirmation from you.

You can create new documents with the New command.

You can open an existing document with the Open command.

Command : Save

Menu : File

Hotkey: Ctrl + S

Description: Saves currently displayed Address Book.

Command : Save As

Menu : File

Hotkey: None

Description: Saves currently displayed Address Book under a new name.

Command : Import ...

Menu : File

Hotkey: None

Description: Imports Address Books from other programs into *A1 Visual Contact®* Address Book. Import Address Book dialog shows you six options:

1. *A1 Visual Contact®* Address Book

Imports *A1 Visual Contact®* Address Book into the program. You can use it to restore a backup created earlier with Export commands. These commands can be located in the File menu as Export ... and Export Selected Contacts... commands. This feature is provided so that user may copy another user's Address Book, or recover stored backup address book file.

2. Comma Separated File (CSV Format)

Imports Comma Separated File (CSV) into *A1 Visual Contact®*. It can also be used to restore a backup created earlier with Export command.

3. Netscape 3.0

Imports Netscape (3.0 and below) Address Book into *A1 Visual Contact®*.

4. MS Outlook Express

This command shows a message box describing the way how to import Microsoft Outlook Express Address Book (Internet Explorer 4.0 + Address Book) into *A1 Visual Contact®*.

5. Microsoft Internet Explorer

Imports Internet Bookmark file from Microsoft Internet Explorer.

6. Netscape Communicator

Imports Internet Bookmark file from Netscape Communicator.

Command : Export Selected Contacts

Menu : File

Hotkey: None

Description: Use this command to export selected contacts from the *A1 Visual Contact®*'s Address Book. You can also use this command to drag N drop selected contacts to other applications. This command displays a dialog in which you can select contacts either by pressing the "Ctrl" key and clicking the contacts one by one, or by selecting multiple contacts by using the "Shift" Key. The selected contacts can then be dragged and dropped to ANY Word Processor, or Excel sheet.

The check boxes in the lower part of the dialog allow you to filter the fields that will be copied during this drag-n-drop operation.

All software packages that recognize simple text format (such as Notepad) and Rich Text Format (such as Microsoft Word, Word Perfect, Amietc) will accept information through *A1 Visual Contact®*'s drag-n-drop feature. Microsoft Excel is another example.

You can also export selected contacts into *A1 Visual Contact®* format. Click "Export in *A1 Visual Contact®* Format" button to export the selected contacts in *A1 Visual Contact®* format.

Command : Autostart with Windows

Menu : File

Hotkey: None

Description: Automatically start *A1 Visual Contact*® when Windows is booted. If you see a Tick mark before this command, then *A1 Visual Contact*® will be launched automatically whenever Windows is started.

Command: Send A1 Visual Contact to a friend

Menu : File

Hotkey: None

Description: Launches default or defined Internet Browser and opens the site <http://www.softwarevirtuosity.com/>

Command : Open another address book

Menu : File

Hotkey: None

Description: Use this command to load another address book. A1 Visual Contact® will launch another instance of the application with your previously saved file.

Command : Hide

Menu : File

Hotkey: Alt + F4

Description: Simply press Alt + F4 or select this command from the File Menu to hide *A1 Visual Contact®* Window when you no longer need it. *A1 Visual Contact®* can still be activated from the system icon tray located in the lower right hand corner of your screen.

Command : Print Preview

Menu : File

Hotkey: None

Description: You can use this command to see a print preview of the Address Book before you actually print the Address Book. (This option is not available in the Freeware Version).

Command : Print

Menu : File

Hotkey: Ctrl + P

Description: This command prints the information about your contacts on the printer. A dialog allows you to select the fields that you would like to print and press "OK" to print the contacts (This option is not available in Freeware Version).

Command : Exit

Menu : File

Hotkey: None

Description: Exit the program.

Command : Undo

Menu : Edit

Hotkey: Ctrl + Z

Description: Undo an action done by you. You can undo a latest previous action with the help of this menu item.

Command : Cut

Menu : Edit

Hotkey: Ctrl + X

Description : You can delete the selected text and copy it to the clipboard. Later you can paste this text to anywhere.

Command : Copy

Menu : Edit

Hotkey: Ctrl + C, Ctrl + Ins

Description:

- When you are editing contacts, this command copies the selected text.
- When a Contact has been selected (dark shaded) in the Address Book View, it copies the selected contact from the Address Book View in the left pane. The entire copied contact can then be pasted in another application such as Notepad, Microsoft Word (and other word processors), Microsoft Excel.
- The entire copied contact can also be added to a selected group.

Command : Paste

Menu : Edit

Hotkey : Ctrl + V, Shift + Ins

Description :

- When the cursor is placed inside one of the edit boxes in right pane, this command provides the regular paste functionality.
- When an a Contact has been selected (dark shaded), it pastes the copied contact into the selected groups. This command is enabled only when a valid *A1 Visual Contact®*'s contact has already been copied with the Edit | Copy command.

Command : Find

Menu : Edit

Hotkey: Ctrl + F

Description: Finds a particular contact in the Address book with specific attributes. In the forthcoming dialog, you can enter a search sub-string and choose the fields based on which you wish to perform the search. On clicking the *Find Next* button, the view will scroll to the searched contact and show the contents of that particular contact in the right pane.

Command : Add another Voice Number

Menu : Edit

Hotkey: Ctrl + O

Description: Adds another Voice number for the current Contact.

You can also add another Voice number by typing another value in the Voice Edit box and pressing Enter key. The older voice number will not be deleted. Any number of voice numbers can be entered in this manner.

Command : Add another Fax Number

Menu : Edit

Hotkey: Ctrl +A

Description: Adds another Fax number.

You can also add another Fax number by typing it in the Fax Edit box and pressing the Enter key. The older Fax number will not be deleted. Any number of fax numbers can be entered in this manner.

Command : Add another Email Address

Menu : Edit

Hotkey: Ctrl + E

Description: Adds another Email address for the selected contact.

You can also add another Email address by typing it in the Email Edit box and pressing the Enter key. The older Email address will not be deleted. Any number of Email addresses can be entered in this manner.

Command : Add another URL Address

Menu : Edit

Hotkey: Ctrl + U

Description: Adds another URL address the selected contact.

You can also add another URL address by typing it in the URL Edit box and pressing the Enter key. The older URL address will not be deleted. Any number of URL addresses can be entered in this manner.

Command : Add another Address

Menu : Edit

Hotkey: Ctrl + R

Description: Adds another Address for the selected contact.

You can also add another address by typing it in the Address Edit box and pressing the Enter key. The older address will not be deleted. Any number of addresses can be entered in this manner.

Command : Remove Voice Number

Menu : Edit

Hotkey: Ctrl + Shift + O

Description: Removes currently selected Voice number.

A Voice number can also be removed emptying the edit box and pressing the Enter key.

Command : Remove a Fax Number

Menu : Edit

Hotkey: Ctrl + Shift + A

Description: Removes currently selected Fax number.

The Fax number can also be removed emptying the edit box and pressing the Enter key.

Command : Remove a Email Address

Menu : Edit

Hotkey: Ctrl + Shift + E

Description: Removes currently selected Email address.

The Email address can also be removed emptying the edit box and pressing the Enter key.

Command : Remove a URL Address

Menu : Edit

Hotkey: Ctrl + Shift + U

Description: Removes currently selected URL address.

The URL address can also be removed emptying the edit box and pressing the Enter key.

Command : Remove a Address

Menu : Edit

Hotkey: Ctrl + Shift + R

Description: Removes currently selected Address.

The Address can also be removed emptying the Address edit box and pressing the Enter key.

Command : Dial

Menu : Command

Hotkey: Ctrl + D

Description: Dial the number that currently appears inside the "Voice" combo box.

See Also: [How to Dial the contacts](#)

Command : Send Email

Menu : Command

Hotkey: Ctrl + M

Description: Launches the selected Email Client . When a single contact is selected, it opens an Email window for that contact. When a Group of contacts is selected in the Address Book View, Email will be sent to only the selected (shaded) contacts within the Group. When no contacts are selected in the group, the Email is sent to the entire group.

See Also: [How to Send Email the contacts](#)

Command : Visit Website

Menu : Command

Hotkey: CTRL + I

Description: Launches the default Internet browser so that you can visit the Web Page of the contact.

See Also: [How to Visit your contact's WebPages on the Internet](#)

Command : Add to Quick View

Menu : Command

Hotkey : None

Description : Adds the button of currently selected contact in the Quick View area above the properties of the contacts. By clicking on this button you can quickly

- Dial the contact's phone number,
 - Send Email to the contact,
 - Open contact's Website or
 - Write a letter to the contact
- with respect to the particular Active View.

Command : Customize Quick View

Menu : Command

Hotkey : None

Description : You can customize the Quick Keys by adding and removing the Quick Keys to/from the any one of four Views.

Command : New Group

Menu : Command

Hotkey: Ctrl + G

Description: Creates a new group in the *A1 Visual Contact*®'s Address Book.

Command: Edit Groups

Menu : Command

Hotkey: None

Description: Edits an existing group in the *A1 Visual Contact®*'s Address Book. Using this command you can add or remove contacts in the selected group.

Command : New Contact

Menu : Command

Hotkey: Ctrl + N

Description: Empties all the edit boxes so that a new contact can be entered into the address book. After you have filled in all of the controls (the name edit field is REQUIRED), you can press Enter or click *Command | Add Contact* to add the currently typed contact in the Address Book.

Command: Send Fax

Menu : Command

Hotkey: None

Description: Send fax to the selected contact to that number that appears inside the “Fax” combo box.

Command : Add Contact

Menu : Command

Hotkey: Ctrl + Enter

Description: Adds the contact in the Address Book. *A1 Visual Contact*® will prompt you if the same name already exists in the Address Book.

Command : Delete Contact

Menu : Command

Hotkey: Del

Description: Deletes the currently selected contact from the Address Book.

Command : Write Letter

Menu : Command

Hotkey: Ctrl + W

Description: Use this command you can open a preformatted letter containing your and the selected contact's addresses filled-in. *A1 Visual Contact®* will require you to add your information in a dialog. You have to enter this information only once, when you use this option for the first time. Afterwards your information will be saved and you will not have to fill in this information.

You can choose to initiate the word processor of your choice or the system default RTF editor/Word processor such as Microsoft Word, Amior Word Perfect will be launched with your letter template ready to accept just letter body text. *A1 Visual Contact®* will save your letter in your My Documents folder.

You can also use Templates editor to generate new templates, by pressing the "New Template Button" in this dialog box that opens.

See Also: [How to Write Letters](#)

Command : Update Contact

Menu : Command

Hotkey: Enter

Description: Updates changed information about the selected contact in the Address Book.

Command : Guided Configuration Wizard

Menu : Options

Hotkey: None

Description: Runs a guided configuration wizard to set various program parameters, such as Email client software, Internet Browser software, Custom display options, addition /editing of Prefixes and Postfixes lists, and various interface related issues.

Command : Quick Dialer

Menu : Commands

Hotkey: Ctrl + Q

Description: Shows or hides the quick dialer dialog box. You can enter numbers with mouse and press dial button to dial the entered number. You can continue to edit/ find other Address Book while this window is shown.

Command : Search People on the Internet

Menu : Command

Hotkey : None

Description : You can use seven different search engines to find any person on the Web. You have to enter the first and last name to find a particular person on the Web. You can use selected or all of the following search engines.

- Alta Vista
- Excite
- InfoSeek GO.COM
- InfoSpace
- Netscape People Finder
- WhoWhere
- Yahoo

Command : Back

Menu : Command

Hotkey : None

Description : You can go back to the previously visited contact. It will enable only when you have viewed at least two contacts. Currently you can view previous 50 contacts viewed.

Command : Forward

Menu : Command

Hotkey : None

Description : You can go forward to the next visited contact. It will enable only when you will view at least one of the previously visited contacts. You can go forward to as many contacts as you have gone back.

Command : Email Client Options

Menu : Options

Hotkey : None

Description : Changes settings for the Email client software. In the forthcoming dialog, you can choose any one of the given five Email client packages or you can define any other Email client software. *A1 Visual Contact*® intelligently fetches the path of the selected Email software. However if you want to use some other Email application that is not listed in the menu, you can choose the last option in the dialog and type the path of the corresponding executable module.

Command :Internet Browser Options

Menu : Options

Hotkey: None

Description: Changes settings for the Internet Browser software. In the dialog, you can choose any one of the given three Internet Browser software or you can define any other Internet Browser software. *A1 Visual Contact*® intelligently fetches the path of the selected Internet Browser software. However if you want to use some other Internet Browser application that is not listed in the menu, you can choose the last option in the dialog and type the path of the corresponding executable module.

A1 Visual Contact® can also automatically add http:// along with the contact's URL.

Command : General Options

Menu : Options

Hotkey : None

Description : This command will show a dialog containing all general purpose options of *A1 Visual Contact*®. These options include

1. AutoSave Changes.
2. AutoStart with Windows.
3. Save Window State when exiting.
4. Shut off all sounds.
5. Disable Quick Lookup feature
6. Confirm when dragging records on groups.
7. Confirm when updating records.

Command :Shut off sounds for all events

Menu : Options

Hotkey: None

Description: Toggles between sounds shut off or turned on, for various events such as

- updating contacts,
- adding new contacts in the address book and
- adding contacts in the group though drag N drop.

Command : Show confirmation dialog while | Updating records

Menu : Options

Hotkey: None

Description: When enabled, *A1 Visual Contact*® will ask you to confirm whenever information of a Contact is updated. When unchecked, no confirmation dialog is displayed.

Command : Expand View

Menu : Options

Hotkey: None

Description: This is a toggle command that will whenever be checked on, the Address Book view will show all the contacts in the tree in expanded form, and when checked off will show only a list of alphabets in the Address Book view. You can then expand each of the nodes separately to view what you want to see.

This option is saved when you exit the program and the program loads the contacts in the Address Book view accordingly when the program starts.

Keyword : Prefix

Description : Prefix is a add-on that you can attach with the name of a contact as a starting word. If this Prefix is defined, *A1 Visual Contact*®'s AI engine will be able to recognize the Prefix. Some Prefixes are defined in *A1 Visual Contact*® by default. You can also define your own Prefixes.

Keyword : Postfix

Description : Postfix is a add-on that you can attach with the name of a contact as an ending word. If this Postfix is defined, *A1 Visual Contact*®'s AI engine will be able to recognize the Postfix. Some Postfixes are defined in *A1 Visual Contact*® by default. You can also define your own Postfixes.

Command : Show confirmation dialog while | Dragging contacts in groups

Menu : Options

Hotkey: None

Description: When enabled, *A1 Visual Contact*® will ask you to confirm whenever a Contact is dragged-n-dropped onto any group. When unchecked, no confirmation dialog is displayed

Command : Word Processor Options

Menu : Options

Hotkey: None

Description: You can write letters using *A1 Visual Contact®*. *A1 Visual Contact®* intelligently fetches the system's default word processor. However, you can also specify any other word processor using this command.

Command : General Options

Menu : Options

Hotkey: None

Description: This command will show a dialog containing all general-purpose options of *A1 Visual Contact*®. You can toggle the following options in this dialog

1. AutoSave Changes.
2. AutoStart with Windows.
3. Save state when exiting.
4. Shut off all sounds.
5. Show confirmation dialog while dragging records on groups.
6. Show confirmation dialog while updating records.

Command : Add more Prefixes/Postfixes

Menu : Options

Hotkey: None

Description: For sake of convenient data entry, *A1 Visual Contact*® takes the entire name as you type. It's AI engine automatically processes the names you entered to determine the first and last names. Launches a dialog in which you can add/edit/delete prefixes and post-fixes of names. These prefixes and post fixes are used by *A1 Visual Contact*®'s AI engine to determine first and last Names. This command is enabled only if one of Organize Address Book | On First names or Organize Address Book | On Last names options is selected.

Command : Organize Address Book | On names as Originally entered

Menu : Options

Hotkey: None

Description: Organizes the contact list in the left pane based on the "Original" names as they were entered by you when adding this Contact. Use this option when you are looking for the name of a company or a very unusual name.

Command : Organize Address Book | On First names

Menu : Options

Hotkey: None

Description: Organizes the contact list in the left pane based on the first name. The AI engine uses the list of Prefixes to rearrange names for that organization.

Command : Organize Address Book | On Last names

Menu : Options

Hotkey: None

Description: Organizes the contact list in the left pane based on the Last name. The AI engine uses the list of Postfixes to rearrange names for that organization.

Command : Disable Quick Lookup while Editing

Menu : Options

Hotkey : None

Description : When checked, *A1 Visual Contact*® will not track the names of the contacts while you are entering a new contact or finding an old contact by typing Contact's name in the "Full Name" combo box.

Command : Toolbars

Menu : View

Hotkey: None

Description: Toggles the visibility of different toolbars in the *A1 Visual Contact®* window. Currently, there are ten toolbars in *A1 Visual Contact®* that can be toggled. Main Menu, Main, Basic Commands, Edit, Options, Commands, View, Add/Remove Contact Information, Quick Lookup and Find People on the Internet.

Command : Define Letter Templates

Menu : Options

Hotkey : None

Description : Launches an application that allows you to defines new letter templates that are for writing letters. You can use this module to define templates of your own. These templates will then be used with your letters when you will click “Write Letter” button.

Command : Active View

Menu : View

Hotkey : None

Description : You can change the active view to Phone Dialer, Email Assistant, Letter Writing Assistant or Web Browser. Active View helps you to customize Quick Keys with respect to a particular view.

Keyword : Phone Dialer

Description : When active view is Phone Dialer, the names of those contacts will appear in Bold letters in left pane of *A1 Visual Contact*® that will have at least one Voice Number.

Double clicking on that contact while active view is Phone Dialer will dial the number that is currently being displayed in “Voice” combo box.

Keyword : Email Assistant

Description : When active view is Email Assistant, the names of those contacts will appear in Bold letters in left pane of *A1 Visual Contact*® that will have at least one Email Address.

Double clicking on that contact while active view is Email Assistant will dial the number that is currently being displayed in “Email” combo box.

Keyword : Letter Writing Assistant

Description : When active view is Letter Writing Assistant, the names of those contacts will appear in Bold letters in left pane of *A1 Visual Contact*® that will have at least one Address.

Double clicking on that contact while active view is Letter Writing Assistant will cause a dialog to appear that will take all the information about you.

A1 Visual Contact® provides twelve different letter templates and numerous tags. You can also add and remove your own tags.

Keyword : Web Browser

Description : When active view is Web Browser, the names of those contacts will appear in Bold letters in left pane of *A1 Visual Contact*® that will have at least one URL Address.

Double clicking on that contact while active view is Web Browser will open the site whose address is currently being displayed in “URL” combo box.

Command : Tab Alignment

Menu : View

Hotkey : None

Description : You can change the alignment of tab to any side you want i.e. you can align the tab to any one of four Top, Bottom, Left, Right sides.

Command : Help

Menu : Help

Hotkey: F1

Description : Shows this help screen.

Command : About

Menu : Help

Hotkey: None

Description: Displays program information, version information and copyright notice.

Command : Learn about features

Menu : Help

Hotkey : None

Description : You can learn about the advanced features of *A1 Visual Contact*® on line.

This command opens the web page

<http://www.softwarevirtuosity.com/visualcontact/features.html/>

Command : FAQs

Menu : Help

Hotkey : None

Description : You can learn about the functionality of *A1 Visual Contact*® by reading the Frequently Asked Questions (FAQs) on line which will help you to use *A1 Visual Contact*® in a more effective way. This command takes you to the web page <http://www.softwarevirtuosity.com/visualcontact/faqs.html/>

Command : Software Virtuosity on the web

Menu : Help

Hotkey : None

Description : Opens the web site of Software Virtuosity
<http://www.softwarevirtuosity.com>

Command : Contact Us

Menu : Help

Hotkey: None

Description: Shows information about registering your free copy of the *A1 Visual Contact®*. Helps you to visit our web site, and send us other queries about *A1 Visual Contact®*.

See Also: [Registering your free copy of A1 Visual Contact ®.](#)

Command : How to buy A1 Visual Contact Pro

Menu : Help

Hotkey : None

Description : **A1 Visual Contact Pro** is available for US \$25. It can be ordered on-line or by Telephone using credit card:

https://www.regsoft.com/cgi-bin/reg_it_offsite.pl?10029=REGSOFT

It can also be obtained by sending a check or money order.

The benefits of paid subscription include:

1. No advertisement banners.
2. Up to 1000 programmable Quick Keys.
3. Printing support. Freeware version will never support printing.
4. Free upgrades for one year after date of purchase.

After receiving payment, electronic copy will be e-mailed to you promptly. The size of e-mail will be about 2 M bytes.

If you can not receive attachments for any reason or you prefer to obtain software on a Floppy, please add additional \$5 for shipping and handling to your order and we will promptly ship it to you.

Check the following URL for more information

<http://www.softwarevirtuosity.com/vcpro/index.html>

Copies the selected Contact onto the clipboard. Select multiple contacts and then click this button to copy the selected contacts in the clipboard. This data can then be pasted into all famous word processors such as Microsoft Word, AmiPro, Word Perfect etc and spread sheet programs such as MS Excel.

Closes the dialog and accepts any changes you have made.

Closes the dialog and discards any changes you have made.

Use this keypad to dial a phone number.

Add/Edit/Remove Postal Address for this contact.

How to select another address

Click the Address Combo box located just above the address edit field and select the address of your choice.

How to add multiple addresses

1. Click Edit menu then choose submenu Add another ... in and then click Address or
2. Type another Postal Address in this edit field and press Enter key. The current Contact will NOT be deleted.

How to delete an addresses

1. Click Edit menu then choose submenu Remove a ... from and then click Address or
2. Select the entire address you want to delete, empty the edit field (Select and Delete) and press Enter key.

This combo box is designed to select one of existing multiple addresses. Click the combo box and it will drop down, then click on the address you want to select. When you will click one of the addresses, the Address edit field just below this combo box will contain the newly selected address.

Dial the number currently displayed in Voice number edit box.

Send Email to the selected address in the Email edit field. Email browser is launched with empty *TO Field* if Email edit field is empty and this button is clicked.

Click to launch the selected Internet browser and visit the user's URL. If the URL field for this contact is empty, the program will simply execute the Internet Browser software.

Type the number you wish to **dial** in this edit field.

Add/Edit/Remove Web URL of this contact.

How to add multiple URL addresses

1. Click Edit menu then choose submenu Add another .. and then click URL or
2. Type another URL address in this edit field and press Enter key. The current URL will not be deleted.

How to delete a URL address

1. Click Edit menu then choose submenu Remove a ... and then click URL or
2. Select the URL you want to delete, empty the edit field and press Enter key

Add/Edit/Remove Email address for this contact.

How to add multiple Email Addresses

1. Click Edit menu then choose submenu Add another .. in and then click Email or
2. Type another Email address in this edit field and press Enter key

How to delete an Email Address

1. Click Edit menu then choose submenu Remove a ... and then click Email or
2. Select the Email you want to delete, empty the edit field and press Enter key

Add/Edit/Remove Fax number for this contact.

How to add multiple Fax numbers

1. Click Edit menu then choose submenu Add another ... and then click Fax number or
2. Type another Email address in this edit field and press Enter key

How to delete a Fax Number

1. Click Edit menu then choose submenu Remove a ... and then click Fax or
2. Select the Fax number you want to delete, empty the edit field and press Enter key

Click to feed Fax number in the dial number edit box

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Shows the contacts in the selected group.

Add personal memo notes for this contact.

Click to write a snail mail letter to the selected contact.

This combo box contains the list of all the contacts in this address book. You can also use this edit field to Add or edit existing contacts' names. Quick lookup feature allows you to quickly lookup the target contact you are typing.

Add/Edit/Remove Voice number of this contact.

How to add multiple Voice Numbers

1. Click Edit menu then choose submenu Add another ... and then click Voice or
2. Type another voice number in the edit field and press Enter key

How to delete a Voice Number

1. Click Edit menu then choose submenu Remove a ...and then click Voice or
2. Select the Voice number you want to delete, empty the edit field and press Enter key

Edit prefixes here. Once you type any prefix here, "Add" button is Enabled. You can then press Add to add this prefix in the Prefixes list shown below.

This list shows the currently defined prefixes.

Edit post-fixes here. Once you type any post-fix here, "Add" button is Enabled. You can then press Add to add this post-fix in the Post-fixes list shown below.

This list shows the currently defined post-fixes.

Click to add currently edited prefix/post-fix in the prefixes/post-fixes list. Once Prefix Edit field contains some prefix, this button is enabled, otherwise it remains disabled.

Click to delete currently selected prefix/postfix in the prefixes list. Once Prefix/Postfix Edit fields contain some text, this button gets enabled, otherwise it remains disabled.

If you check this checkbox once, this confirmation dialog will not be displayed again. You can reset this by the menu command Options Show confirmation Dialogs while Updating contacts.

This list displays contacts in the A1 Visual Contact's address book. Select multiple contacts by one of the following ways:

- Click on any point in the list box and drag the mouse.
- While pressing the "Ctrl" key, click the contacts you wish to select.
- Click on one contact, press the "Shift" key and click on any other contact.

After you have selected the contacts, drag them with the mouse and paste them in **any word processor** or **Microsoft Excel**. You can also use the **Copy** button below to copy these contacts onto the clipboard.

Click this box to include/exclude **address** from the data being exported

Click this box to include/exclude **Email** from the data being exported

Click this box to include/exclude **Fax** from the data being exported

Click this box to include/exclude **Name** from the data being exported. This item is disabled because it is required for an export.

Click this box to include/exclude **Notes** from the data being exported

Click this box to include/exclude **Voice number** from the data being exported

Click this box to include/exclude **URL** from the data being exported

Click this to include phone number in the printed report.

Click this button to browse the executable file name for the browser.

Selects all contacts in the above list

If you check this checkbox once, this confirmation dialog will not be displayed again. You can reset this by the menu command Options Show confirmation Dialogs while Update option

Click to accept all forthcoming dialogs as "Yes"

Shows **name** field of the existing Contact.

Shows **Notes** field of the existing Contact.

Shows **Voice number** field of the existing Contact.

Shows **Address** field of the existing Contact.

Shows **Email address** field of the existing Contact.

Shows **Fax number** field of the existing Contact.

[Click here to accept all forthcoming dialogs as “No”](#)

Edit field here.

Enter search sub-string here.

Click to lookup search sub-string in **address fields** of the contacts.

Click to lookup entered search sub-string in **Email fields** of the contacts.

Click to lookup entered search sub-string in **Fax number fields** of the contacts.

Click to lookup entered search sub-string in **Name fields** of the contacts.

Click to lookup entered search sub-string in **Notes fields** of the contacts.

Click to lookup entered search sub-string in **Voice number fields** of the contacts.

Click to lookup entered search sub-string in **URL fields** of the contacts.

Use this command to find the next occurrence of the search sub-string.

Enter your address here. This address will be shown in the letter as your return address.

Enter your Email address here.

Enter your name here. This will be used as your title name in your letterhead.

Edit your phone number here.

Click this button to browse to the executable program file for the required external program.

Choose this option to use an alien program not listed in the above options.

WARNING: A1 Visual Contact will not fill in the Email addresses automatically for you if this option is chosen.

You can drag a contact from the Address Book View and drop it onto a group in the same window. This action will add the dragged and dropped contact to be added in the group. When such an action is taken, the program by default shows a confirmation dialog box. You can turn this dialog on and off by clicking this check box to on and off here.

Toggles confirmation dialog when you make some changes in a contact information and press Enter or Ctrl + Enter key.

Type Email client program's executable file's path here. You can click "Browse" button next to this edit field to browse the Email client's executable file's path.

Organize Address Book based on names as originally entered

Organize address book based on the Last Names.

Organize address Book based on the first names.

Define prefix and postfix arrays for processing names.

How to organize your contacts in A1 Visual Contact

Detailed help for organizing your contacts.

Tip of the day

Welcome to A1 Visual Contact® . This window is designed to provide you with handy tips when you open the application. You can turn them off by de-selecting “Show tips at startup” entry in the help menu. If you are a beginner, it may help you a lot to understand the potential functionality of A1 Visual Contact®.

Email Clients

A1 Visual Contact® offers you a choice of Email clients. At this time, The following Email clients are supported

1. System default Email client
2. Microsoft Outlook Express
3. Microsoft Outlook 97/98
4. Netscape 3.0
5. Netscape Communicator 4.04 or higher

If you choose default Email client option and you don't have any Email client launched in your system, the Windows will run Email client setup wizard.

Internet Browsers

A1 Visual Contact® offers you a choice of Internet Browser software. At this time, The following Internet Browsers are supported

1. System default Internet Browser
2. Microsoft Internet Explorer
4. Netscape Navigator

If you choose default Internet Browser option and you don't have any Internet Browser in your system, the Windows will run Internet Browser setup wizard.

Address Book View

The Address Book View of the *A1 Visual Contact*® contains contacts in the form of a Address Book View organized alphabetically under the nodes that show A B C icons on them.

Selection

Whenever a node in the Address Book View is selected the related information is filled in the right pane of the window.

- ⇒ If the node is an empty alphabetical node such as A, B, C etc, all the controls in the right pane get emptied and the program gets ready to enter a new contact.
- ⇒ If the selected node is a contact name such as “Kevin Costner”, information about Kevin Costner will be filled in the controls in the right pane of the window.
- ⇒ If the selected node is a group, some of the controls in the right pane become invisible and a list box appears that contains the list of the contacts that are currently added into this group.
- ⇒ The contacts’ names can be appeared in **bold** or in normal fonts. If a contact’s name is viewed in bold fonts, that contact will have the information related to the current active view. For example, if current active view is Phone Dialer and a contact’s name appears as Kevin Costner in the right pane of *A1 Visual Contact*®, it means that there is at least one phone number in the Voice field of that contact. If the current active view is Web Browser and contact’s name appears as Kevin Costner, it means that Kevin Costner has no URL in the related field.

Context menus in the Address Book View

- ⇒ When a contact is selected and right mouse button is clicked on it, a menu appears which contains frequently used commands such as: Call contact, Send Email to contact, Write a Letter to contact, Visit contact’s Web Page, Make Quick Key for contact, Remove contact, Add contact to a New Group, Add contact to groups, Print contact, Export contact and Send A1 Visual Contact to contact, where contact is the name that appears in the right pane of the application.
- ⇒ There can be five sub-menus that can be popped up provided there are more than one phone number, Email addresses, URLs or addresses corresponding to that contact. These menus are filled with the contact’s information that is contained in your address book. The fifth sub-menu can be popped up if there is any group exists. This menu is filled with the group names that are contained in your address book. Adding your contacts in groups is very easy. Simply right click the contact and choose this popup menu and click on the group name in which you want to add this Contact.
- ⇒ The context menu in Quick Key area shows two menu items, Customize Quick View and Help
- ⇒ The context menu on a quick key displays a pop up menu. The first four menu items Call contact, Send Email to contact, Write a Letter to contact, and Visit contact’s Web Page of this popup menu are the same as that of context menu on the

contact's name in the left pane of Visual Contact. The fifth is Remove contact from Quick Keys. The next four menu items Add contact to a New Group, Add contact to groups, Print contact and Export contact are again same as that of context menu on the contact's name in the left pane. The next one is Goto contact, which selects the contact's name in the left pane and displays the contact's information in the right pane of the window.

- ⇒ The context menu in the menu bar of *A1 Visual Contact*® displays the same menu as View in the main menu.
- ⇒ The context menu in the tray icon displays eight menu items, four of which have further popup sub-menus. This context menu display Open, About, Quick Dial, Quick Email, Quick URL, Quick Write Letter, Exit and Cancel. Quick Dial, Quick Email, Quick URL, Quick Write Letter provides the options to create Quick Keys and also these popup submenus display the Quick Keys if these keys has been created.
- ⇒ With the help of this context menu, you don't need to open *A1 Visual Contact*®, simply right click on the icon in the system tray and click on the quick keys if you already have created. It also provides the option to create quick keys without opening *A1 Visual Contact*®. Simply click on Create Quick Dial keys, Create Quick Email keys, Create Quick URL keys, and Create Quick Letter keys in the popup sub-menus. The forthcoming dialog Customize Quick Keys will help you to create the quick keys without opening the *A1 Visual Contact*®.

Drag N Drop

Another feature you see in this Address Book View is Drag N Drop.

- ⇒ You can drag contacts and drop them in ANY word processor to export your contacts.
- ⇒ You can also drag a contact and drop it on a group name to add this contact in that group.
- ⇒ You can also drag a contact and drop it in the Quick View area to make a quick key of that contact.

If this option is chosen, A1 Visual Contact® will launch system default Browser when Visit Web site is selected from Commands menu.

Type the browser's Executable file's path here, including the filename. If you have chosen the default Browser you don't need to enter path here, this edit field will be grayed in this case.

If this option is chosen, A1 Visual Contact® will launch Internet Explorer when Web command is selected from Commands menu.

If this option is chosen, A1 Visual Contact® will launch Netscape Navigator or Netscape Communicator (whichever is available/installed on your system) when Web command is selected from Commands menu.

When Web command is selected from Commands menu A1 Visual Contact® will launch the browser that you will choose after choosing this option.

When you double click a group, A1 Visual Contact® will send launch Edit group dialog so that you may Add/Remove contacts from the group.

You can easily export the selected Contacts from A1 Visual Contact® address book to any application like MS Word, MS Excel, Word Perfect, and other text editors by using “Export Selected command from the File menu. First select the contacts that you want to export then drag them with mouse and drop them into your target application.

Export A1 Visual Contact® address book into text format.

Export A1 Visual Contact® address book in its own format. This command can be used to backup your data, or to carry your data with you.

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Choose this to use Netscape Navigator Gold as your A1 Visual Contact® default Email client.
A1 Visual Contact® will launch Netscape Navigator Gold Email client when you will give Send Email command in Visual Contact.

Note: New versions of Netscape are now available free and it is recommended to upgrade your Netscape program to Netscape Communicator 4.05

Choose this to use Netscape Communicator 4.05 as your A1 Visual Contact® default Email client.
A1 Visual Contact® will launch Netscape Communicator 4.05 Email client when you will give Send Email command in A1 Visual Contact.

Choose this to use Microsoft Outlook 97 or Microsoft Outlook 98 as your default email client software. A1 Visual Contact® will launch Microsoft Outlook 97 or Microsoft Outlook 98 Email client when you will give Send Email command in A1 Visual Contact.

Choose this to use Microsoft Outlook Express as your default email client software. A1 Visual Contact® will launch Microsoft Outlook Express Email client when you will give Send Email command in Visual Contact.

You can easily import MS Outlook Express address book into A1 Visual Contact® by selecting all contacts from Outlook Address Book, dragging them with left mouse button and dropping them onto the window in A1 Visual Contact. The dropped contacts will appear in the Address Book View.

Choose this to import Netscape Navigator 3.0 Address Book into A1 Visual Contact® address book.

Choose this to import A1 Visual Contact® address book into your current address book. You can export A1 Visual Contact® address book by two ways.

1. Choose ***File Export*** and then choose A1 Visual Contact® format
2. Choose ***File Export Selected Contacts***, select the contacts you want to export, then press “Export in A1 Visual Contact® format”

Important Note: These commands can be used to backup your existing data to floppy disks, or carry your address book to other machines.

Edit group name here. Make sure that you don't type a name that already exists.

Click this button to add the selected contact in the current group.

Click this button to add all of the contacts in the current group.

Click this button to create a new group.

Click this button to remove the selected contacts from the currently selected group.

Click this button to delete the currently selected group.

Click this button to remove all of the contacts from the currently selected groups.

This combo box shows a list of the current groups in the address book.

Shows the list of available contacts. While pressing the "Ctrl" key click on multiple contacts to make a multiple selection. You can also double click a contact to add it in the currently selected group.

Shows the list of contacts in the selected group.

Export the selected Contacts

in a file in A1 Visual Contact's format. This command can be used to accomplish two things.

1. To make backup of your existing data.
2. To carry your address book with you when you are on the move.

Dial operation failed because the number you dialed was busy. Click the “Redial” button to redial the number again.

Check this box on to enable auto-dialing feature. A1 Visual Contact® will wait for the specified number of seconds and will then re-dial the number when the time interval is over.

Enter dialing interval in this edit box, or click the up and down arrows (spin control) to change the time interval.

Enter dialing interval using the up and down arrows (spin control) to change the time interval for redialing the number which was found busy.

How to Manage Multiple Entries in A1 Visual Contact®

A1 Visual Contact® provides interface for managing multiple entries for Phone numbers, Fax numbers, Email addresses, Internet URLs and Postal addresses.

Adding Multiple Entries

You can enter a multiple entry for any of the fields by using one of the following methods.

1. Use menu commands in the Edit menu under the submenu

“Add another “

Voice Number

Fax Number

Email Address

URL Address

Address

2. Type the additional entry for the corresponding field in the corresponding edit field and press the Enter key.

Removing an Entry

Deleting an entry for any of the fields is quite simple by using one of the following methods.

1. Use menu commands in the Edit menu under the submenu

“Remove a”

Voice Number

Fax Number

Email Address

URL Address

Address

2. Empty the edit field for the corresponding field (select all of the text in the edit field and press the Delete key) and press Enter.

How to Dial a Contact

The Voice numbers you store for the contacts can be dialed by

- ⇒ Pressing Dial button in the main window or by the menu command Command | Dial
- ⇒ Clicking the contact in the Address Book View window with right mouse button and selecting the command “Dial <User Name>”. If the contact has multiple contacts stored for Voice number, you will see a list of all these numbers in this menu. Select the number you want to dial and click on it.
- ⇒ When a group is selected in the Address Book View, the right pane of the window shows a list of the contacts. You can dial the contact by clicking the right mouse button for any of these contacts.

How to Send Email

Sending Email to a single Contact

Select the contact in the Address Book View and click Send Email button or use menu command Command | Send Email to send Email to the selected contact.

Sending Email to a group of Contacts

If you have not already created a group, create a new group and add contacts in this group. (How to...). Now select the group in the left pane of the Window (Address Book View) and click “Send Email button or use menu command Command | Send Email” to send Email to the selected contact.

You can send Email to subset of contacts in a group by holding Ctrl key and clicking contacts in the list box in the right pane of the application’s main window and pressing “Send Email” button.

You can always choose the Email client from the menu command Options | Email Client Options

How to visit contact's WebPages on the Internet

Click the button "URL" before the edit field for URL in the application's main window or Choose the menu command "Command | Visit Website".

You can always choose the Internet Browser software from the menu command "Options | Internet Browser Options"

How to Write Letters to your contacts using A1 Visual Contact®

Click the button “Address” adjacent to the address selection combo box in the *A1 Visual Contact®*'s main window or choose the menu command “Command | Write Letter”

How to Backup your Address Book data

You can backup your existing data by the command “File | Export...” command. Choose Export in *A1 Visual Contact*® format in the dialog and press Ok. Select the target filename and location and click the “Save” button in the File Save Dialog.

How to Use the same Address Book on your portable computer and home PC

You can carry your data with you on your portable computer by exporting the Address Book with “File | Export...” command. Choose Export in *A1 Visual Contact*® format in the forthcoming dialog and press Ok. Select the target filename and location and click the “Save” button in the File Save dialog. You can specify the target location on your portable computer (if it is connected with your computer via serial port) or copy the Address Book to a floppy and then copy it on to your portable computer.

How to Import other Address Book formats in A1 Visual Contact®

Now *A1 Visual Contact*® supports six different formats to import Address Books from other applications. It also supports the two famous and widely used Internet browser software.

- ⇒ You can import Netscape Navigator's (version 3.x) Address Book into *A1 Visual Contact* ®. Choose File | Import ... and choose Netscape Navigator Address Book format.
- ⇒ You can also import Microsoft Outlook Express (Internet Explorer 4.0+) Address Book into *A1 Visual Contact*®. Select all (or some) contacts in the Outlook Express address book and drag N drop it on the Address Book View of *A1 Visual Contact*® with the Left mouse button. If the contacts already exist, *A1 Visual Contact*® will prompt you to keep the existing contacts or replace them.
- ⇒ You can import another *A1 Visual Contact*® Address Book (*.adr file). It will simply open the specified Visual Contact Address Book file.
- ⇒ You can imports Comma Separated File(CSV format) into *A1 Visual Contact*®.
- ⇒ You can import Internet Bookmark file from Microsoft Internet Explorer into *A1 Visual Contact*®.
- ⇒ You can also import Internet Bookmark file from Netscape Communicator into *A1 Visual Contact*®.

How to Export data from A1 Visual Contact® to other applications

You can export *A1 Visual Contact*® Address book into Text format, Comma Separated (CSV) format, Microsoft Word, Microsoft Excel, and all other famous word processors like AmiPro, Word Perfect and Word Pad. Select the contacts in the File | Export Selected Contacts dialog , drag them and drop them into the target application's main window. You can optionally choose the fields which you need (or don't need) to export by clicking on the check boxes in the export selected contacts dialog.

Tasks: Working with Groups

Creating and Editing Groups

Choose command Command | New Group... or press Ctrl + G key to activate the “Create new group” dialog. Type the name of the new group and click Ok button.

Now you will see an empty list in the dialog. In the Contacts list, double click the contacts you want to add in the newly created group. Double clicking a contact in the group list removes it from the group.

If you want to create more groups or delete existing ones, click on “Create New Group” or “Delete this group” buttons in the same dialog.

Right mouse click options for Groups

- ⇒ When you click the right mouse button on a group, a context menu pops up showing different commands that can be used on the selected group. With these commands you can Edit the group, Send Email to all of the contacts in the group, Delete the group, Print the group, Export the group or Send A1 Visual Contact to the group.
- ⇒ When you right click on an individual contact in a group, a context menu pops up showing different commands that can be used on the selected contact in a group. With these commands you can Call the contact, Send Email to contact, Write a letter to contact, Visit contact's Webpage, Remove contact from this group, Goto contact and Send A1 Visual Contact to contact.

Double Click on the Groups

Double clicking on a group will cause the Command | Edit Groups... dialog to appear which provides different options for the groups.

When you choose this option, A1 Visual Contact® will dial the contact (if the contact has a voice number stored in A1 Visual Contact® address book) when you will double click a contact in the Address Book View of the application.

When you choose this option, A1 Visual Contact® will send Email to the contact, when you will double click a contact in the Address Book View of the application.

When you choose this option, A1 Visual Contact® will launch Internet Browser and take you to the contact's WebPages on the Internet, when you will double click a contact in the Address Book View of the application.

When you choose this option, A1 Visual Contact® will launch default Word Processor and will let you write a letter to the contact, when you will double click a contact in the Address Book View of the application.

When you choose this option, A1 Visual Contact® will launch Email client software and will let you send Email to the selected group.

When you choose this option, double clicking a group will let you initiate MS Word Mail Merge Macro.

Important: This command has been disabled in the freeware version of the A1 Visual Contact®.

Register your free copy of the A1 Visual Contact® Application

Thanks for using *A1 Visual Contact®*. *A1 Visual Contact®*'s evaluation version is free and you can use it as long as the professional version is not launched. The Professional version will be available soon with free updates for one year. This version will contain a lot of new features with powerful printing support.

To enter your name in our users' address book send us an email with Subject "Register A1 Visual Contact®". We will keep you informed about new releases and enhancements in the product.

Registration will help you to keep informed about new software releases and updates. We will not charge you a single penny until you decide to buy the professional version of the program. The professional version will come with free updates for a full year.

If this option is chosen, A1 Visual Contact® will launch system default Email client software when Web command is selected from Commands menu.

If this checkbox is checked, A1 Visual Contact will add “HTTP://” in every URL that is stored in the contact information. If you yourself add this tag for every URL and want to view web pages saved on your computer’s hard drive then you must turn it off.

Creates a new Dial up networking connection. All Visual Contact uses Dial up networking to dial the telephone numbers. Click this button to create a new dial up connection. In the forthcoming wizard, please type "VC" in the name field of the connection. Fill in any information in the rest of the fields in the wizard, they are not important. You can however choose to select a particular modem if you have more than one modems installed in your system in this dialog.

Shows a list of currently opened connections. Choose the connection which you want to use for dialing in this list box and click “Disconnect and Dial” button.

Click this button if you want to cancel the dialing operation.

When dialing is complete, pick up the hand set receiver and click this button and start talking.

You have chosen Auto Save option in File | Address Book menu. If this option is turned on, AI Visual Contact will save the changes dynamically. Now when you have created a new address book, you must save it under a valid name. You already canceled this operation. To continue using the auto save feature you must click “Save Now” button and save the address book. If you want to cancel the automatic saving, you must click “Save Later” button.

#You have chosen Auto Save option in File | Address Book menu. If this option is turned on, Address Book will save the changes dynamically. Now when you have created a new address book, you must save it under a valid name. You already canceled this operation. To disable the auto save feature, click this button, you will not be asked again to enter a file name until you explicitly issue the Save or Save As command.

Checking this check box on will make the dialog not show up the next time.

Shows context message.

Shows a list of available templates. Choose one and A1 Visual Contact will use it for letter writing. You can define new templates using Options menu command “Define Letter Templates” or by clicking “New template” button next to this combo box.

Click this button to define a new letter template. Save this template in “Tmplates” folder. The "Tmplates" is in the folder where you installed A1 Visual Contact. The saved template will be available for use the next time you write a letter using A1 Visual Contact.

Contact

Complete information about a contact is called a “Contact” in A1 Visual Contact. You see contacts in the left pane of the main window which A1 Visual Contact refers to as “Address Book View”

Enter the Word Processor's Executable module's path in this edit box. You can also browse the file by clicking the Browse button next to this edit field.

Click this button to browse the custom word processor's Executable module.

Choose this option if you do not want to use default RTF word processor installed on your system. You will have to enter the word processor's path in the edit field below this radio button.
[Note: This option is recommended only if A1 Visual Contact is unable to initiate your default word processor with proper fields already filled in.]

This is the default option for writing letters in A1 Visual Contact. A1 Visual Contact will launch your system default RTF word processor to help you write the letters.

Click this button to rename the selected group.

Changes the color of the selected text in the template preview window.

Click this button to delete the selected template.

Click this button to end editing.

Click this button to save changes that you have made while editing the current template

Click this button to save the currently selected template under a new name.

This Drop Down List shows a list of fonts. Make a selection of the fields in the preview window and choose the font you want to use from this list.

With this combo box, you can change the font size of the selected fields. You can also change the size by typing a size (e.g. 12,13,28 etc) in the edit portion of this combo box and pressing enter key.

This Drop Down List shows the list of available templates. Choose the template you want to change and it will be shown in the preview window above this drop down list.

Click this button to change the selected fields' formatting to **bold**.

Make the selected paragraphs bulleted.

Click this button to change the selected fields' formatting to *Italic*.

Click this button to change the selected fields' formatting to Underline.

Click this button to change the alignment of the selected paragraphs or the current paragraph to center aligned.

Click this button to change the alignment of the selected paragraphs or the current paragraph to left aligned.

Click this button to change the alignment of the selected paragraphs or the current paragraph to right aligned.

Click this button to see the disclaimer and license agreement notice.

Edit the number to be re-dialed in this edit field.

Click this button to make another entry with the same name.

Click this button to discard the current operation.

Copy the selected contacts onto the clipboard. These contacts can then be pasted into other applications such as MS Word, MS Excel or other word processor software programs.

Click this button to change the format of the print out. Available formats are Tabular format, Cards, Envelopes and mailing labels.

Click this button to preview the print out before it gets printed.

Click this button to directly print the document without previewing it first.

Click this button to change the printer, page size and orientation of the paper.

Click this button to select all of the contacts in the currently selected group or the whole address book, if no group is currently selected.

This Combo Box shows a list of available fonts installed in your system. Choose one of the fonts in this combo box and it will be used for printing the address book.

This Combo Box shows a list of groups in your address book. When you select a group, all entries in that group are automatically selected. You can also highlight a group in the address book view and press Ctrl + P or choose File | Print command to print a particular group.

Change the size of the base font for the address book. The headings will be printed in **Bold** and the rest of the fields will be printed in regular font. Same size will be used to print the whole address book.

Turn this check box on to include **Address** field in the print out.

Turn this check box on to include **Email** field in the print out.

Turn this check box on to include **Fax Number** field in the print out.

Turn this check box on to include **Notes** field in the print out.

Turn this check box on to include **URL** field in the print out.

Turn this check box on to include **Voice Number** field in the print out.

Click this check box to print out a table across the table.

Click this check box to select a particular group for printing.

This list control shows a list of the contacts in the address book. If a group is selected, this list shows the contacts in that particular group.

To select multiple contacts in this list box do one of the following

- Press Control key and keep it pressed and then click the contacts with mouse left button one by one.
- OR Select a contact, press Shift key (keep it pressed) and click on another contact. All the contacts between both of the contacts will be selected.
- OR Hold the mouse left button pressed while clicking anywhere in the list control and drag the mouse. All the contacts within the bounding virtual rectangle created by mouse motion will get selected.

Changes the alignment of the text in the printed table or list to **Center**.

Changes the alignment of the text in the printed table or list to **Left**.

Changes the alignment of the text in the printed table or list to **Right**.

Closes the dialog.

If you turn this on, A1 Visual Contact will save window state (minimized/hidden in system icon tray/ or maximized). If you had A1 Visual Contact in minimized state when you closed the program (using right mouse button context menu) or shut down Windows, A1 Visual Contact will start hidden in System icon tray, the next time you will start Windows or run the program. If you turn this off, A1 Visual Contact's window will always be shown as a normal window.

This option is only enabled when we have chosen to print in Tabular format. Each new alpha section will start on a new page if this check box is checked.

Check this on to print field labels with the fields. Such as a contact having a name “John Doe” and a voice number “1234567” will be printed as

Name : John Doe

Voice : 1234567

Mail Merge module is still under development

Though printing envelopes with A1 Visual Contact is a cool job, some people still like to use Microsoft Word Mail Merge. Click “Mail Merge” button in this dialog to export the selected entries in a comma delimited text file which will then be used by MS Word to create mail merged document.

Click this button to enter the return address for your envelopes. This address will be used in the envelopes. You will only have to enter this information once and the program will save it for the future.

Click this combo box to choose font for the return address.

Click this combo box to choose font size for the return address.

If you select this option, the program switches mode to Phone Dialer. Double clicking on the contacts in the Address Book View will dial the contact's telephone number on your telephone.

If you select this option, the program will switch mode to Email Assistant. Double clicking on the contacts in the Address Book View will initiate your selected Email client with the address information filled in , in the TO field of your Email message.

If you select this option, the program will switch mode to Web Browsing Helper. Double clicking on the contacts in the Address Book View will initiate your selected Internet Browser Software with the URL information filled in , in the URL field of your Internet Browser.

If you select this option, the program will switch mode to Letter Writing Assistant. Double clicking on the contacts in the Address Book View will initiate your selected Word Processor with a predefined template for the letter you will write. You can always define new templates using Options | Define Letter Templates Command.

Shifts View tabs to the top of the main window.

Shifts View tabs to the bottom of the main window.

Shifts View tabs to the left of the main window.

Shifts View tabs to the right of the main window.

Shows or hides the Main toolbar.

Shows or hides the Edit toolbar.

Shows or hides the Commands toolbar.

Shows or hides the Options toolbar.

Shows or hides the Organization toolbar.

Shows or hides the Multiple Entries toolbar.

Shows or hides the status bar.

Fax features not yet available.

Choose a group to export

Select a group from this combo box to export

Save the selected contacts in Comma Separated (CSV) Format

Working with Quick Keys

Quick keys are shortcuts to your contacts. They behave just like the speed dial buttons on your telephone with programmable keys that you program for phone numbers that you dial frequently.

A1 Visual Contact® carries this concept further.

In Freeware version you can have two, and in Professional version you can have up to 1000 quick buttons. Programming is very simple -- just Drag-N-Drop the contact you want to program from your Address Book view of *A1 Visual Contact*®. Checkout **Commands | Customize Quick Keys** menu command to customize the quick keys.

A1 Visual Contact® allows you can have separate quick keys for dialer, email assistant, web browsing assistant, and letter writing assistant.

To create a Quick Key, just drag the contact and drop it in the quick key view.

To delete a Quick Key, hold down the CTRL key (keep holding this key) and click the quick key with left mouse button.

You can also create and delete quick keys using **Commands | Customize Quick Keys** menu command.

Note: In Freeware version only first two keys will be functional, to get them all working, please buy the registered version. ([How to buy registered version?](#))

How to buy A1 Visual Contact Pro

A1 Visual Contact Pro is available for US \$25. It can be ordered on-line or by Telephone using credit card:

https://www.regsoft.com/cgi-bin/reg_it_offsite.pl?10029=REGSOFT

It can also be obtained by sending a check or money order.
The benefits of paid subscription include:

1. No advertisement banners.
2. Up to 1000 programmable Quick Keys.
3. Printing support. Freeware version will never support printing.
4. Free upgrades for one year after date of purchase.

After receiving payment, electronic copy will be e-mailed to you promptly. The size of e-mail will be about 2 M bytes.

If you can not receive attachments for any reason or you prefer to obtain software on a Floppy, please add additional \$5 for shipping and handling to your order and we will promptly ship it to you.

Check the following URL for more information

<http://www.softwarevirtuosity.com/vcpro/index.html>

