

Welcome to The Professional's Address Book, another fine Toolbook utility from Dane Basch, Chief Executive officer and head programmer (and the sole employee) of HeadFirst Software, a company dedicated to remaining small and fictitious (I just love literary licence, don't you?).

Anyway, time to get serious. This utility will allow you to record names, addresses, and phone numbers, if that is all you want to record. There are also fields for recording when you last saw a person, his/her company and position in the company, his/her marital status and family, his/her affiliations with organizations, groups, etc., and even a field to record birthdays and gift ideas. So you see, this can be used by the professional for contact management on a simple scale, or for personal use on a higher scale than many address books.

The controls are very simple. A row of buttons control most of the functions of the program:

The NEW button adds a new page to the book every time you click on it.

The DELETE button deletes the page you are currently in.

The PREVIOUS button takes you back one page

The NEXT button takes you forward one page

The SEARCH button allows you to perform a text search in the program

The SORT button sorts your data, based on the criteria you select

The PRINT button prints your data, either one page at a time, or all pages, depending on the form you choose.

Simple, isn't it. A basic utility to help eliminate all those piles of business cards, Post-It notes, scraps of paper, and, yes, napkins too. I have even included an icon with the archive, so that you don't have to look at that tired ol' DOS icon that Windows keeps using. So, dive right in, and enjoy.

Now it is time for the legal talk. This is shareware. As such, I would hope that if you download this, use it, and decide it is good enough to keep, that you would send a little donation to me of a mere \$15. Such a deal! If you only have the runtime version of Toolbook, send me a disk too, and I will send back to you a registered version of this program without the beggar's box. If you have the full authoring version, I will provide you with the Author level password so you can modify the book on your own. Please send the donation to:

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This program was tested extensively on 286, 386SX, and 386DX machines, running both the runtime and full versions of Toolbook 1.5. This will ONLY WORK WITH VERSION 1.5 of the authoring or runtime versions of Toolbook. If you need to upgrade your Toolbook, or need to get the runtime version of Toolbook, you can either call Asymetrix at 1-800-626-3225, or send me a letter requesting a copy of the runtime version of Toolbook, which I am now authorized to distribute. You must, however, include the registration fee plus 5 dollars US in order to get the runtime version of Toolbook from me. That is, however, cheaper than getting it from Asymetrix. There were no problems detected, so I assume it works. I do not,

however, guarantee that it will work on your machine. In other words, use at your own risk. However, I do not expect any problems. I will also not be able to support the program the way some of the big guys do, but if you leave me a message on CIS or America On-Line, I will try to help you in any way I can. Also, since this is shareware, one of the best sources of improvements is you. If you have a suggestion as to how to improve this program, or there is a feature you think should be there that is not, please drop me a note on CIS or AOL. I welcome such suggestions, and have always incorporated them into past programs. There will be updates posted from time to time on CIS or AOL, whenever I find new features to add or improvements to make.

Thank you for your support, and enjoy your new utility. And while I have your attention, allow me to point out my other utilities available to you:

#### Diver's Log Book

A log book for SCUBA divers in Toolbook. Allows you to record the particulars of your dive right into your computer. This was my first program job, and has been very popular.

#### Software Log Book

My most popular and successful program. For a few bucks, you get the ability to place all important software information, such as company phone numbers, serial numbers, version numbers, titles, etc, into one convenient place: your computer, where it ought to be. No more diving into a stack of manuals and disks to find this information. As long as your computer boots, you have instant, total access to vital software info, be it for updates, tech support, or just to get organized. You need this.

#### VCR Catalog

A utility that operates very similar to this utility, except it is aimed at the video area instead. Has the same look and feel of Music Catalog, so it makes a good companion program.

#### Music Catalog

A utility that operates very similar to VCR Catalog and to the Home Inventory Catalog. Has the same look and feel of the VCR Catalog and the Home Inventory Catalog, so no new learning is needed.

#### Home Inventory Catalog

A utility similar to the Music Catalog and VCR Catalog, except this program keeps track of valuables at home, so that insurance claims and other such business can be done easier. Something that many people overlook. Now, disk and hard copy can be produced effortlessly, and updated easily.

#### Cook Book

Tired of all those 3 X 5 cards scattered all over your kitchen? Try organizing your favorite dishes here. Comes with plenty of room to write down instructions, ingredients, etc. With a printer, you could even print out a page, take it to the market with you, and do your shopping with confidence, knowing you did not forget anything.

#### Comic Book Catalog

Can't keep track of your comics anymore? Can't seem to remember what is what, and how much something is worth, or what you paid for it? Search no further. Now do all this on your computer, with the ease of Windows and Toolbook.

### Coin Collection Catalog

A way to keep track of you coin and currency collection. Will allow you to keep a record of your collection, its value, your investment in it, and the condition of various pieces of your collection.

Look for these programs and other of my programs with the Keyword "HeadFirst," for easy searching. Pick them up, and enjoy.