

## Adr\_Book Step by Step

The best way to learn a new program is by example. By following the steps listed here you will quickly learn the operation of **Adr\_Book** and its features.

If you have just loaded **Adr\_Book** the sample database file **sample.adr** will be loaded when you first run the program. This file is required for using the step by step tutorial that follows.

### NAVIGATION:

1. Run the **Adr\_Book** program. When first running the program the default database file **sample.adr** will be loaded. If it is not loaded, select **open** from the file menu, and read this file.
2. Place the mouse pointer on the black and yellow **F** tab and click the left mouse button. You should see the name **Furter, Frank** appear in the upper left quarter of the address book. The name and address will be highlighted in turquoise. Selecting any tab letter will take you to the first person whose last name begins with that letter.
3. Using the mouse click single right pointer green arrow. This should cause the name, **Gardner, Richard** to be highlighted. Click the single arrow three more times and you will see the page turn with the name **Marx, Groucho** highlighted. The single green arrow keys move through the record names one at a time, while the double arrows move through the names four at a time. Play around with this for awhile.
4. Using the mouse on the list box to the right of the graphical address book, scroll until you see the name **Spaulding R.** click on it with the mouse. You will immediately see the name appear highlighted in the left hand corner of the address book. This method can be used to bring up any individual instantly.
5. Select the name at the top of the list box by clicking the mouse to the right of the name and then dragging it to the left until the entire name is highlighted. (What you are trying to do is erase everything in the list box title) Type the letter **M** and you will see the name **Main, Hugh** appear highlighted in the upper left corner of the address book. You will also see this name highlighted in the list box. Now type the letter **A** followed by an **R**. The name selected will now be **Marx, Groucho**. This is probably the fastest method to locate a name in the database.
6. Move the mouse to click on any part of the address within the graphical address book for **Ramuglia, Randy**. Notice how it now becomes the highlighted name. This is the means for making active any name visible on the address book.

### EDITING /ADDING /DELETING and COPY:

1. Click on the **A** tab letter. **Aile, Ginger** should appear highlighted in the upper left corner of the address book. Using the mouse double click in any part of the turquoise area. This should bring you to edit dialog box containing all attributes for this record. Change the home telephone number from **9833** to **9888**. Now click on **OK** and when the address book is redisplayed you should see this new home phone number.
2. Select the **Edit** button from below the list box. This will once again bring you to the edit dialog box. Click **Cancel** to go back to the address book. Now double click on the name **Chu, Chirk** in the list box. This also gets you to the editing dialog box. Once again select **Cancel**. Now click on **Edit** from the pull down menu at the top of the window and select **Edit**. This is yet another way to get to the Edit Dialog Box. Select **Cancel**.

3. Click on the **A** tab letter. Click on the **Edit** button to once again enter the dialog box. Click on the **Add / Next** button. This will cause the next record to be displayed in the dialog box, making it available for edit changes. In this case, you will see the record for **Chirk Chu**. Click on the **Add / Next** button again and you will see the record for **Joe Cool** appear. This is a good way to go through all of your records making many modifications. Click on **Cancel** to get back to the address book display.

4. To add a new entry into the database click on the **Add** button below the list box. This will bring up an empty dialog box. Enter your last name and first name and fields of interest. If this was the only name you wanted to add you would click **OK**, to get back to the address book. If you wanted to add additional records you would select the **Add / Next** button. For our example, click on the **Add / Next** button. Notice how the dialog box is cleared and is ready to receive data for the next record. Click on **Cancel**. You will now see the name you just entered highlighted in turquoise. You could also get the dialog box for adding by selecting the **Add** option under the **Edit** menu option.

5. To delete a record click on the **Delete** button below the list box. Do this now. You will get a pop up box asking if you really want to delete the record. The record to be deleted is the one currently highlighted in turquoise. In this case it should be the name you just added. Respond by selecting **Yes**. You could also **Delete** a record by selecting the **Delete** option under the **Edit** menu option.

6. The **Copy** selection under the **Edit** pull down menu will copy the name and address from the currently active record in to the clipboard. This allows you to easily move names and addresses into your favorite word processor. You could try this now by first selecting **Copy** from the pull down menu. Then go to the Microsoft supplied **Write** program and select **Paste** from the **Edit** pull down menu. You will see the name and address that was last highlighted in turquoise appear in your **Write** document.

#### DISPLAY OPTIONS:

The display options control what record information will be shown on the graphical address book. They also control which records will be displayed.

1. Click on the **Option** menu item and then select **Display**. From the dialog box presented click on the **Work Phone** check box, and the **Birthday** check box. Now click on the **OK** box. You should see the work phone and birthday appear in the graphical address book. Experiment with different data items that can be displayed.

2. The ability to show the **Notes** free text was added in version 1.3. To demonstrate this check the **Notes** check box in the **Display** dialog box. Click on **OK** to get to the graphical address book. Click on the **A** tab letter so you can see the **Ginger Aile** record. Notice the word **Note..** is highlighted in red. This means that there is some free text associated with this record. If there is no **Note** text you will not see the highlighted **Note..** word appear for the record. Now click anywhere in the red highlighted area. A pop up list box will appear, and for **Ginger Aile** you will see three lines of text. You can now click anywhere in the window and the list box will disappear. This is an easy way to bring up a list of phone numbers, E-mail addresses, etc. for an Individual.

3. Let us say you would only like to see those people who have a birthday in July. Get to the Options dialog as described above. If the **Birthday** check box does not have an **X** in the box click on it. Also make sure there is an **X** in the **Flags** field. Now in the "Display records with selected flags", type in the word **JULY**. The word needs to be typed in capital letters. Click the **(SEQ) must be in sequence** check box. Click the **OK** button. You should see only five names displayed. Notice that the birthdays for these five all fall in July. Notice the **flags** for these five all contain the word **JULY**. The **Flags** field is entered in the **Add / Edit** dialog box.

4. Lets say now that you are interested in listing people who play either racquetball or tennis. Get to the Options dialog as described above. In the flags area remove the text string **JULY** and replace it with the two lower case letters **rt**. Click on the **OR (Containing any)** check box. Click the **OK** button. You will now see all records that contained either an **r** or **t** in the flags field.

5. Now you are interested in people who play both tennis and racquetball. Enter the Options dialog box. Click the **AND (must contain all)** check box. This indicates to display only those records that contain both an **r** and a **t**. Click on the **OK** button. There should only be two records displayed. Notice that it doesn't matter where the letters are placed in the **Flags** field or the order in which they come.

6. And finally you want to know who the people are who play neither tennis or racquetball. Enter the Options dialog box. Click on the **OR (containing any)** check box. Click on the **NOT (reverse sense of selection)** check box. Click on **OK**. You now see the people who play neither tennis or racquetball.

7. Enter the Options dialog box. Click on the **ALL (list all records)** check box. Click on **OK**. All of the records are now displayed.

#### **REPORT OPTIONS:**

The report options controls the text used for report headers, and the return addresses to be used when printing envelopes.

1. Click on the **Option** menu item and then select **Report Header**. The dialog box presented allows for two header lines to be printed on reports and two possible return addresses that can be used when printing envelopes. At this time you can change these entries but they will not be used until later when printing is described. If you make changes you must select either **OK** or **Cancel** when you exit the dialog box.

#### **FILE EXPORTING / IMPORTING:**

Exporting writes selected database records to a file in ASCII format. This file can then be Imported back into an **Adr\_Book** database or possibly manipulated for including into some other database.

1. Let's say we want to create an Export file that contains people who can play either racquetball or tennis. Click on the **Option** menu item and then select **Display**. In the flags field enter **rt**. (Remember from above, these need to be entered as lower case letters) Next click the **OR** check box and then select **OK**. You should now only see records for people who can play either Racquetball or Tennis.

2. From the **File** menu select **Export**. You will be presented with a dialog box requesting a name for saving the file. Enter the name **samp.dmp** then click on **OK**.

3. To demonstrate how this file can be Imported we will simply read it back into **Adr\_Book** as a new file. From the **File** menu select **New**. This will clear the current database. From the **File** menu select **Import**. From the presented dialog box select the file **samp.dmp** and then click on **OK**. The new database file now contains only those records of individuals that can play either Racquetball or Tennis. It should be noted that the **samp.dmp** file could have been Imported into an existing database file. It did not have to be a new file. (**NOTE:** If you have an unregistered version the import feature will not work)

4. The New file has not been saved. Since we are not really interested in this New file lets

discard it by selecting **Open** from the **File** menu. You will be presented with a dialog box asking if you would like to save the New file. Click on **NO**. From the Open dialog box select the file **sample.adr**.

## **PRINTING:**

The real test of this program working for you is how well it prints name lists, the address booklet, labels, and envelopes. Before you consider registering this program run through all of the printing options to see that all works well for you. Turn on your printer!

- 1.** From the **File** menu select **Print**. From the dialog box select **Print List Two Columns**. Then click on **Print**. This report will only print individual names and a phone number. As in all reports you can use the Flags as described above to print only selected records. Also as in all reports you can specify how many copies and a header to be printed. The unique option on this report is whether to print the home phone or work phone. Click on **Print** and see what happens.
- 2.** From the **File** menu select **Print**. From the dialog box select **Phone List (condensed ..)** Then click on **Print**. This report will print the name, address, and phone number. It will print both the home address and work address if present. Click on **Print**.
- 3.** From the **File** menu select **Print**. From the dialog box select **Pocket Size Address Book**. Then click on **Print**. This will print an address booklet with pages that are 4 1/4" x 5 1/2 ". You also have the ability to select which fields of the record should be printed. The default is to print all fields, but if you only wanted to print home and work phone numbers this can easily be accomplished. To work correctly your printer must be able to sheet feed since printing is two sided. Click on **Print**. For this example, one sheet will be printed and a dialog box will appear asking you to reload the paper to print on the reverse side. Do this and then click on **OK**. Take the paper and cut it in half so you will have two sheets that are 8 1/2" x 5 1/2". Stack them so that the sheet with number **1** will be on top of the sheet with number **3**. Fold it in half and you will have a small address book. This address book will be created correctly for any number of records.
- 4.** From the **File** menu select **Print**. From the dialog box select either **2-UP Labels** or **3-UP Labels**. Then click on **Print**. You will then be presented with a dialog box permitting you to select whether the addresses should be home or work, in order by zip code, all capital letters. There is a **Position ...** button that will take you to a dialog box to allow positioning of labels for output. Click on **Print**.
- 5.** From the **File** menu select **Print**. From the dialog box select any of the three Envelope size options. Then click on **Print**. Envelopes can be printed in Landscape or Portrait mode.

The first thing you should notice in the dialog box is the Addressee contains the name that was highlighted in turquoise on the graphical address book. There are a variety of options from this dialog box. From above, you had the opportunity to enter two return addresses in the **Options Report Header** dialog box. You can now toggle between these two preset return addresses by clicking on **#1** or **#2**. You can also perform editing in the return address displayed to change it to any desired return address. ( You can also edit the addressee text). There are the usual options of fonts, point size, bold, and Italic. Have fun and create an attractive envelope. You can also choose to have the postnet barcode printed for the zip code. To have a note text printed on the lower left of the envelope you will need to click on **Note...** to get to another dialog box for this purpose. When you are through click on **Print** to see the result.

Note: printing envelopes is actually a very tricky business. There are several check boxes that allow you to specify printing on the left or right of the print tray, and whether to print in the front or rear. Basically if you have a LaserJet the defaults of **This side** and **Front** should work fine.

For a DeskJet select **The Other Side** and **Rear**. You can also select whether to print in **Portrait** or **Landscape**. Hopefully you can find some combination that will work successfully with your printer.

If you have stepped through this document you will have tested most of the features of **Adr\_Book** and should know if this program will work for you. I hope that it will. If you have any questions or suggestions please send to:

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