Feature Overview

In-Touch is a very powerful and flexible database system for organizing and managing all your personal information such as names, addresses, phone numbers and calender events. With a touch of the keyboard or mouse you can

easily find and select records, or search for text and dates, get date reminders, categorize records, and print a wide variety of envelopes, labels, addresses, date books, and calendar labels.

A calendar window provides a view of any month of any year and provides a listing of all events in that month. You can cut and paste, import and export all

the data with other programs, making it your "master" database of personal information. The following is a brief overview of the features that are available.

Displays 45 name index page for easy record viewing, selection, and manipulation

Marks, unmarks, deletes, replicates, copies, and pastes multiple records Displays searched, marked, and calender events records

Sort by any field for viewing and printing

2 names per record with intelligent last name association

3 telephone numbers with modem dialing

3 date fields per record linked to record names

Reminder for future calander events

Assigns records to any of 24 user defined categories

Searches record fields for text, date, or category information

Customized record field names and categorizes per file

Month calendar view and event listing

Calendar drap and drop for copying and moving events

Printer alignment test and adjustment

Prints name listings with totals and check boxes

Prints 13 standard and 10 customize sized envelopes

Prints 80+ standard Avery labels

Prints address and phone list information for 13 popular day runners sizes Prints date list information for 13 popular day runners

Prints calendar date labels for standard Avery labels

Prints 6 date calendar sizes with date event listing

Import and export capabilities with clipboard options (including Cardfile 4)

Advanced form editing functions with clipboard copy, cut, and paste Customization of all user preferences