

# FoneBook

A Windows95 / NT connections manager.

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## **File menu commands**

The File menu offers the following commands:

<u>New</u>	Create a new FoneBook or Schedule.
<u>Open</u>	Opens an existing FoneBook or Schedule.
<u>Close</u>	Closes an opened FoneBook or Schedule.
<u>Save</u>	Saves an opened FoneBook or Schedule using the same file name.
<u>Save As</u>	Saves an opened FoneBook or Schedule to a specified file name.
<u>Print Preview</u>	Displays the document on the screen as it would appear printed.
<u>Exit</u>	Exits FoneBook.

## **Edit menu commands**

The Edit menu offers the following commands:

<u>Undo</u>	Undo the last undoable command
<u>Add</u>	Add a new record to the database
<u>Delete</u>	Delete selected records from the database
<u>Update</u>	Update an existing record within the database
<u>Cut</u>	Deletes data from the database and moves it to the clipboard.
<u>Copy</u>	Copies data from the database to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the database.

## **View menu commands**

The View menu offers the following commands:

<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.
<u>Font</u>	Change the default font used for displaying data.
<u>Fields</u>	Set the index order for fields and search for records.
<u>Dial</u>	Dial a phone number or place a batch fax.

## **Window menu commands**

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

- New Window      Creates a new window that views the same document.
- Cascade          Arranges windows in an overlapped fashion.
- Tile              Arranges windows in non-overlapped tiles.
- Arrange Icons    Arranges icons of closed windows.
- Window 1, 2, ...   Goes to specified window.

## Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

- Index      Offers you an index to topics on which you can get help.
- Using      Provides general instructions on using help.
- Help
- About      Displays the version number of this application.

## **New command (File menu)**

Use this command to create a new document in FoneBook. Select the type of new file you want to create in the File New dialog box.

You can open an existing document with the Open command.

### **Shortcuts**

Toolbar: 

Keys: CTRL+N

## **File New dialog box**

Specify the type of document you wish to create:

**PB** FoneBook - lists of contacts

**PBS** Schedule - Scheduled events



## Open command (File menu)

Use this command to open an existing document in a new window. You can open multiple documents at once. Use the Window menu to switch among the multiple open documents. See [Window 1, 2, ... command](#).

You can create new documents with the [New command](#).

The product keeps track of the last directory that you opened a file in, so when you navigate the directories, the working directory will change to the place that you last visit. FoneBooks are the databases used and have to have an extension of PB. The schedules have extensions of PBS. You can open both styles of files from this dialog, making the selection by clicking of "List files of type."

## Shortcuts

Toolbar: 

Keys: CTRL+O

## **File Open dialog box**

The following options allow you to specify which file to open:

### **File Name**

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

### **List Files of Type**

Select the type of file you want to open:

### **Drives**

Select the drive in which FoneBook stores the file that you want to open.

### **Directories**

Select the directory in which FoneBook stores the file that you want to open.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

## Close command (File menu)

Use this command to close all windows containing the active document. FoneBook suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, FoneBook displays the Save As dialog box and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:



## Save command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, FoneBook displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

## Shortcuts

Toolbar: 

Keys: CTRL+S

**Save As command (File menu)**

Use this command to save and name the active document. FoneBook displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

## **File Save As dialog box**

The following options allow you to specify the name and location of the file you're about to save:

### **File Name**

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. FoneBook adds the extension you specify in the Save File As Type box.

### **Drives**

Select the drive in which you want to store the document.

### **Directories**

Select the directory in which you want to store the document.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

### **1, 2, 3, 4 command (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

## **Exit command (File menu)**

Use this command to end your FoneBook session. You can also use the Close command on the application Control menu. FoneBook prompts you to save documents with unsaved changes.

### **Shortcuts**

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4



## **Cut command (Edit menu)**

Use this command to remove the currently selected data from the document and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

## **Shortcuts**

Toolbar:



Keys: CTRL+X

## **Copy command (Edit menu)**

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

## **Shortcuts**

Toolbar:



Keys: CTRL+C

## **Paste command (Edit menu)**

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

## **Shortcuts**

Toolbar:



Keys: CTRL+V

**Toolbar command (View menu)**

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in FoneBook, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

## Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in FoneBook.  
To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

**Status Bar command (View menu)**

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

## **Status Bar**

The status bar is displayed at the bottom of the FoneBook window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

**New command (Window menu)**

Use this command to open a new window with the same contents as the active window. You can open multiple document windows to display different parts or views of a document at the same time. When you open a new window, it becomes the active window and is displayed on top of all other open windows.



**Cascade command (Window menu)**

**Tile command (Window menu)**

Use this command to arrange multiple opened windows in a non-overlapped fashion.

**Tile Horizontal command (Window menu)**

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

**Tile Vertical command (Window menu)**

Use this command to arrange multiple opened windows side by side.

## **Window Arrange Icons Command**

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

## **1, 2, ... command (Window menu)**

FoneBook displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

**Index command (Help menu)**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using FoneBook and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

## **Using Help command (Help menu)**

Use this command for instructions about using Help.



## **About command (Help menu)**

Use this command to display the copyright notice and version number of your copy of FoneBook.

## Context Help command



Use the Context Help command to obtain help on some portion of FoneBook. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the FoneBook window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

## Shortcut

Keys:       SHIFT+F1

## **Title Bar**

The title bar is located along the top of a window. It contains the name of the application and document. To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

**Scroll bars**

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

## Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

## Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

## **Move command (Control menu)**

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


### **Shortcut**

**Keys: CTRL+F7**

## **Minimize command (application Control menu)**

Use this command to reduce the FoneBook window to an icon.

### **Shortcut**

Mouse: Click the minimize icon  on the title bar.

Keys: ALT+F9

## **Maximize command (System menu)**

Use this command to enlarge the active window to fill the available space.

### **Shortcut**

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.

Keys: CTRL+F10 enlarges a document window.



**Next Window command (document Control menu)**

Use this command to switch to the next open document window. FoneBook determines which window is next according to the order in which you opened the windows.

**Shortcut**

**Keys: CTRL+F6**

### **Previous Window command (document Control menu)**

Use this command to switch to the previous open document window. FoneBook determines which window is previous according to the order in which you opened the windows.

### **Shortcut**

**Keys: SHIFT+CTRL+F6**

## **Close command (Control menus)**

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

## **Shortcuts**

**Keys: CTRL+F4 closes a document window**

ALT+F4 closes the FoneBook or Schedule window.

**Restore command (Control menu)**

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

## **Switch to command (application Control menu)**

Use this command to display a list of all open applications. Use this “Task List” to switch to or close an application on the list.

### **Shortcut**

Keys: CTRL+ESC

### **Dialog Box Options**

When you choose the Switch To command, you will be presented with a dialog box with the following options:

#### **Task List**

Select the application you want to switch to or close.

#### **Switch To**

Makes the selected application active.

#### **End Task**

Closes the selected application.

#### **Cancel**

Closes the Task List box.

#### **Cascade**

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

#### **Tile**

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

#### **Arrange Icons**

Arranges the icons of all minimized applications across the bottom of the screen.

**Ruler command (View menu)**

### **Choose Font dialog box**

Use the font selection dialog box to change the font use in the display data within the index. Any screen font installed upon the system can be used, in any style.

**No Help Available**

No help is available for this area of the window.



**No Help Available**

No help is available for this message box.

## Selecting records

The search window allows you to include or exclude sets of records by matching fields against your selection criteria. The text is matched when it occurs anywhere within the field(s) that are selected to be searched. You can search any one or all the fields. You can:

- include records into the index.
- exclude records from the index.
- can clear the index before any index.



Leave all records in from any prior filtering actions.



specify which fields to search within.



search all open files or just the active one.

This allows for filtering records for printing operations or fax broadcasting. You can have a record within the index more than once by performing matches repeatedly. This can be useful in a case where you want to print multiple labels for yourself.

## Configuring fields

This command brings up the fields and search pages.

The **FIELDS** page allow you to rearrange the order that fields are ordered within the main index. It also allows for changing the field name as well as it characteristics.

The **SEARCH** page is used to filter the records, to exclude or include entries form printing reports or labels, or when placing a fax.

## **Dial voice page**

The numbers that appear in the list on the voice page, are those in which the fields have been identified on the configuration as voice numbers.

Other pages within the property sheet allow for the configuration of your location, hardware configuration as well as perform voice dialing and fax broadcast.

Options include:

Access numbers used in dialing

Identification of location.

Hardware options.

Fax broadcast using the MAPI interface .

## Dial access page

This page allows formatting access specifics:



outside line



international



access number



long distance carrier



credit card number



number to dial to access credit card dialing

Some of these fields are used in the formatting the number to dial depending the location you are dialing from. For instance if dialing to a different area code it would automatically place the distance numeral's in front of the number to be dialed before sending the dialing string to the modem for dialing.

## Dial location page

This page contains the specifics for where the computer is being executed from;



The country



area code



local toll prefixes



symbolic name used for identifying profiled location.

Country code and area code are used both in determining the format of the number to dial. As well as in determining the time at the location of the dial process.

## Dial hardware page

This page is used to specify hardware configuration;



The Com port the modem is located on



Attempt to perform a fast dial



Tone or pulse dialing

## Dial fax page

This dialog is used to identify all the options for sending faxes through the Microsoft Mail and At Work Fax within Windows.

The options include:



The target numbers within the index to fax to.



What MAPI interface to use (Fax or Email).



The document or file to sent.



The ID it is to be identified as coming from.

The symbolic field names in the list identify all numbers that are validly configured as Fax or Email type numbers. To identify any numbers as Fax or Email see the [configuration](#) page.



## **Edit record**

This sheet contains multiple pages for editing the selected record. All of the fields titles can be configured from the [configuration](#) page, where any dialable attributes can be set also. Each field can be set individually as to the characters that are allowed to be entered.

The page has buttons on the right that allow for updating after changing any of the fields or for adding a new records as well as deleting the current record.

If you want to perform mass deletions you need to return to the main index and select the records you want to delete then press the minus button on the button bar.

## **Edit schedule record**



These pages allow for the editing of schedule records after making the necessary changes or additions you press the add button to add a new record, update to change an existing record or delete to delete the current record.















On the action page there is a test button to test the current scheduled event before actually adding the record.

## Config page

The configuration page is used for setting which fields will be placed in the index and the order they shall appear.

Also configurable from this page are the characteristics or style of each of the fields. This allows for a strict conformity of style, which is needed for fields used in communications.

The style of fields available are:

	Text	255 bytes of non filtered characteristics
	Phone	3 digits for area code followed by 7 digits for the alpha number digit
	Phone 4	3 digits for area code followed by 7 digits for the number with 4 digit extension
	Phone 5	3 digits for area code followed by 7 digits for the number with 5 digit extension
	Fax	3 digits for area code followed by 7 digits for the number used for fax targets
	Zipcode	U.S.A. 5 digit postal code
	Zipcode 4	U.S.A. 5 digit postal - 4 digit extension
	Zipcode 6	U.S.A. 5 digit postal - 6 digit extension
	Lastcall	Used to record the last date and time a call was made to this destination
	Updated	Used to record the date and time the record was last updated
	Date	typical 6 digit date field separated by /'s
	Time	typical 6 digit time field separated by /'s
	Date	typical 6 digit date field and time fields separated by /'s
Time		
	Other	For future expansion in connecting to various BBS's

**Delete selected records**

This menu item is used to delete all selected records in the main index.

**Update selected record**

This menu item is used to place the first selected record in the edit window for updating. After making the necessary changes within that window you will have to press the update button for the changes to occur within the database.

**Add new record**

This menu item is used to bring up the record edit box for adding a new record to the database.

## **Undo last undoable command**

This command undoes the last undoable command.

**Keys: CTRL+Z**

## Print Preview

The print preview dialog allows for the previewing of reports before printing them.

On the canvas there are other commands not available off of the menu.



You can select a field or a group of fields to work with by dragging the cursor around the fields you want to work with, using the left mouse button.



You can bring up a configuration dialog for these fields with the right mouse button.



You can change the position of the fields on the canvas by dragging them around the canvas with the left mouse button.



On bitmaps or static text fields you can edit them by double clicking on them with the left mouse button.



To delete a fields off of the canvas just drag it off of the canvas, and it will be added to the available fields control.

The horizontal and vertical lines identifies the extents that will be used for printing out records, giving you the ability print more than one record per line. This allows for configuring the reports to fit on almost any standard label or non standard label.

Rows  Cols

If choosing to print on labels turn of printing headers. To see the number of columns and row that will be printed look at the lower left corner. The first number contains the number of columns the second contains the number of rows that will be printed.



**Print preview options**

Loading current record fields instead of showing the field names.

Snap to column and row alignment.

Allowing overlapping fields

Turning off or on printing headers.

Start printing labels on the first or any subsequent position.

Invoking the print setup dialog.

## **Main FoneBook window**

The main window for contacts allow for sorting by any of the columns, just by pressing the left mouse button in the header bar on the column you wish to sort. You can add any of the fields to the main index using the [configuration](#) pages. Any and all fields can be in the index at the same time in any given order. If you wish to change the field in column one you will need to make the change then save the file and reopen the file, for the change to take place.

You can edit a record from this window by double clicking the left mouse button on the record of choice.

This window also supports multiple selections by either dragging the left mouse button over the records of choice or by holding the CTRL button down on the records you want to add to the selection list.

## Main schedule

This screen allows for changing the calendars years months or day. It also allows for listing events for a given day of all events.



To list the event for a given day press the right mouse button on that day.



To list all events , right mouse button click on the header of the window.

## Schedule events

This window display either all events or only the events for a specific period of time, depending upon how it was invoked. The methods of invocation are:



right mouse on the days header portion of the calendar - all events



right mouse click on any given day - only those events for that day

## **Setting the font**

You can use the change font dialog to change the font in two places;  
for displaying and printing fields in print preview.  
for display the data in the contact list and the schedule list.

Besides being able to change the font you can also change the size and the style of the font.

## **Print setup**

The following options allow you to select the destination printer and its connection.

### **Printer**

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

### **Orientation**

Choose Portrait or Landscape.

### **Paper Size**

Select the size of paper that the document is to be printed on.

### **Paper Source**

Some printers offer multiple trays for different paper sources. Specify the tray here.

### **Options**

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

**Duplicate field**

The duplicate field was specifically designed for use with a true type bar-code font and the zip code/postal code, for printing a bar-code on a label or the outside of envelopes.

## Field attributes

Setting the field display characteristics occur from this dialog. Including the font the size of the font, whether to show the field label and its alignment within its designated area.



**Setting a static field**

Setting the characteristics of any static text is performed for this dialog, including setting the font, its size and other characteristics. You also set the static text that will be printed on every field from this dialog.

## **Bar Codes**

There are many True Type fonts available. They can be used to print the zip code in barcodes on labels. To do so on the report you design, you need to drag the field called Duplicate out on the report, when you are done dragging it out it will prompt you for which field you want duplicated, chose the zip code field or postal code field, depending on what you have labeled that field. The click the font button and select the ZipBarCode font.

This is useful when doing mass mailings because the postal department in the US gives you a discount if you mail has the bar codes printed correctly, and is delivered sorted.

## **Import**

The import dialog is used for import external files into an internal FoneBook format. It allows a formatting ability that specifies which field each field will be placed within as well as the delimiters for the field. You can save the format for later usage both in importing and exporting, if you need to take the fields back out to the external file format.

The Import File in field identifies the file that will be imported, the field under it allows previewing the file before actually importing it.

After identifying the fields , the order they come in the file and the delimiter that shall be used you need to save the format in an format file (they have an extension of .CFG).

## **Export**

The export dialog is used for exporting a FoneBook to an external file. It allows a formatting ability that specifies the order the fields will be placed in the external file as well as the delimiters that shall be placed after the fields. You can save the format for later usage both in importing and exporting, if you need to bring the fields back into an internal format.

After identifying the fields, the order they come in the file and the delimiter that shall be used you need to save the format in a file (they have an extension of .CFG).

## **Fax Broadcast**

The fax broadcast relies upon using Microsoft Exchange as its carrier. After selecting the index entries that you want the broadcast sent to, you indicate who the fax is coming from, and which document you want the broadcast to send. After selecting the send button the broadcast shall transfer the faxes one at a time to MS Mail to perform the task. The destinations for the fax can only be sent to a style of number that has been configuration as a fax.

## **Email Broadcast**

The EMail broadcast relies upon using Microsoft Exchange as its carrier. After selecting the index entries that you want the broadcast sent to, you indicate who the EMail is coming from, and which document you want the broadcast to send. After selecting the send button the broadcast shall transfer the mail one at a time to the exchange to perform the task. The destinations for the EMail can only be sent to a style of number that has been configuration as a fax.

## Threads

FoneBook takes advantage of threads many places internally. Including when opening files and searching for records. This has certain advantages for the end user in that it allows them on long drawn out processes to perform other tasks within FoneBook, instead of having the whole application locked up while this occurs.

Opening files is enhanced, in that they can be opened simultaneously at startup, by specifying it on the command line when initiating the product.

An example of starting the product would be if FoneBook lived in the directory "C:\FoneBook" you could specify to execute FoneBook thus:

```
"C:\FB\FoneBook.Exe Work.PB|Home.PB|Schedule.PBS|DoubleWord.phone".
```

This would automatically open the two FoneBooks and one schedule, plus one phone monitor simultaneously. If one of the files had a couple of hundred thousand entries, you could interface with the file even while it was being opened, or work in one of the other windows.

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## **Email Broadcast**

The Email page, allows you to select a file and broadcast it to a group of people or to all people in your database. After specifying the users to send it to, the title on the Email you press the send button. This in turn transfers all the mail to the microsoft exchange, who handles the connection to which email package you are using as your destination.

You have the choice of a number of different email packages to choose, it all depends on which gateways you have installed in the exchange.

Options include Internet, Compuserve, CCMail, MCI mail, MS Network, MS Exchange server, MS Mail server, X400, X500, PROFS, SNA Server.

## **RAS Dialing**

This page allows you to connect to the remote system through RAS (Remote Access Services).

To automate the entering of the userid and password you enter the userid after the first "[" followed by either a "/" or a "." or a "-", followed by the password for that system.

