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Click on ToolBar Button for information:
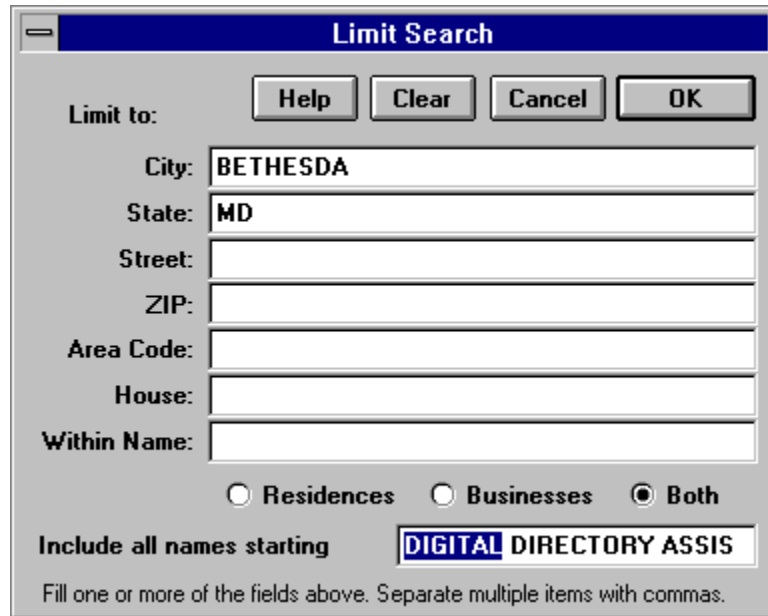

Technical Support

Searching by Name

Enter names in the Last, First, M. order.   Keep in mind that not everyone uses full names and/or initials. Also, remember that a name such as Robert may be listed under Bob, William, Bill etc.   Its usually best to enter the last name and a first initial.   Then, use the Limit feature to narrow the search to a city, street etc.   Business names may be abbreviated (for example, Association may be listed as Assoc.)

Residential PhoneDisc directories contain a built-in, alternate name cross reference.   For instance, the last name SEGEL will be cross referenced to SEGAL, SIEGAL, SIGEL, etc. You can switch to an alternate spelling by double clicking on the cross reference listing.

Limiting Searches

This feature allows you to LIMIT name, business type and SIC code searches to include only those on a given street, or in a specific city, state, ZIP code, house number or area code. You do not need to know the complete spelling of the persons name or street address when using Limit.   For example, if you know only that the persons name begins with TOUN and lives on a street beginning with BROOK, the limit feature will instantly find all individuals matching these criteria.

Select Limit by using the Limit menu, or by pressing the Limit tool bar button ![LIMIT].   Use the **Tab** key or mouse to position the cursor in the desired field.   Enter a few letters of the street, city, etc.   Usually, there is no need to spell out the entire name, just a few letters will do.   If required, you can limit by several different fields.   However, it is usually best to start with one, and add more limits only when necessary.   Limiting to the first few characters of the street name is usually the best way to start.   The state code can also be useful.

Amount of Name to Include
The Limit feature only includes listings which start with the name highlighted at the bottom of the Limit window.   For example, if SMITH, J is highlighted, all names starting with SMITH, J will be used. You can use the mouse to increase or decrease the amount of name to include. If you shorten the above example to SMITH, all names starting with SMITH will be used.

Multiple Limits
When limiting, you can include several alternate streets, cities, states, etc. on one line by separating them with commas.   For example, including VA, MD, DC, DE on the state code line will include all listings that match the name **and** are located in any of the listed states.

Negative Limits
The negative limit feature can be used to exclude a city, state, street etc. from your search. For example, you may wish to find an individual on 55th street, but NOT on 55th street in New York.   You can accomplish this by including 55th as the street, and excluding the city of New York.   Use a minus sign to exclude: as in **-NEW YORK**.

Within Name Limit

The Within Name limit allows you to limit to any text within a name.   You can use Within Name to find all law firms with a JONES somewhere in the name, or all hardware stores with True Value in the name.

Wild Cards and String Search

The ? can be used as a wild card character anywhere in your input.   For example H?T will find HAT and HIT. Note that an ending ? is always unnecessary because PhoneDisc always includes everything that you type.   In addition, beginning the text with a ! specifies that the text can be located anywhere in the field.   For example, by entering !OAK in the street field, PhoneDisc will find streets named Fallen Oak, Twelve Oaks, Oak St., etc.   When in the Within Name limit, you are automatically in this mode.

Searching by Business Type

This index allows you to find specific business types, such as auto dealers, hotels etc. Combined with the Limit feature, this index allows you to find all hotels in a particular city, for example.

Not all PhoneDisc directories include a business type index.   If one is available, it will be included in the Index menu.   To bring up the business index window, choose Business Type from the Index menu, or press the Busn toolbar button. PhoneDisc will automatically position the type of business index to the category of the currently selected listing.

Specifying the Business Type

You can specify the business type either by typing its SIC (Standard Industrial Classification) numeric code, or by typing any word of the textual description.   Select the desired category and press the Display button or double click the desired selection to see all businesses in the category.

You can use the Limit feature to limit your business type search to a particular city, street, state, house number, or area code.   The Within Name limit can be used to find businesses which contain a specified text string, for example FORD in the auto dealer category.

Searching by Phone Index

This option allows you to find an address and name, using just a phone number. This option is useful in verifying phone numbers on employement applications.

Not all PhoneDisc CD-ROM's have a telephone number index.   If yours does you will see a Phone button included with the index buttons.   If you do not have a Phone index button, see the section on Non-Indexed Phone Number Searching below.

Typing in a Phone Number

To search a specific number, simply type it in.   If the number is found, the name(s) and address belonging to that number are automatically listed.   The Exchange display located above the list of numbers will show you the city and state where the phone number's central office is located. The Exchange display will work even if the number was not listed.

Determining if a Phone Number is Shared

PhoneDisc is designed to allow you to quickly determine whether a phone number is shared with another business or person.   When you have found a business or person in the name index, select the name with the mouse, and then press the Phone index button.   All persons and businesses sharing the selected entry are automatically listed.

Displaying a Range of Phone Numbers

PhoneDisc allows you to quickly browse through a range of phone numbers.   Simply click the Show Name/Nearby checkbox, and a screen of sequential numbers along with their names and addresses will be listed. While displaying a range of numbers, you do not have to wait for the screen to finish filling before scrolling or choosing another option.

Non Indexed Phone Number Searching

PhoneDisc CD-ROMs which include phone number indexes are usually split across several discs, due to the tremendous disc space the phone index requries. Some PhoneDiscs eliminate the phone index in order to cut down on the number of discs handled. If your PhoneDisc does not have a phone index, you can still search by phone number, but it will take much longer.

Heres how: While in the Name index, press the Limit Button. Use the mouse to shorten the Include all names starting with box so that nothing is selected.   Tab over to the Phone field and enter your number in XXX-XXX-XXXX format.   Press the Limit button to start the search. With a fast CPU and a triple speed drive, the search will complete as fast as 1/2 hour.   With a slower CPU and an older drive, it could take several hours.

Searching by Address Index

This option allows you to find a name and phone number from just an address.   This option is also useful in finding neighbors or businesses sharing a location.   Not all PhoneDisc CD-ROMs have an Address index. If yours does, you will see an Address button included with the index buttons.   If you do not have a Address index button, see the section Non Indexed Address Searching below.

Finding Neighbors

PhoneDisc is designed to allow you to quickly display the surrounding neighbors of any business or person found.   After you have located a business or person in any of the indexes, highlight the name with the mouse, and then press the Addr index button. PhoneDisc will quickly display the neighbors, in order of house number.   You can then select a range of neighbors with the mouse, and print the list by choosing the Print toolbar button.

Typing in an Address

To search a specific address simply type it in.   Start with the city.   As you are typing, watch in the index window below. As soon as you have typed enough to scroll to the correct entry in the field you are typing, you can press tab to automatically fill in the rest of that field. You may also use the scroll bar to position to the desired address.   When you see the address you need, select it with the mouse and press the Show Names checkbox (or double click) to see the name and phone for that address and its neighbors.   You can clear the address you've type one field at a time, by pressing the Esc or clear keys.

Non Indexed Address Searching

PhoneDisc CD-ROMs which include address indexes are usually split across several discs, due to the tremendous disc space the Address index requries. Some PhoneDiscs eliminate the address index to cut down on the number of discs you must handle.   If your PhoneDisc does not have an Address index, you can still search by address, but it will take much longer.

Heres how: While in the name index, press the Limit button.   Use the mouse to shorten the Include all names starting with so that nothing is selected.   Tab over to the address fields and enter the address you want to find.   Read the help section on Limiting searches for complete details on entering information in Limit.   With a fast CPU and a triple speed drive, the search will complete in as fast as half an hour.   With slower CPU's and older drives it could take several hours.

Counting

The Count feature allows you to obtain many useful statistics from a PhoneDisc directory. You can quickly find out how many SMITHS are in New York, or how many businesses and residences are located in a building.

Counting in the Name Index
Count can be used to count all the people with a particular last name or all the listings currently selected.   When used with the Limit feature, you can count all listings with a particular name, on a particular street, in a certain city, state, area or ZIP code.

To count all listings beginning with a particular name, type in the desired name and choose Count from the Tools menu or press the Count button on the toolbar.   A window will allow you to adjust the amount of the name to include.   Count will include all names which start with the highlighted letters.

To count using a Limit, type in the desired name, set up the desired Limit, and choose count. To Count a selection, use the mouse to highlight the desired range of names, and then choose Count.

Counting in the Business Type Index
In this index, Count can be used to count all the businesess in the category.   Along with limit, it can be used to count all listings in the category located on a particular street, in a certain city, state, ZIP etc. You can also use the mouse to select a range of listings to count.

Counting in the Address Index
In this index, you can use Count to identify a selection or all listings in particular city, street, house number range, or even a single building. You may select listings to count using the mouse, or if only a single listing is selected, you will be prompted to select the amount of the address to include.

Counting in the Phone Index
In this index, Count can be used to identify a selection, or all listings starting with a particular area code or exchange.   You may select listings to count with the mouse or, if only a single listing is selected, you will be prompted to select the amount of the number to include.
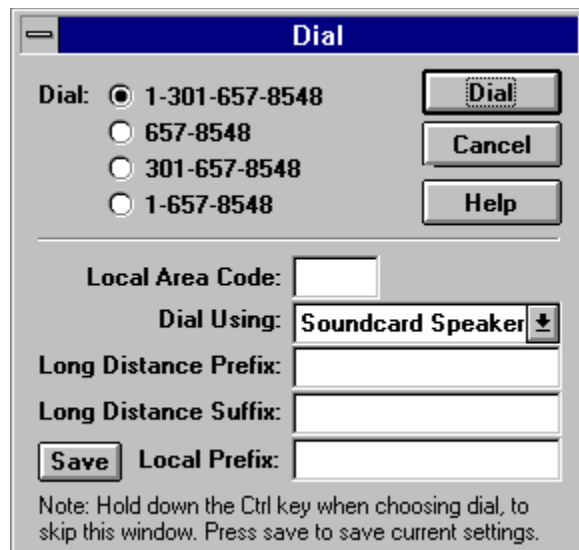
Dialing

PhoneDisc can automatically dial the currently selected listing using a modem, or by using your soundcards speaker while you hold the receiver next to it.

Speaker dialing can be used with any phone on a touchtone line.   At home, this includes all phones, even portables.   At the office, it will work with most phones including speaker phones, provided the phone system supports touchtone dialing.

Modem dialing uses your Hayes compatible modem to dial.   Plug your phone into the modems phone jack. Pick up the phone before the modem dials.

Bring up the Dial window by choosing Dial from the Tools menu, or by pressing the Dial toolbar button.

Four radio buttons allow you to specify whether you are dialing a local number, a local call to another area code, or a long distance call.

PhoneDisc allows you to specify a prefix (for example an 8) when dialing long distance, a suffix to specify a credit card number, and a local prefix to include, for example, a 9 when using an office PBX.

If you speciify a Local Area Code, PhoneDisc will use it to decide whether you are dialing a local or long distance number.

By holding down the Ctrl key when choosing Dial, you can skip the Dialing Window and immediately dial the number, based on the current settings and the Local Area Code.

Printing

Print allows you to print listings as they appear on the screen or as mailing labels in a variety of label formats.   Keep in mind that the information on the CD-ROM disc is copyrighted and cannot be resold or transferred in violation of the PhoneDisc license agreement.   Bring up the print dialog by choosing Print from the File menu or pressing the 🖨 toolbar.

Which Records to Include

Selected Only allows you to print one or more selected listings.   Use the mouse to select the desired listing or a range of listings. You can select multiple listings by dragging through them with the mouse. You can select multiple non-contigious listings by holding the Ctrl key as you select additional listings or ranges of listings.

All in Search includes all listings selected by the current search.

All Starting with includes all listings which start with the highlighted text.

Format / Label

Use **Single Line** to print the listings as they appear on the screen.

Mailing Labels and Envelopes

To print mailing labels, use the Format pop-up menu to select the type of labels you wish to use.   PhoneDisc supports a wide variety of label formats for both laser and dot matrix printers.   Also keep in mind that Laser Labels can often be used both with inkjet printers and sheet feeders on dot matrix printers.

Single Line
Avery 5160/5260 Labels
Avery 5161/5261 Labels
Avery 5162/5262 Labels
Avery 5163 Labels
Avery 5164
4" x 1-1/2" Labels 2 up
Avery 5385 Rotary Cards
Avery 4143 Labels
Avery 4144 Labels

To print envelopes, follow the directions for your printer.   Laser printers often come with option envelope trays to make printing several envelopes easier. Insert envelopes into your printer narrow edge first.

Use the **Font** button to customize the appearance of your labels.   Be sure that the chosen font and size fit on your labels.

The **Starting Label** button allows you to specify the position of the first available label on a sheet of labels, so that partially used label sheets can be re-used.

The **Save Settings** button allows you to save the options on the print dialog as the new defaults.

The **Custom Label...** Format choice allows you to specify a label that is not included as one

of the pre-defined choices. Using a decimal ruler, measure your label and enter the values in the Custom Label dialog box. The label that you are working on is shown as a miniature sample at the bottom right of the dialog box. The sample area shows a 11 x 15 inch page. The vertical line in the middle shows the 8 1/2 inch mark.   When you finished specifying your label, choose OK.   **Save Settings** in the print dialog, will save the Custom Label.

The **Name Order** allows you to specify whether the name is displayed First M Last, or Last, First.

Selecting **POSNET BarCodes** will include U.S. postal barcodes on the bottom of the labels or envelopes. The barcodes allow post office sorting machines to automatically sort your letters, allowing them to arrive quicker, and in some cases obtain mailing discounts.   If the Label format you select is so narrow that the barcode would not fit, the barcode is not printed.

Exporting to Disk

This option allows you to transfer listings to a disk file so that they can be read by another software application, such as a contact manager or personal directory.   Remember: the information on the CD-ROM disc is copyrighted and cannot be resold or transferred in violation of the PhoneDisc license agreement.

Which Records to Include

Selected Only allows you to save one or more selected listings. Use the mouse to select the desired listing or a range of listings. You can select multiple listings by dragging through them with the mouse. You can select multiple non-contigious listings by holding the Ctrl key as you select additional listings or ranges of listings.

All in Search includes all listings selected by the current search.

All Starting With includes all listings which start with the highlighted text.

Format

Use **Format** to specify how the data is to appear when transferred to another application. Check with the application that will be reading this file to determine the best format to use. We have included pre-defined, delimited formats which produce files compatible with several popular organizer and mailing applications.

The **Append** button allows you to add an existing file, so that you can randomly select listings and export them to a single file.

Selecting Databases

The Disc toolbar icon 🌐, or the File -> Open menu choice allows you to select which PhoneDisc database you wish to search.   If you have several PhoneDisc databases, you can quickly switch among them to find the person/business for which you are searching.
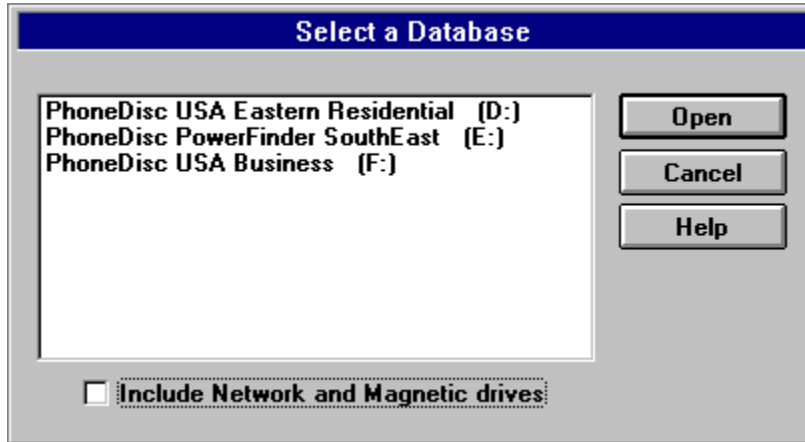
PhoneDisc will display a list of databases on all CD-ROM drives attached to your computer. You can select a database by either double clicking it, or by selecting it and choosing **Open.**

ShortCuts
If you have several CD-ROM drives with PhoneDiscs, you can switch among them by holding down the Ctrl key when you press the Disc toolbar icon. If you hold down the Ctrl key, PhoneDisc will skip displaying the choose database dialog and automatically switch to the next on the list.   If you have a single drive, you can switch the disc, and then press Ctrl along with the Disc icon to quickly switch to the new disc.

Importing

The following provides brief instructions on importing listings exported with the Windows version of PhoneDisc into various applications.

ACT!

In PhoneDisc, select Export Listings.   Name the file you wish to export.   Be sure to end the file name with .txt you may change the name order of the listings by using the arrow on the Name Order box.   In the Format box, click on the arrow key and select ACT!. Open the ACT! application. Choose **Import** from the **File** menu. Change List Files of Type to Delimited. Select the file you exported from PhoneDisc and click **OK**.   The next screen, **Importing Options** allows you to adjust the field matching. The fields should match perfectly. Press **OK** to complete the import.

AmiPro Mail Merge

In PhoneDisc, select the listings you wish to export. Press the **Export** toolbar button. Name the file you wish to export.   In the Format option, choose **AmiPro Mail Merge** and press **OK**.

In AmiPro edit the document which contains the standardized text (your letter). Choose **Merge..** from the **File** menu and select option 2 and press **OK**. Choose Yes to use the current document. This will bring up the **Select Merge Data File** dialog box. Change the file type in the bottom right corner to **Comma Delimited**. Use the directory and file name options to find and choose the file you saved in PhoneDisc, then press **OK**. If you get the **Merge Data File Fields** dialog box, choose **Field names in first record of data file**, and press **OK**.   This will bring up the **Insert Merge Field** dialog box. Place   the insertion point where you want the a field inserted in your letter, then choose the field from the dialog box. Without closing the dialog box, repeat the procedure until you insert all the desired field names.
To print the letters, Choose **Merge..** from the **File** menu and select the third option.

DBase

PhoneDisc will produce a DBase file (.DBF) which includes the listings Last Name, First Name, Address, City, State, ZIP, Phone and SIC code. This file can be read directly from DBase.   If you use the **Append** option, when creating the file, make sure you append to a DBase file created by PhoneDisc.

Desktop Manager

In PhoneDisc, use the mouse to highlight the listings you wish to export.   Under the **File** menu, select **Export Listings**.   Under the **File** menu, select **Export Listings**.   Name the file you wish to export, making sure to include the .txt suffix.   Under **Format**, click on the arrow of the Format box and select **Desktop Manager**.   Press **OK**.   Open the Desktop Manager application.   From the Main Menu, select **List Menu**.   Then select **List Maintenance Menu**.   Choose **Import Menu**, and then choose **Select Import Target List**.   Highlight the list that will receive the PhoneDisc listings and press **Enter**.   Under the **Import** Menu, choose **Select Import Source File**.   Choose the desired file type and press **Enter**.   Enter the source file path and the name of the source file.   Press **Enter**.   Choose **Perform Import**.   The Import screen will display two boxes, the Target List and the Source List, which will show the first PhoneDisc file you wish to import.   Pressing theTab key will activate the top and bottom boxes alternately.   Activate the bottom box and place the cursor in the First Name field.   Then activate the source file box and highlight the First field and press **Enter**.   At the bottom of the screen, type the number of the First field from the

Desktop Manager target list and press **Enter**.   Then, type the number of the First Name field from the Source file, and press **Enter**.   Repeat this process for all fields, and when finished, press **[F10] Save**.   To return to the main menu, press **Alt-M**.   Display contacts to verify that the import was successful.

ECCO

In PhoneDisc, use the mouse to highlight the listings you wish to export.   Under the **File** menu, select Export Listings.   Name the file you wish to export, making sure to include the .txt suffix.   In the Format box, use the arrow to select **ECCO**.   You may change the name order of the listings using the Name Order box.   Press **OK**.   Open the ECCO application.   Under the **File** Menu, open the file into which you wish to import the PhoneDisc listings.   Click on the Phone icon at the top of the document screen.   Under **File**, choose **Import**.   Select the appropriate file, and click **OK**.   Next, match the elements of the listings to the appropriate destinations.   Use the mouse to highlight the information in the left column, and then match it to the appropriate fields in the right column, and then press **OK**. Press **OK** again to complete the import.

Lotus Organizer[a]

In PhoneDisc, use the mouse to highlight the listings you wish to export.   From the **File** menu, select Export Listings.   Name the file you wish to export.   Be sure to end the file name with .txt.   You may change the name order of the listings by using the arrow on the Name Order box.   In the Format box, click on the arrow key and select Lotus Organizer.   In Lotus, choose **Import** from the **File** menu.   In the Import dialog box, set **Into Section to Address**, and **Import Format** to Ascii (CVS).   Then select the file from PhoneDisc.   Click **Options**, and select **Field names as first records**.   Click **OK**.   Next, the **Field Mapping** dialog box will appear.   All fields should match perfectly.   Choose **Map all** and click **Import** to complete the process.

My Advanced MailList

In PhoneDisc, use the mouse to highlight the listings you wish to export.   From the **File** menu, select Export Listings.   Name the file you wish to export.   Be sure to end the file name with .txt.   You may change the name order of the listings by using the arrow on the Name Order box.   In the Format box, click on the arrow key and select **My MailList**. Press **OK**.   Next, open the My MailList application.   Open the file into which you wish to import the listings.   Under the File menu, choose **Import**.   Select the file you wish to import.   In the List Files Type box, use the arrow to select All Files (*.*).   Click **OK**.   In the next dialog box, select **Quote and Comma**, using the arrow key.   Also, click on the box to indicate that you wish to use the Header Information to create field names.   Click on **Assign**, and then click **Auto Assign**.   Select **Import**.

Microsoft Mail Merge
For Word 6.0

In PhoneDisc, use the mouse to highlight the listings you wish to export.   From the **File** menu, select **Export Listings**.   Name the file you wish to export.   Be sure to end the file name with .txt.   In the **Format** list, click on the arrow key and select **Microsoft Word Mail Merge.** Press **OK**.

Next, open the Microsoft Word form letter which has the standardized text into which you wish to merge the PhoneDisc name and address.   Under the **Tools** menu, select **Mail Merge**.   At Step 1:   **Main Document**, select **Create**, and select the appropriate format. Select **Active Window** at the next dialog box.   At Step 2:   **Data Source**, select **Get Data**, then select **Open Data Source**.   In the next dialog box, move the cursor to **List Files of**

Type, and select **Text Files (*.txt)**.   Then, find and select the file you saved in PhoneDisc and click **OK**.   Word will now add a new line to the toolbar to help you merge the fields. Move the cursor to the point where you wish the first field from PhoneDisc (for example First Name) to appear, then select the field by clicking **Insert Merge Field** in the new toolbar. Repeat this process until all the fields you need, appear in your form letter.

Finally, print the combined form letter with the names and addresses from PhoneDisc by clicking the **Merge to Printer** button on the right side of the new toolbar. You can also use the **Mail Merge** item on the **Tool** menu and select Step 3.

PackRat

In PhoneDisc, use the mouse to highlight the listings you wish to export.   From the File menu, select Export Listings.   Name the file you wish to export.   Be sure to end the file name with .txt. You may change the name order of the listings by using the arrow on the Name Order box.   In the Format box, click on the arrow key and select **PackRat**. In PackRat, select **Import/Export** from the **File** menu.   Select the Import button from the Direction box.   Select Text from the File Type box. In the Import from box, type the file name you exported from PhoneDisc.   In the Import to Form box, select Phone Book.   Set the Delimiter to **Comma**   Click **OK**.   The next screen will allow you to adjust the field matching. Select each element of the listing, and match it to the appropriate address field.   When finished, click **Add**, located at the bottom of the dialog box, next to Catalog.   The Save As box will appear.   Save as PhoneDisc settings.   All future listings will match, as specified. Press **OK** to complete the import.

Q & A for Windows

In PhoneDisc, use the mouse to highlight the listings you wish to export.   From the File menu, select Export Listings.   Name the file you wish to export.   Be sure to end the file name with .csv. In the **Format** list, click on the arrow key and select **Q & A**, then press **OK**.

In Q&A, open the Q&A database into which the PhoneDisc listings are to be added. Choose **Import** from the **File** menu.   Select the file you saved in PhoneDisc.   The **Text Import Options** dialog box will be shown. Make sure **Comma** and **Quotes Around Text** are set and press **OK**.
In the Import dialog box, select the field or fields you wish to import and click **Add**. When you have finished selecting the fields, press **OK**.

Q & A Write Mail Merge for Windows

In PhoneDisc, use the mouse to highlight the listings you wish to export.   From the File menu, select Export Listings.   Name the file you wish to export.   Be sure to end the file name with .txt. In the **Format** list, click on the arrow key and select **Q & A Mail Merge** then press **OK**.

In **Q&A Write**, create the form letter you wish to send. To specify the variable names and address in the form letter, choose **Merge Field** from the **Insert** menu.   Find the file you saved in PhoneDisc. Make sure the **List Files of Type:** specifies **ASCII**. The **Insert Merge Field** dialog box will appear.   The Fieldname list will either include the field names from PhoneDisc, or the
fields numbered. Choose the field you want inserted into the letter. Continue this process until
you have added all the variable PhoneDisc fields you need to the letter. Save the form letter. Use **Print Merge** from the **File** menu to print the letters with the information from PhoneDisc.

Disc

Press when you need to switch to another PhoneDisc.
[Click Here for Complete Info](#)

Print

Press to Print Listings
[Click Here for more information](#)

Dial

Press to Dial selected listing.
Click Here for more information

Count Listings

Press to Count the Listings
[Click here for more information](#)

Limit Search

Press to Limit a Name or Business Type search to a particular city, street, state, zip etc.
Press here for more information

Limit Off

Press to turn off a Limit

ClipBoard Copy

Press to Copy the highlighted listings to the ClipBoard as a mailing label.

Export Listings

Press to Export listings
[Press Here for more information.](#)

Name Index

Press to switch to the Name Index

Business Type Index

Press to switch to the Business Type Index
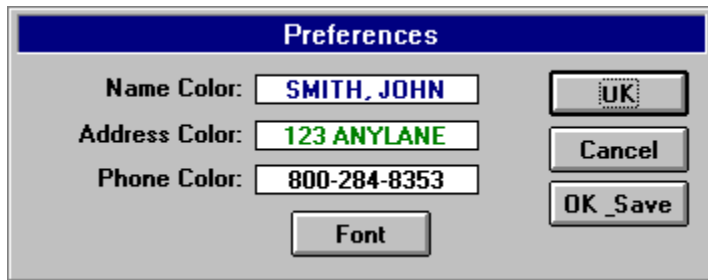[Click Here for more information](#)

Address Index

Press to switch to the Address Index
Click Here for more information.

Phone Index

Press to change to the Phone Index.
Click here for more information.

User Preferences

You can edit PhoneDiscs text colors and font by using the Preferences choice under the Edit menu. The following Dialog Box will be displayed:

Click the various colored parts of a listing to change its displayed color.   Press the font button to change the font. Make sure the font you pick will fit the size monitor you are using. Check the font under the address index to make sure the phone number on the far right is completely visible.

The **Synthesized Upper/Lower Case** check box allows you to display the listings in upper/lower case.   This can make reading the listings easier.   The conversion to lower case isnt always perfect however.   The **Include ZIP on Each Line** adds the ZIP code at the end of each displayed line on the screen while in the name index.

Press OK to change to the new color and font scheme temporarily until you exit PhoneDisc. Press OK/Save to change the scheme permanently.   PhoneDisc currently ships with Courier 10 as the default font.

The other colors used in PhoneDisc are determined from the Windows Control Panel.   In Windows 3.1, you can find the Colors Control Panel by clicking **Main**, **Control Panel** and then **Colors**.   In Windows 95, you can change the colors by clicking **Start**, **Settings**, **Control Panel**, **Display** and clicking the **Appearance** tab.   The Windows Control Panel choices affect all applications on your system.

Technical Support

Latest Software

The latest upgrade of the PhoneDisc *retrieval software*   is always available free to any registered user. Upgrades to the products themselves are also available for a special upgrade price.

The latest retrieval software is available under:

DDA Bulletin Board: 1-301-657-2462
Compuserve   GO DDAPHONE

Technical Support

Tech Support is available from 8:30 am to 6:30 pm (Eastern Time) at 301-657-3888. You may also leave tech questions under the GO DDAPHONE area of Compuserve.

Sales and Upgrades

Please see your local distributors for other DDA products or upgrades to your current product.
If the product you are looking for is not available from your local retailer, please call our direct sales order desk at: 1-800-284-8353 for your product needs.

Selecting Listings

Use the mouse to select the listing you want. You can select several listings in a row by dragging through them. You can extend or shorten a range of selected listings by holding down the shift key and clicking on the new end of range

In the Name index, you can use the Ctrl key as you click or drag to select several discontigious ranges of listings.