yesyesyesyesTRUEThis file ¸Burrows Crafts
03/19/96InfoHelpInfoHelpyesyes25/03/96

Table of Contents

Help file produced by **HELLLP!** v2.7 , a product of Guy Software, on 03/25/96 for Dena Burrows.

The above table of contents will be automatically completed and will also provide an excellent cross-reference for context strings and topic titles.   You may leave it as your main table of contents for your help file, or you may create your own and cause it to be displayed instead by using the I button on the toolbar.   This page will not be displayed as a topic.   It is given a context string of _._ , but this is not presented for jump selection.

HINT: If you do not wish some of your topics to appear in the table of contents as displayed to your users (you may want them ONLY as PopUps), move the lines with their titles and contexts to below this point.   If you do this remember to move the whole line, not part.   As an alternative, you may wish to set up your own table of contents, see Help under The Structure of a Help File.

   Do not delete any codes in the area above the Table of Contents title, they are used internally by HELLLP!

Introduction

This is a very easy program, both to learn and to use. With this program you will be able to store your phone numbers and addresses that you use most. There are places to store home, business, & fax numbers and E-mail addresses. There is also a map of the USA which has pop-up area code listings. Also, capabilities to write a letter from within the program, and to dial a number using the Windows dialer. And a task list that lets you keep up with scheduled activities.

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File menu commands:

♦   **Print** - Prints ALL information in the database. Individually printing selected records is not supported in this version of INFO. Maybe in later versions.

♦   **Dial number** -- Opens the Windows 95 Dialer. Just enter the number into the box and press dial. Then follow instructions to pick up receiver and talk.

♦   **Write letter** -- Opens Wordpad to allow you to write letter. Refer to Wordpad help for information on how to use Wordpad.

♦   **Exit** - Quits program. (Does not quit Wordpad or Dialer, quit these before you exit INFO)

Help menu commands:

♦   **Registration -** This takes you to the registration window. Type in your name, business (if applicable) and your serial number received from Burrows Crafts. If you have entered the correct number, a dialog box will appear thanking you for registering, if it is the wrong number, you have the chance to re-enter the information or exit and remain unregistered.

♦   **Contents** - This information you are reading.

♦   **About** - Brings up the About dialog, which has information regarding the company and   version information for the program.

Command Buttons:

♦   **Map** - Brings up a window that displays the map of the USA. Click on the state of your preference and a dialog will   appear with the area codes for that state.

♦   **Write** - Opens Wordpad, to allow you to write a letter.

♦   **Dial** -- Opens the Windows 95 Dialer. Please note, if you do not have the dialer installed this may cause an error to   happen.

♦   **Todo list -** This is another database that lets you store tasks that need to be done. Time, date, task and notes can be entered and retrieved. Complete with calendar.

♦   **Add** - Use this to add a record to the database. It automatically goes to the last record in   the database, and adds a new blank record.

♦   **Delete** - Deletes the current record in the database. If you delete the only record or if there   are no records to delete then this may cause an error to occur.

♦   **Close** - Quits the program.

The Data Control:

This is the strip just above the name box. It allows you to move around in the database. The button on the far left moves you to the first record. The left arrow button moves toward the beginning one record at a time. The white space in the middle shows you what record you are currently on. The right arrow button moves you to the end of the records one record at a time. The last button, the one that has a right arrow and a slash mark, will take you to the last record. You can add records using the data control, instead of clicking on the add button you just move to the next blank record. This automatically updates the records and adds a new one for you to create. Caution: If you enter information, and do not move to the next record using the data control or the add button the record will be lost!

The Drop Down box:

This drop down box will allow you to search the database for specific names or by typing the first letter of the name you are looking for.
To search for individual names, click on the down arrow on the right side of the box, then click on the name of your choice.
To search by typing the first letter, click on the box to activate it, then type the letter, next click on the down arrow. The name you have chosen and the information attached to that name will be shown.

The Text Boxes:

This is where you enter the information you want to store. Type in them as normal. In the Address   box, you may want to remember to always use Ctrl+Enter to change lines. Hitting enter wont   change lines. It is not necessary to enter information into all the boxes. When you are finished   entering information into the text boxes, be sure to change the data control to the next empty record or the information will be lost.

The Status bars
The Status bar at the top of the window has the time date and notifies you of the state the Caps lock key and numlock key is in. The status bar at the bottom has help contents for whatever you are doing. As you move the mouse around, the text in the status bar tells you what each item is for.

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Legal stuff

Please note you are entitled to use this software on a trial basis. After you have tested and used this software for a trial period of 30 days you must register the program. If you decide the program is not for you or you do not like the program, then   you are asked to remove it entirely from the hard disk. The registration is a fee of $29 shipping and handling . With registration you will receive a serial number and technical help, free updates and notices about other products as they become available.   Register by mail to Burrows Crafts, check or money orders only. Please see accompanying documentation. You may register by e-mail, fax, telephone or mail to PsL, GO SWREG on Compuserve # 10675. This program is shareware, which means you have a chance to try it before you buy it.   By registering you make it possible for shareware authors to keep software available to the public on a "try before you buy" basis. It is distributed in good faith to users for evaluation.   Please read the enclosed license carefully.

Thank you,
Burrows Crafts

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GO SWREG on Compuserve # 10675
Compuserve will charge your account for the registration fee and notify us of your order.

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Registration Form

Burrows Crafts
INFO© (for Windows 95)
PsL # **14502**
Compuserve SWREG # 10675

However you order please mail or fax this completed form to Burrows Crafts, for our records.

Order date:_____
I have contacted PsL or Compuserve for an order: Yes_____**No**_____
mail order: Yes_____**No**_____

Credit Card orders ONLY to PsL!!! They cannot help you with technical questions! Burrows Crafts cannot forward Credit card orders to PsL for you. They must receive the order directly from you. (send check or money order only to Burrows Crafts!!!)

Print and fill out order form by hand, or use your word processor by highlighting blanks, typing, then use the underline option. If you don't highlight the lines first, they will only move when you start typing, please remember to underline.

Name: _____
Address:_____
City: _____ **State**: _____ **Zip**: _____
Phone number: _____
Business: (not required) _____
Credit Card number:_____ **Expiration Date**: _____
Signature (mail): _____

or:
 GO SWREG on Compuserve: #10675 , (authors ID # 102463,440)

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Houston, TX 77235-5705
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Burrows Crafts
Rt. 4 Box 1120
Center, Texas 75935

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