

## Adr\_Html Version 1.0 Step by Step

This document is both a general reference manual and a hands on tutorial of **Adr\_Html**. By following the steps listed here you will quickly learn the operation of **Adr\_Html** and its features.

When you load **Adr\_Html** the sample database file **demo.hdr** will also be loaded. This sample file is required for using the step by step tutorial examples.

### GENERAL OVERVIEW:

**Adr\_Html** is an address book program specifically designed to enhance personal communications on the Internet. The interface program is a graphical address book program which runs on Microsoft Windows and is compatible with Windows 95. Rather than producing labels and envelopes as a standard address book program does, **Adr\_Html** produces customizable Html documents for each of your records.

The significant advantage of an Html Address Book is that Email address and URLs entered for the record become clickable links when viewed with your Web browser.

The Html documents created can be viewed by any browser that supports table tags. Index Html pages are produced to access the individual records. Several different styles of index are produced and most of these require **Netscape 2.0** or later to access them. There is one Html index scheme that allows for accessing with most any other browser.

### CREATING THOSE HTML RECORDS:

This is the heart of the program so I feel it best to cover this first. It will be assumed that you do have Netscape 2.0 to access the Html documents produced.

You should load **Demo.hdr** into **Adr\_Html** for these examples. **Demo.hdr** can be found in the directory that contains your unpacked software. If you received a disk containing the registered version of the software, it will be located on diskette. The first example will produce individual Html documents for each record in the **demo.hdr** file. An index Web page will also be produced. **Netscape 2.0** is required to view this index Web page because it uses **Netscapes'** frame extension to Html.

1. From the **File** menu select **Write Html Frame Col. Style...**
2. The dialog box titled **Html Column List** will present itself. There are several options to be discussed in this dialog box but this will be saved for later. At this point you should have default settings. The **Do Header Frame** check box should be checked and the **Create all Records and Index Html** radio button should be selected. If they are not, please set them. Now click on **Write Files...**
3. The standard save file dialog box should be presented. You should see the default filename: **framecol.htm**. In the folders directories you should see **pages**. Double click on this to enter this folder or directory. Click on **OK**.
4. A helper dialog box should be on you screen. This is just to remind you of the HTML file name that you want to open with your Browser to view the HTML records that were just created. You should see the file name **framecol.htm**. Checking the **Never show this message again** will prevent this helper dialog box from ever coming up again. You can check this if you want and then click on **OK**.
5. Bring up **Netscape 2.0**. (or later)

6. From the **File** menu of **Netscape** select **Open File...** Locate **framecol.htm**. and open the file. If you did a default installation for **Adr\_Html** you will find the file located in **C:\adhtml10\pages\framecol.htm**.

7. You should now see three **Netscape** frames. A title frame, an index frame, and a data record fram. The first record you should see is **Scott Adams**. Click on **Gardner, Michael** in the index list on the left side. This will bring up the record that contains information on me.

8. If you are currently connected to the Internet, click on my Email address **mikeg@alaska.net**. This should bring up the EMailer associated with **Netscape**. (If this fails to bring up an Email window you will need to configure this in the Options/Mail and News Preferences of **Netscape**) Type any message and send it to me. It will let me know that you actually read this. I'm not worried about being over burdened with Email :-)

9. Again if you are currently connected to the Internet, you can click on my URL:  
**http://www.alaska.net/~mikeg/**. This should bring up the **Brown Bear Software** home page.

Notice how there are clickable links to my Email address and URL in the NOTES area of the Html Record. If you look at the details of this record in **Adr\_Html** you will see that nothing special has been added to make this happen. The free text of the NOTES field is scanned for **http://** and the **@** sign and converted to their appropriate links.

### COMMENTS ON 'Write Html Frame Col. Style...' Dialog Box

Above we skipped a discussion of this dialog box. Let's take a moment to look at this. Bring up this dialog box up by selecting **Write Html Frame Col. Style...** from the **File** menu.

The field **Html Title Line** has the text **People and Places**. This will be the Html title name used in the Index Web page that is produced. By default this is **framecol.htm** that was shown in the example above. You will see this title name when you open **framecol.htm** with your Web Browser. This is also the text that you will see if you save the Web page in your Browser bookmarks. You can change this text to anything that works well for you.

The next field that we see in the dialog box is **Header Text**. This is the text that will appear in the header frame of the Web index page when viewed with the browser. The header frame is optionally created. The check box **Do Header Frame** is used to determine if this header frame should be displayed. The header frame takes additional display area so you may not want to include this frame if you only have a 14" monitor.

The next three fields; **Header**, **Index**, and **Data Record Body Tag** allow you to specify the Html Body take of the three corresponding frames created in the Web index page. You can enter anything here that is defined for the body tag in the HTML standard. You can set background color, add a background image to be used etc. If you enter some incorrect statement, you can always get back to something that will work by clicking on the **Default** button.

An important selection is whether to produce Web pages for all **Adr\_Html** records or to only produce the Index Web page. The radio buttons, **Create all Records and Index Html** and **Index Html Only** determine this.

If you had 350 entries in your **Adr\_Html** database file, producing individual HTML record files can be time consuming on some systems. Therefore you might not want to reproduce all of the individual records any more often than needed. If you add a new record to **Adr\_Html** you do not need to produce all of the individual records again. All that you need to do is write a new HTML record for this newly added record. This is done by selecting **Writing Html Active**

**Record...** (discussed below) from the File menu. To be able to access this new record you need only to recreate the HTML index record. This done by selecting the **Index Html Only** radio button. This concept is consistent across all output styles.

### COMMENTS ON 'Write Html Frame Row Style...' Dialog Box

This dialog box is very similar to '**Write Html Frame Col. Style...**' discussed above. The primary difference between the two revolves around the **Header** frame. In this style, the header frame simply works as a column title to your selections from several check boxes. These check boxes allow you to display the **Email Address, Work phone, Home phone, Cell phone,** and **Fax** numbers.

Lets face it. The paragraph above will make little sense until you visually see the Html index Web page created by '**Write Html Frame Row Style...** My suggestion is to follow the step by step description for '**Write Html Frame Col. Style...** given above, but do it for the **Row Style** menu option. If you do this I then believe everything will become abundantly clear :-)

### COMMENTS ON 'Write Html Simple Style...' Dialog Box

This dialog box is very similar to '**Write Html Frame Row Style...**' in many ways. The significant difference is that this style does not produce Web page index that can only be viewed by **Netscape 2.0** or later. Any Web browser that can support the Html Table Tag standard can view the Web page produced by this option.

### COMMENTS ON 'Write Html Active Record...'

The '**Write Html Active Record...**' is a menu option under **File**. This will write the Web page for the currently selected record in **Adr\_Html**. The selected record is the one that is highlighted with Turquoise. When you select this option the **write file** common dialog box will appear. The default file name will be something like **adam0019**. Though you can change this name to anything, in most cases this would not be a good idea. Any of the Web page indexes produced expect to find the individual record Web pages by the default name that appears.

### NAVIGATION:

This discusses basic movement within the **Adr\_Html** Widows program.

1. Run the **Adr\_Html** program. If **demo.hdr** does not come up, click on **file**, and open the file **demo.hdr** from the file menu.
2. Click on any tab letter to take you to the first entry of that letter. For example, click on the black and yellow **C** tab. You should see the name **Chicago Bulls** appear in the upper left quarter of the address book. The name and address will be highlighted in turquoise.
3. The green arrows at the top of the screen move the highlight. The single green arrow keys move through the record names one at a time, while the double arrow keys move four at a time. Using the mouse, single click on the right green arrow. This should cause the name, **IRS** to be highlighted. Click the single arrow four more times and you will see the page turn with the name **Resource Data Inc.** highlighted.
4. Any name can be brought up instantly by clicking on it in the list box to the right of the graphical address book. Using the mouse, scroll through the list until you see my name, **Michael Gardner**. Click on it with the mouse. You will immediately see the name appear

highlighted in the upper left of the graphical display.

5. If you have many entries, the fastest way to reach a particular name is to drag the mouse over whatever name appears in the box above the list box. When the name is thus highlighted, type the name you are seeking. It will appear in the top left of the graphical display. Type the letter **B** and you will see the name **Baha'i Faith** appear highlighted in the upper left corner of the address book. Now type the letter **E**. The name selected will now be **Beiley, Mark**.

6. Move the mouse to click on any part of the address within the graphical address book for **Chu, Chirk**. 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. **Adams, Scott** 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 **Entry Form** window containing all attributes for this record. Change the home telephone number from **(745) -555-8933** to **(745) -111-2222** 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 **Entry Form** window. 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**. You can also type the accelerator key combination Ctrl+E to edit the currently active record.

3. Click on the **A** tab letter. Click on the **Edit** button to once again enter the **Entry Form** window. Click on the **Add / Next** button. This will cause the next record to be displayed, making it available for edit changes. In this case, you will see the record for **Alaska Railroad**. Click on the **Add / Next** button again and you will see the record for the **Baha'i Faith** 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 **Entry Form**. Enter your last name and first name and fields of interest. If this is the only name you want to add click **OK** to get back to the address book. If you want to add additional records select **Add / Next**. For our example, click on **Add / Next**. Notice how the form 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 **Entry Form** for adding by selecting the **Add** option under the **Edit** menu option or by typing the accelerator key combination, Ctrl+A. You might note that you do not need to enter a starting capital letter for either the First Name or Last Name. **Adr\_Book** always forces the first character of these two fields to upper case when the form is saved.

5. To delete a record click on the **Delete** button below the list box. Do this now for the record you just added. 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 or simply by pressing the Delete Key on your keyboard.

6. The **Copy** selection under the **Edit** pull down menu will copy the name and address from the currently active record 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** or **Wordpad** program and select **Paste** from the **Edit** pull down menu. You will see the name and address lasted highlighted in turquoise appear in your document.

#### **DISPLAY OPTIONS:**

The display options control what record information will be shown on the graphical address book.

1. Click on the **Option** menu item and then select **Display**. From the dialog box click on the **Work Phone** check box, and the **Email** check box. Now click on the **OK** box. You should see the work phone and Email appear in the graphical address book. Experiment with different data items that can be displayed.
2. The **Notes** free text information can be displayed from the graphical address book. To demonstrate this check the **Note** check box in the **Display** dialog box. (This may already be checked) Click on **OK** to get to the graphical address book. Click on the **A** tab letter so you can see the **Adams, Scott** 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. You can now click anywhere in the window and the list box will disappear. This is an easy way to bring up any additional information you decide to add for an individual.

#### **MODE (USA/International) OPTION:**

This option determines how the address portion of the record is formatted. **USA** mode has the address entry fields as two full lines of Address, a line for City, a place for State, and a place for Zip Code. **International** mode provides four full address lines, permitting the address to be entered in any appropriate fashion. A single database file can accommodate both types of records.

1. Click on the **Option** menu item and then select **Mode (USA/International)**. This will bring up a dialog box that simply permits you to select a check box for **USA** or **International** mode. It also gives a rather winded explanation of the difference between the two modes. Click on the **International mode** check box. Then click on **OK**.
2. Click on the **ADD** button to create a new record. When the Entry dialog box appears you will notice the Address entry block looks different. As described above, there are four full lines for entering the address. Go ahead and create a new record with any name. Then click on **OK**.
3. Now you should see the new entry you created highlighted in turquoise. Get to the Edit entry screen by double clicking in the turquoise area. Notice that the address entry area still has four full lines (as you suspected). Click on **Cancel**.
4. Now go to the entry screen of any of the other records in this sample database file. Notice how the Address lines have City, State, and Zip. Any new records that you add while in this mode will have the **International** style address mode.
5. Click on the **Option** menu item and select **Mode (USA/International)**. Click on the **USA** check box and then click on **OK**. Now any new records that you add will have the **USA** addressing format. Go ahead and select the **Add** button to see that this is true. Click on **Cancel**.

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

Import and Exporting is the process of exchanging data between application by way of text files. These text files are often referred to as ASCII files and contain separated text strings that correspond to individual record fields. i.e. Last Name, First Name, Phone Number, etc. Most database and spreadsheet programs are capable of producing ASCII files containing their record information in separated fields.

The Importing and Exporting capabilities is quite flexible in **Adr\_Html**. It is possible to specify the ordering of the fields within the file, and what character or character sequence separates each field. By ordering we can say the fields in the file will be "Last Name", "First Name", "Birthday", "Home Phone" or "First Name", "Last Name", "Home Phone", "Birthday". The field separator or delimiter indicates if a tab, comma, double quote comma, etc separates the fields within the file.

Importing data into **Adr\_Html** implies merging data. If you already have 15 records in **Adr\_Book** and you Import an ASCII file with 10 records you will end up with a database containing 25 records.

The Import command can also be used to merge two **Adr\_Html** database files. **Adr\_Html** database files end with a .HDR extension. This extension indicates that a database file rather than an ASCII file is to be merged.

With that general introduction and overview behind us, let's step through some examples. The sample Import file, **import.dmp**, should have been included with your installation.

1. Start by selecting **New** from the **File** menu. If a dialog box asks if you want to save changes, click on **NO**.
2. Select **Import** from the **File** menu. From the dialog box select **Setup**. We now need to describe this Import file. It has only four fields for each record and they are in the following order: First Name, Last Name, Work Phone, and Home Phone. Each field is separated with a tab character. (Feel free to view **import.dmp** with any text editor)
3. Click on the **Tab** Radio Button to indicate this is our field separator. Since this is the default separator it is probably already selected. Click on the **First\_Name** in the **Adr\_Book** Fields List Box. It should become highlighted. Since this is the first field in our import file click on field **<01> Skip** of the Import File List Box. You should see **First\_Name** copied into the Import File List Box. Next, click on **Last\_Name** under the **Adrbook** List Box. Move this to the Import List Box by clicking on field **<02> Skip**. Move **Work\_Phone** to field **<03> Skip** and **Home\_Phone** to field **<04> Skip** in a similar fashion. You have now described the format of the sample Import file. Click on **OK**.
4. You should now be back at the previous dialog box. Click on **open**. In the Open Dialog box that is presented you should see the file **Import.dmp**. Select this and click on **OK**. You should now see that four names have been added into **Adr\_Html**.

Before leaving this section I want to demonstrate how database files can be imported. Database files are files like **demo.hdr**. Files that have .hdr extensions. As mentioned above Importing implies merging. This will demonstrate how you can merge multiple .hdr files.

5. From the **File** menu select **Import**. Next click on **Open**. Down by **List Files of Type** click on the down arrow. You will see an entry **Database Files (\*.HDR)**. Click on it. You should see the database file **demo.hdr**. Select this and click on **OK**. You should now see that the **demo.hdr** database file has been loaded and merged with your previously imported records. You can use this method to merge any number of database files. I should point out that this is a little bit of magic. The .hdr file extension indicates to **Adr\_Html** that a database file is being imported.

Any setup for importing files is ignored. If interested there is also a section in the On-line Help titled **Merging Database Files** that also explains this process.

**6.** Let's clean everything. Simply reload the **demo.hdr** file by selecting **Open** from the **File** Menu. Select **No** when asked if you want to save the changes. Click on **demo.hdr** and then select **open**.

I am not including a detailed description of the **Export** process but it is identical to **Importing** except that your database file will be written to an ASCII file based on fields that you select and the specified field separator. There is one thing that should be noted about this Export process. If you select a subset of your database using the **Find** feature (described below), only those records currently selected will be written to your Export file.

#### **FIND:**

The **Find** feature of Adr\_Book is a means of locating an individual record or a group of records. The find feature of Adr\_Book works a little differently than the find feature in many other applications. Rather than simply locating the first record that meets a search request, Adr\_Book will present at once all the records that met a given search request. For example if you had 200 records in your database file and a search matched 50 records that had a ZIP CODE starting with "995" the address book would now display only those 50 records. This has implications for writing Html Records. Writing Html records after the search just described would result in only 50 records being written. Those 50 records that matched a ZIP CODE starting with "995".

1. Select the **Find...** from the **Find** menu. You could also use the Accelerator Key **Ctrl+F**. This will bring up the Find Simple Dialog Box.
2. In the Find What entry type **99**. Check the **Zip** check box. Click **Find It**.
3. You should see five names in the graphical address book.
4. Now type **Ctrl+L** to clear the results of the search command. This will bring all 15 records back into the Address Book.

If you have stepped through this document you will have tested most of the features of **Adr\_Html** 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 me at:

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Also be sure to check out the Brown Bear Software home page at:  
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This Homepage can always be used to find out about the latest developments.

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