# ADDRESS BOOK FOR WINWORD 6.0 VERSION 4.2

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## Introduction

### Program Description
Address Book for WinWord 6.0
Store up to 1000 names, Addresses and phone numbers.
Search for specific record by name or by company.
Insert the details directly to your document. Only the desired details, and exactly the way you want..
Import and Export data.
Create reports. Normal report, and Wide report for mail merge.

The Address Book sorted automatically after every change made. All the changes will be saved at the end of the session.
Included template for creating letter. You can edit the template, and use it as a sample to create your own templates that take advantage of Address Book.

### FAX Software Users
Address Book inserts bookmark into the document.
If your FAX software supports DDE, then you can take advantage of these bookmarks, and create macro that will send the FAX, while gathering the name and FAX number from the document.
For more information look at your FAX software manual, or contact the author.

### For International Users
Much better Error handling method taken, so I hope I'll be able to solve incompatibility problems, when I'll know where the problem is.

### For Hebrew Users
It supports both English and Hebrew languages.
For information about full Hebrew version contact the author at the address below.



## What is ShareWare
ShareWare programs are not free. They are given you for trial period, so you can test them in your home or office, on your own machine. You don't have to buy just on the basis of some demo, or some short demonstration on the computer at store. Yes, that's right, check it in real life before you buy.
If you find the program useful, and keep using it, after the trial period, then you are expected to register.

## Registering the program
You are welcome to try the program, for 30 days.
There are no "Nag Screens" to remind you to register, and there are also no extra features in the registered version, nor any limitations in the shareware one.
The registration fee is $17.00 (50 NIS, in Israel).
As default no disk will be shipped. The registration code will be send via E-Mail., or FAX, if no E-Mail address is available.
However if you do want to get a disk, one will be shipped for additional $3.00 (All over the world)
Site License for 10 users available for $100
Global License for more than 50 users available for $500

### How to Register
You can register directly to the author, or via Kagi Shareware, as registration service.
The author can process Checks, and Cash in $US, and NIS (New Israel Shekel) only.

To print an order form double-click the Print Order Form button, bellow, or use the Order Form button at the About dialog of the Address Book.

Kagi Shareware can process Credit-Cards, Money Orders, Invoices, Checks, or Cash in variety of exchangeable currencies

To use Kagi Shareware service use the Register program bundled in the ZIP file. Extract the files *REGISTER.EXE*, *REGISTER.HLP*, and *REGISTER.CFG* to the same directory, and run the Register program.

When you register via Kagi Shareware company they will process the registration, and will send the author a note about your registration. The author will send you the registration code (Or the Disk, if the $3 Disk part in the program will be set) when he will be notified by Kagi Shareware that they processed your order.

You are advised to send a copy of your registration form to the author.

## Why to register?

A lot of people ask "why to register sharware programs, when I can use them free off charge?" There are few answers to that question:

- When you register you support the ShareWare concept. ShareWare authors don't spend money for advertising and fancy offices, that's why you can get good products for fair price.
- ShareWare author spend a lot of time trying to give you the best product, bugs free. Only registering the programs will allow them to keep doing this.

- Hi, I almost forgot, don't you think you should pay for something that you find useful, and use with? And have some peace of mind doing so.

## Upgrades Policy

Registered users can upgrade all minor versions free of charge, when downloading the file from any BBS or other on-line service, and by using the same registration details.

The price for major version upgrade is $12. ($70 for 10 users, $350 for more than 50 users)

The price for minor version upgrade via post is the same as for major version upgrade+shiping ($15)

For limited time (March 31) registered users of previous versions can get free upgrade, via E-Mail, or FAX, if no E-Mail address is available. Contact the author to get your registration code.

## License Agreement

- The license is granted on a per user basis. This includes the right to install and use the software on one or more computers so long as the total number of users does not exceed the license quantity.
- Permission is hereby granted for any SysOp or other person in charge of maintaining on-line services to offer a copy of the Address Book for downloading, as long as no charge other than normal charges for system access are made, and as long as the originally distributed files are kept together and offered in unmodified form.
- The Address Book is distributed as is, with no warranty regarding its usefulness or fitness for any particular purpose. While care has been taken to produce software which is problem free, the author assumes no responsibility or liability for any failure of this software, or any problems, or damage ensuing thereby.
- Any use of the software is construed as acceptance of this disclaimer of liability

- **The Address Book may not be distributed with any commercial software product without the prior, express, written permission of the author.**

## Running and Installing

- To run the program double-click the Run Address Book button.
- To install the program to your global template, so it will be available whenever you use WinWord, double-click the Install Address Book button. The Address book will be installed at the end of your Tools Menu, as Address Book.

### Before you Install

- If you have earlier version of the program please, note that the install routine will convert your old Address Book file to the new version. You are advised to make a backup copy to your data file (*ADRESBOK.INI*, in your WinWord directory)
    - The current version will save the data in the file *ABOOK.DAT* in your WinWord directory, and delete the old file if exist.
- The setting will be saved in the file *TALFUCHS.INI* in your Windows directory. No more *WIN.INI* mess.
    - You can remove the [WinWord Address Book] section from your *WIN.INI* file, which is located in your Windows directory
- There is currently no automatic uninstall routine. So if you don't want to use the program you'll have to uninstall it yourself. I hope I'll can manage uninstall routine in the future.
    - The Setting are saved in your Windows directory in the file *TALFUCHS.INI*
    - The Address Book file saved in your WinWord directory, as *ABOOK.DAT*.
    - To remove the macros use the Tools/Macro command.
    - To remove the changes made to the menu use the Tools/Customize/Menus command.

### Manual Install

If the Install routine fails than you can install the Address Book manually.

1. Use Tools/Macro/Organizer to copy the *Abook* macro from that file into your *GLOBAL* template (Usually *NORMAL.DOT* template.)
2. Rename the macro to *AddressBook*.
3. Use Tools/Macro/Organizer to copy *TalFuchsLib, TalFuchsExport, and TalFuchsImport* macros from that file into your *GLOBAL* template (Usually *NORMAL.DOT* template.). If the macros are already on your system then make sure to keep the newer ones on your GLOBAL template.
4. Use Tools/Customize/Menus to add the AddressBook to the end of your Tools menu.

Please note that if you installed the program manually, and you have an earlier version of the program you may have to edit the Address Book file manually to fit it to the current version.

### Run, and Install Buttons

**The Main Dialog**
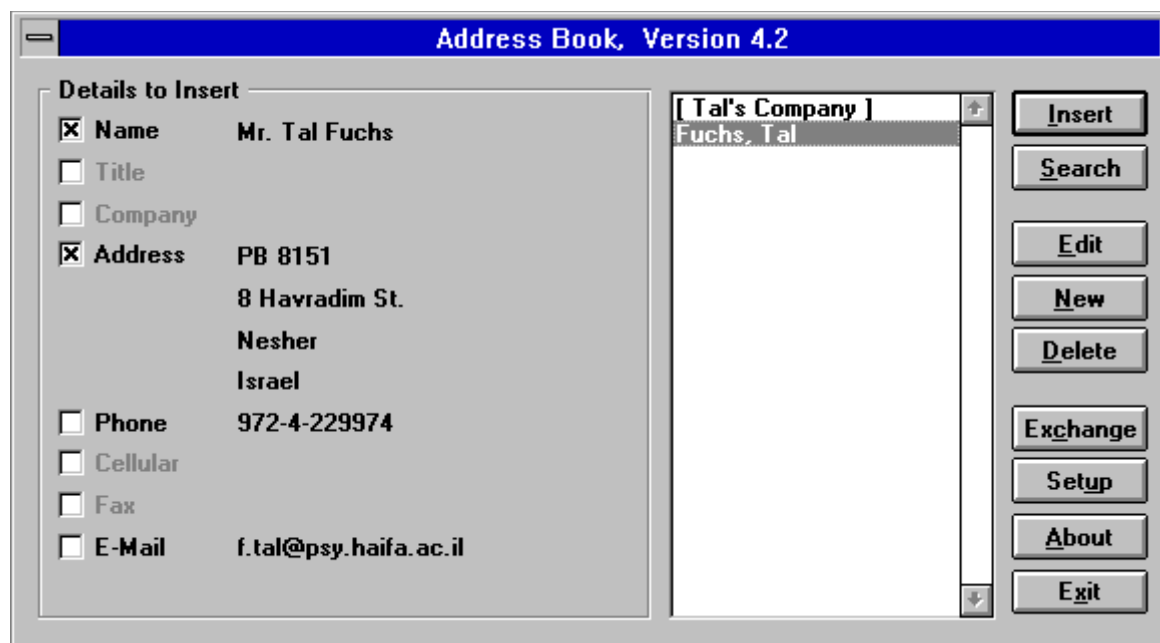


**List of Names and Companies**

Shows the list of names and/or Companies in the Address Book.
Select the desired name (Or Company) to insert its details to the document.
See "Setup Dialog" for instructions how to show companies, as default.
Name will be shown, in the list, as "LastName, FirstName".
Companies will always be shown inside brackets, and will be shown at the beginning of the list.
If the default field to show (Name or Company) is empty, then the other one will be shown instead.

**Details to Insert**

Select the desired details to insert to your document. Only the selected ones will be inserted.
See "Setup Dialog" for instructions how to select the default details that will be selected.
See "Setup Dialog" for instructions how to change the appearance of the Name field.

**Insert**

Inserts the selected details to the document

**Search**

Search for specific name and/or company.
See "Search Dialog" for more information.

**Edit**

Edit the selected record.

**New**

Create new record in the Address Book.

## Delete

Delete the selected record from the Address Book. You will be asked for confirmation.

## Exchange

Report, Export, and Import
Create a report of the Address Book.
Export the data to text file that can be imported into other PIMs.
Import data from other files.
See "Exchange Dialog" for more information.

## Setup

Change various settings in Address Book. See "Setup Dialog" for more details

## About

Display the About dialog.
Show the registration information.
Use Register to insert your registration details, after having the registration code.
Use Print Order Form, to create registration form, for Address Book, and other programs.

## Exit

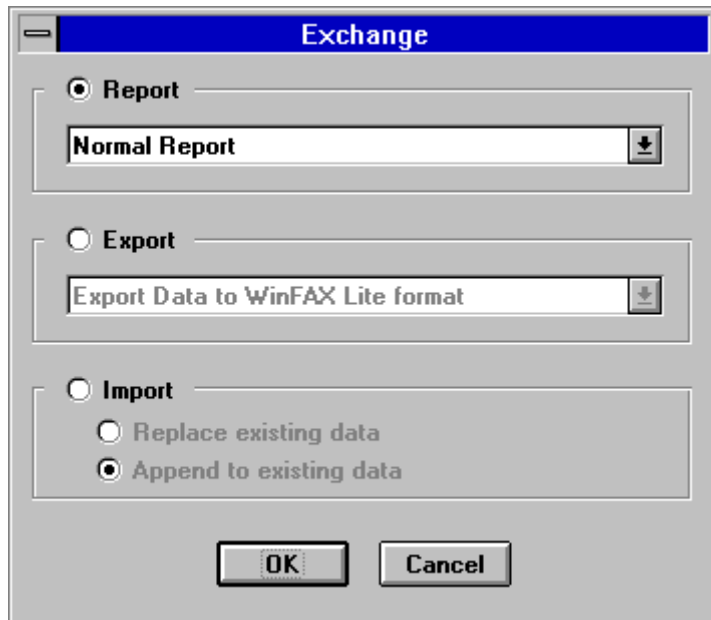Exit the program, and save all changes made to the data.

## Search Dialog



Type the Name or the Company to search for.
If you type Name and Company then the search will be exclusively for those records matches both Name and Company. (AND Search)

## Exchange Dialog

### Report

Choose Report, and the style of report, to create report of the Address Book.
Report can be done in two ways:
  •Normal Report
•Wide Report that will be used for Mail-Merge
In the next dialog (See Report List Dialog) you can choose which record will be in the report.  You can select all the records, or individual ones.

### Export

Choose Export to create text file than can be imported into other PIM or Communication programs.
There are currently two program supported:
  •WinFAX Lite, Version 3.0
•ProComm+, Version 2.0
You will get instructions in the Export routine how to import the data into your program. Look in your program USERS GUIDE for more information
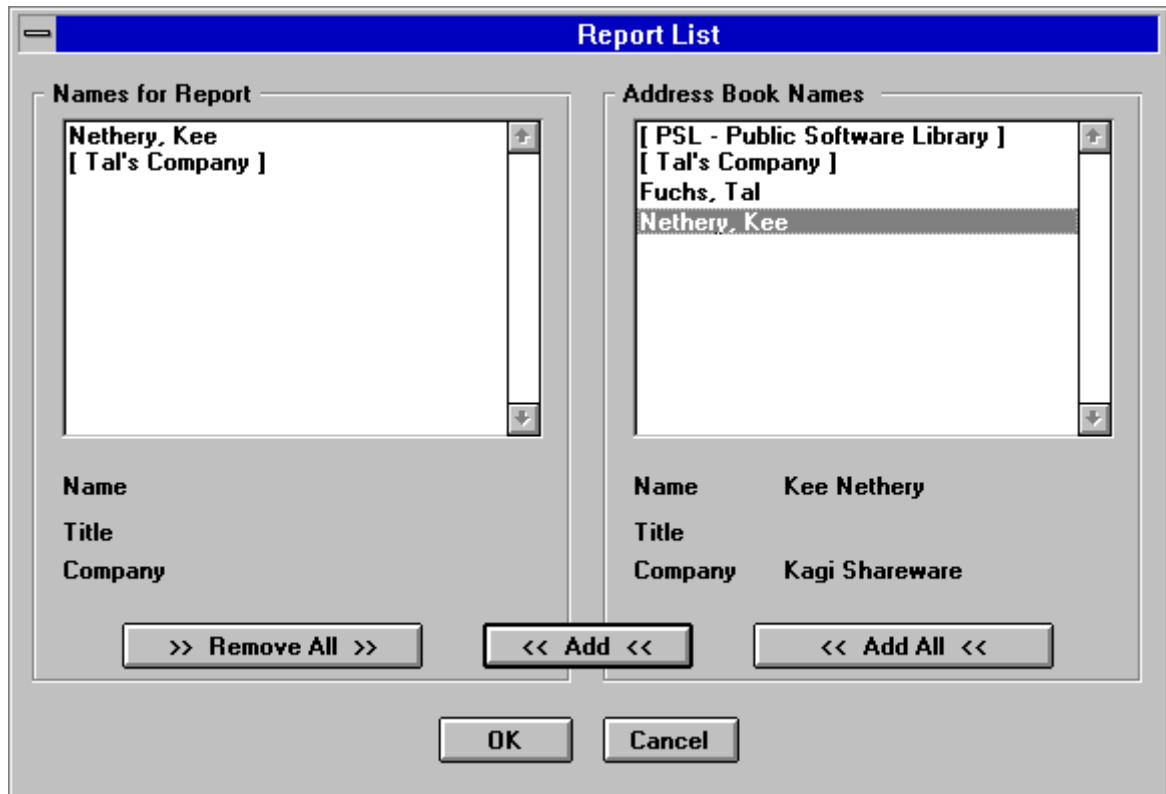
### Import

Import data from other text files.
Replace existing data in Address Book data file, or append data to existing data.
In append the data will be sorted next time you start Address Book.

## Report List Dialog



In the Report List dialog you choose which records will be in the report.
Choose the Add All button to put all records in the report.
Choose the Add button (Or double-click on a name) to add the selected record to the report list.
You can't add the same record twice.
Selecting a name in the Names for Report list (If the list is not empty) will cause the Add button to Change into Remove one.  You can remove records from the Report List, by choosing the Remove Button (Or double-click on a name).

## File to Import Dialog
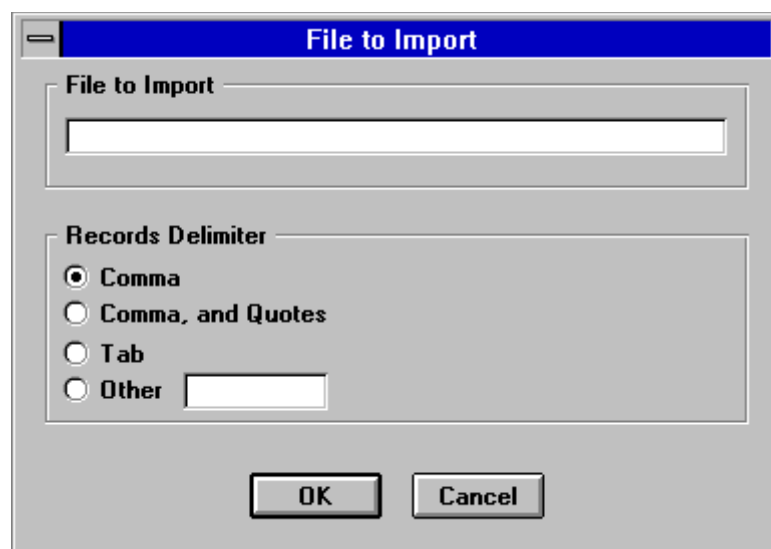
**File to Import**

Write the file name that you want to import data from.
In case the file does not exist, or has no data in it, you will get an error message.

**Records Delimiter**

Specify the delimiter between the records in your data file.
If the delimiter you specified will not be found in the first line of the data file you will get an error message.

**Import Dialog**



In the Import dialog you should specify the type of data that appear in each field of your data file. Choose the appropriate field name from the drop down list.
Make sure not to assign the same field name to more than one field (Except for leaving empty or choosing 'NON OF THE ABOVE')
By using the 'Prev Record' and 'Next Record' buttons you can move between the records in your data.
It is recommended to create the first record (Or the last one), in your application, that will include the names of the fields. This will make identification of the fields, while importing, much easier.
If your records does not look the way you expect them too, it's probably because you specified wrong delimiter. Try to go Back and choose another delimiter.

**Setup Dialog**
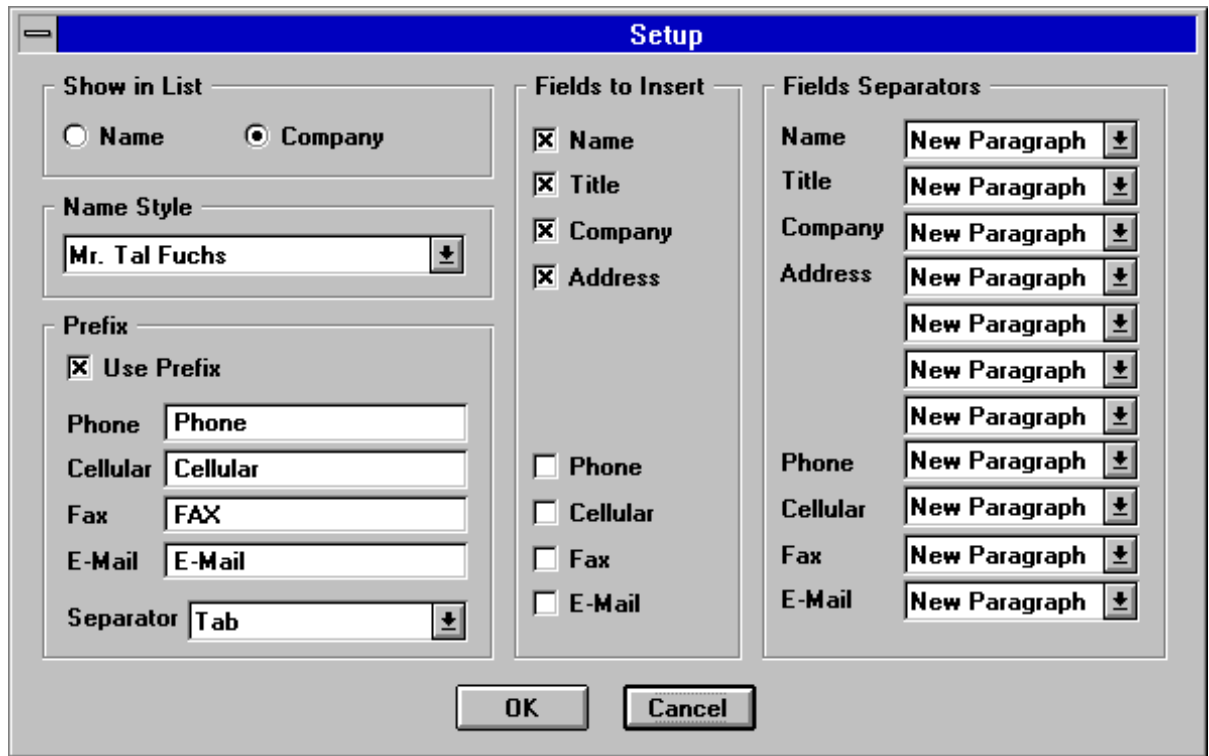
## Show in List

Select what to show (As default) in the list of the Main Dialog of Address Book:
- Names
- Companies

If the default field to show (Name or Company) is empty, then the other one will be shown instead.

Companies will always be shown inside brackets, and will be shown at the beginning of the list.

## Name Style

Change the style of the Name field.
- Mr. Fuchs
- Mr. Tal Fuchs
- Tal Fuchs
- Tal

The name will be inserted into the document in the selected style.

## Prefix

Choose if to insert, into the document, prefix for Phone, Cellular, FAX, and E-Mail. If you choose to insert prefixes then you can decide how they will look like, by writing the prefix you desire for each one of them, and selecting the desired separator between the prefix and the number itself.

## Fields to Insert

Select the default fields that will be selected, in the Main Dialog.

## Fields Separators

Select the separator that you want to have after each field.
For examples:
- If you want to have the Name and the Title on the same line then choose the Field Separator for name to be "Comma and Space"

- If you want to have all the Addresses fields in one paragraph, but different lines (So you can format them as one paragraph) then choose the Field Separators for Address1, Address2, and Address3 to be "New Line"

**For Advanced users** All these settings are saved as plain text in the *TALFUCHS.INI* file, and you can change them in your templates, without using the Setup dialog.
For example: to change the *Show in List* to Name, use the following command in your macro:
**SetPrivateProfileString "WinWord Address Book", "Show", "0", "talfuchs.ini"**

## Version History

### Version 4.2
- Report button changed to Exchange (Location changed too)
  Exchange has three options: Report, Export, and Import.
- Loading and saving the data file made much faster.
  About 1/2 the time if they where no quotes in data, and about 1/4 if they where a lot of quotes in data.
- Quotes are saved in the data file as two apostrophes (This made the data loading and saving faster).

### Version 4.1
- Added Report List dialog.
  This dialog appear when you create report. In the dialog you can select which records will be in the report, all records, or individual ones.
- Fixed bug that caused Error No. 9, when the Address Book had no records.

### Version 4.0
- Since new method has been taken, Address Book is limited to 1000 records now, but adding, editing, and deleting records are about 10 times faster.
- The List can show (As default) Names or Companies.
- BookMark will be inserted with any field that is inserted to the document so users of WinFAX can create macros to automate FAX sending.
- Report has now two options:
  Report, and Export. Export will export the data file to files format that can be imported into others PIM (WinFAX Lite, and ProComm+)
- Report style removed from the Setup dialog. In the report dialog you can choose the records to report.
- Added macro TalFuchsExport, that include the Export Formats.

### Version 3.63
- Fixed bug in copying TalFuchsLib macro, during install routine.

### Version 3.6
- Fixed bug in converting old database, during install routine.

### Version 3.5
- Title and Cellular fields added to data file.
- Name is in two fields now. First Name, and Last Name.  The install routine will split old names fields to the new ones.

**Version 3.4**
- Search routine made faster
- Order Form changed, so registering more than one program is easier. By doing so you can cut the shipping and handling costs.

**Version 3.3**
- Name can be left blank. In that case Company will be shown in the list, inside brackets. That's way all companies will be seen at the beginning of the list.
- Fixed bug caused error No. 9 while there are no records in Address Book.

**Version 3.2**
- Selecting details to insert will be sticky.
- Address Book won't run if there is no open file, nor in the macro editing window.
- Shared macro lib *TalFuchsLib* changed to fit others programs too.

**Version 3.1**
- Fixed bug in setting number of records in INI file.
- Set the default fields to be inserted to document (The fields that will be checked in the main dialog, and in the search result dialog)
- Part of the code removed to the *TalFuchsLib* macro. This is shared lib for all future products.

**Version 3.0**
- Data File format has been changed. Quotes instead of Commas are saved as '~~' This make data retrieval much faster.
- Setup option let you decide exactly how the data will be inserted to your document.
- Main dialog interface changed a little.
- Report can be done as Normal Report, or as Wide Report for using in Mail Merge.

**Version 2.4**
- The main Address Book dialog made wider, for low resolution (VGA) too.
- Large parts of the code were rewritten to gain some performance improvement.
- Much better Errors handling.

**Version 2.3**
- Report button added. It will create hard copy of the Address Book.
- Salutation field added.

**Version 2.2**
- Fixed bug in the search routine
- Made little bit faster

**Version 2.1**
- Copy command renamed to Insert command.
- Edit and New dialogs made wider, so more information can be seen.
- Sort routine made faster, especially in the New-Name subroutine.
- Changes made in the Run Address Book routine will be saved.
- If the screen resolution is 800*600 or higher then the main Address Book dialog will be wider, so more information can be seen, in the details' part of the dialog.
- Using commas that made troubles, is no longer problem. Commas can be used freely in the Address Book.

**Version 2.0**
- First WinWord 6.0 version.
- Versions 1.x are for WinWord 2.0

## Known Problems

- Using '&' in the Address Book will be seen as '_' , but it will be inserted correctly as '&' into the document.
- Quotes are saved in the *ABOOK.DAT* file as two apostrophes (This made the data loading and saving faster).
  Since, to my knowledge, Quotes used for Addresses in Hebrew only, it won't bother most users.
- Using Hebrew interface may cause the install routine to fail. If it fail then you can change to English interface and run the Install again, or install the macro manually (There will be no need to edit the data file manually in that case)

## Other Products

### New Print Dialog
New Print Dialog replaces WinWord default print dialog.
If you have more than one printer attached to your system, then this program is must have one. Printer selection made much easier, directly from the dialog. (Up to 16 printers.)
If you, more than once, wanted to print a document, but it was send to the FAX instead, then this program will make sure it won't ever happen again. The default printer will be restored after the print job ends.
Changing various settings like Reverse Print Order, and Draft Output done in the dialog itself, without going to the Print Options.

### Free Macros Library
The library contain WinWord macros that can be used freely, with no charge, you can edit them as you like, and make any use of them, in your programs.

## Contacting the author, and technical support
Please send inquiries, comments, or fees to the author at the address below.
Technical support available for registered and unregistered users, via E-Mail or via the post office.

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- All the users who keep sending comments and suggestions, to make this program better one.