Contents

Navigating Your Contact List

The List Box:
   You can navigate your list of contacts using several methods.   "Manage Your Contacts" comes with a LIST BOX displayed on the right side of the main screen from which you can see several entries in the database.   To move to a particular item, simply click on its name. Another way to navigate the list box is to type the first letter as it is displayed on the left. For example, to go to the name Loydd, Greg, make sure the list box has the focus by clicking anywhere in the list box, then press "L".   (Press "L" again to move to the next name beginning with "L" and so on.)

Pull-down Menu Keys:
   Another way to move through your contact list is to use the pull-down menu and/or hot keys associated with the menu items.   This is particularly useful if you prefer to use your keyboard or have collapsed the Window so that the list box is not displayed.   The menu items and their corresponding hot keys can be located from the FILE pull-down menu.   You'll see from the menu that **Ctrl-HOME** moves to the first entry, **DOWN ARROW** moves to the next entry, **UP ARROW** moves to the previous entry, and **Ctrl-END** moves to the last entry.

The Data Control Arrows:
   You can also navigate through your entries by using the arrow controls on the DATA CONTROL found at the bottom of the main screen.   The **far left arrow** moves to the first entry, the **inner left arrow** moves one entry backward, the **far right arrow** moves to the last entry, and the **inner right arrow** moves one entry forward.

Moving within an entry:
   To move forward one field, press TAB or ENTER.   To move back one field, press Shift-TAB (a.k.a. BackTab).   Of course, you can use the mouse to quickly move to different fields.

How to Register

   This program is distributed as shareware .   **To license one copy of this product to be used on any one computer, the registration price is $29.95.**   (Although my friends have suggested that I could charge much more, I have made the registration price low to encourage more registrations.   Please do not think your registration is not important to me.)

Site licenses are also available for a significantly discounted price:

2 copies = **$39.95** = **$19.98** per copy
3-5 copies = **$17.99** per copy
6-9 copies = **$15.99** per copy
10 or more copies = **$12.99** per copy.

For your convenience *NorthStar Solutions* can process any orders that you wish to place with your valid Visa or MasterCard and may be contacted *for orders only* via any of the following methods:

Voice: **1-800-699-6395** (10:00 a.m. - 10:00 p.m., Eastern Standard Time.   Calls from the U.S. only.)
              1-803-699-6395 (10:00 a.m. - 10:00 p.m., Eastern Standard Time.)

FAX: **1-803-699-5465** (Available 24 hours.   International and business orders encouraged.)

E-MAIL: **America Online: STARMAIL**
        CompuServe: 71561,2751
        Internet: STARMAIL@AOL.COM

If you have a CompuServe account and would like to register online via CompuServe, you can use their SWREG services to do so.

You may also register with a check or money order.   Make them payable to **NorthStar Solutions** and send them to:
                            P.O. Box 25262
                            Columbia, SC   29224

Regardless of how you register, please have the following information ready:

1 The program and version number (Manage Your Contacts version 2.4).
2 Your Visa or MasterCard # and its expiration date (if using Visa/MC).
3 Your e-mail address (CompuServe, America Online, or any other address that can be reached bia the Internet) so that the author can notify you of updates, etc.

IMPORTANT NOTES: 1) NorthStar processes registrations only, see Contacting the Author for Technical Support   **for any technical support questions.   2) E-mailed and FAXed registrations are encouraged, but all registration are very much appreciated!**

"Shareware"

The essence of "user-supported" software (a.k.a. "Shareware")   is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.   If you find this program useful and find that you are using it and continue to use it after a reasonable trial period, you must make a registration payment to obtain a legal copy.   The registration fee will license one copy for use on any one computer at any one time.

Contacting the Author for Technical Support

DISCLAIMER: Users of Manage Your Contacts must accept this disclaimer of warranty: "Manage Your Contacts is supplied as is.   The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose.   The author assumes no liability for damages, direct or consequential, which may result from the use of Manage Your Contacts."

   However, technical support is available if you experience any problems using this program.   Contact me using any of the methods listed below, and I will try to help.   If any problem reported is found to be a significant "bug", I will try to fix it as soon as possible and send you an upgrade.   (Please make sure you have read the Help I have provided with this program first.)

   E-mail contact is preferred because it is fast, inexpensive, and accurate.   The best way to reach me is **via e-mail**:

America Online: STARMAIL
CompuServe: 71561,2751
Internet: STARMAIL@AOL.COM

    If you do not have an e-mail account, the second best way to get help is to fax a scenario of the problem you are having (the more details you can provide the better I can help you). I can be reached via fax 24 hours at **(803) 699-5465**.   You can write to me at:
Jeff Camino
P.O. Box 25262
Columbia, SC   29224

   You can also call (803) 699-6395.   I am usually available from 6:00 p.m. to 10:00 p.m., EST.   PLEASE DO NOT CALL DURING HOURS OUTSIDE THIS RANGE.

SWREG

   Please note that using SWREG will cost you $4 more, or $33.95 per copy, which help me absorb the 15% of the registration price that CompuServe charges me when someone uses their SWREG service.   Quite frankly, with a price as low as it is, I can not afford to take much more out of my small profit per registration.   If you prefer to get the discount by not using SWREG, click here to view (return to) the other ways to register.

   Also note that there is no way to offer quantity discounts via SWREG, so each copy you obtain is $33.95.

   So why do I offer SWREG as a means of registering?   I realize that some of you may find it more convenient to use your CompuServe account to register programs online.   I know some of you want to purchase a shareware program with your companys CompuServe account because there is a lot less paperwork involved and approving signatures to obtain, etc.

   To register online via CompuServe, first **GO SWREG**, then select **Register Shareware** and walk through the menus.   The registration ID for this program is: **8723**

Using Search/Filter/Sort Functions

"Manage Your Contacts" has several features to make retrieving an entry fast and easy. The SEARCH/FILTER/SORT feature allows you to narrow down the entries you wish to view. For example, if you had several entries for different people that worked for the ACME Computer Company, you could build a search where "Business Name" is equal to "ACME Computer Company" to view only the people that work for that business.

Using that concept, "Manage Your Contacts" gives you a lot of flexibility and control over your contact list.   For example, suppose you wanted to mail a Christmas card to a select number of people in your list.   You could simply put a key word, such as "Christmas" in the NOTES section.   Now you will be able to filter for only those entries where "Notes" contains "Christmas".   (Note to use the word "contains" rather than "is equal to" so that the entry doesn't have to match exactly and may contain other items--as the "NOTES" section will probably have many items in it.)

Using a slightly more sophisticated example, suppose you wanted to mail a newsletter to all your clients not living in the U.S.   Additionally, you know you can E-mail the newsletter for much less cost, but not all of them have E-mail.   By searching for all entries where the country field was not equal to "U.S." and where the E-mail field was "empty", you can easily identify which clients do not live in the U.S. and do not have E-mail.   (Note to actually use the word "empty" when searching for blank fields.)

Both the "Print Labels" function and the "Print Envelopes" function will allow you to print one address at a time, or all the names currently displayed.   Now you can print an envelope or mailing label for all the entries you searched/filtered with that function.   I'm sure you'll be able to find many ways to ensure this program lives up to its name.

Using the Dialer

   You can dial a phone number using your modem to save you the time and hassle of keying in the number from your phone.   You can have your Hayes-compatible modem dial a number already keyed into your entry, or you can manually enter a number from your keyboard.

   If the dial feature is not dialing your modem, choose "SETUP!" and make sure it is configured for the port your modem is using.   Also check to make sure your modem is working properly and is correctly connected with your computer and phone line.   You should be able to check the connection and correct port settings with one of your other communications programs.   NOTE: Your modem may be dialing, but you can not hear it doing so from its speaker. Pick up your phone immediately after you select "DIAL" and see if you can hear the number being dialed.   Another option is to turn off your modem, wait a couple of seconds, then turn it back on.   This will reset your modem, and hopefully correct any problems you may be having.

Steps to use the Dialer Function:

1. **Select "DIAL**" from the pull-down menu.
2. **Choose one of the options** appropriate to the number you want your modem to dial.
3. Another small window will appear.   **Select the "DIAL" button** to have your modem dial the number.
4. **Pick up** your phone/headset.
5. **Select the "HANGUP MODEM" button**.
6. **Choose either the "REDIAL" or "RETURN" buttons** as necessary.

Running the E-mail Robot for WINCIM or AOL.

   If you're like me, you probably want a lot more control over the contact list that you use to correspond via e-mail on America Online or CompuServe.   For example, you may want to send an "e-mail newsletter" to a list of clients, but only certain ones.   Further, you may not want to have to retype or cut-and-paste several hundred times, nor do you want your clients to necessarily know who all your other clients are, as happens when you use the cc" option. "Manage Your Contacts" helps you do this by automatically bringing the navigator to the foreground of your Windows session and plugging that relevant information (contact name and e-mail address) into the navigator of the online service so you don't have to retype that information.

   In addition to not having to keep the internal "address book" up to date from within the navigator (all your information can be maintained within the "Manage Your Contacts" database), you can also use "Manage Your Contacts" to search or filter your entries for certain entries, then send the same e-mail message (e.g. an "e-mail newsletter")   to all those entries at once without having to do a lot of extra typing or "cutting and pasting". Here's how it works:

1) Start your navigator program and make sure it is NOT running minimized (not running as an icon).

2) Switch (ALT-TAB) to your favorite Windows word processor, Write, Notepad, etc. to compose your message, then copy it to the Windows clipboard (usually highlighting the text you want and pressing CTRL-C or highlighting the text and choosing "Edit", then "Copy" from a pull-down menu will do this).

3) Switch (ALT-TAB) to "Manage Your Contacts" and filter your contact list to reflect all the contacts you want to receive your e-mail message.   (See "Search/Filter/Sort" from this Help file for more information about searching/filtering your contact list.)

4) Select "Send E-mail to all shown" from the "I/O" pull-down menu, type in the title of your message, then sit back and watch "Manage Your Contacts" do the rest for you.

   Note: If you wish to send an e-mail message to one person, it works similar to the above except that you do not have to worry about composing or copying text to the Windows clipboard.   Just start your navigator as described in step 1, then switch to "Manage Your Contacts" (ALT-TAB) and select "Send E-mail Message" from the "I/O" pull-down menu.   This will invoke your navigator, plug the e-mail address and leave you at the point where you can type in the subject and message as usual.

   This feature is actually just a small example of what can be done using another program written by the author of Manage Your Contacts (See Another Program that May Interest You for more details.)

Column Format

While less common, if you are creating your own file to import, a file in a column format may be easier to work with.   Rather than using quotes and commas to delimit their fields like a comma-delimited, text file does, you can simply place each new field on a separate line.   For example:

The field order is the same as it appears on the screen:

NorthStar Solutions	Business Name
Jeff	First Name
R	MI
Camino	Last Name
(803) 699-6395	Phone 1
<= Phone 2, though blank, is still accounted for.	Phone 2
(803) 699-5465	Fax
P.O. Box 25262	Street 1
<= Street 2, though blank, is still accounted for.	Street 2
Columbia	City
SC	State
29224	Zip
U.S.	Country
starmail@aol.com	E-mail
Author of this program.	Notes section (may have
Kansas State Wildcat fan.	multiple lines)

******   *******   *******   <= Each new entry MUST be separated with 1 line whose first characters may be 7   characters are *'s.   (Additional separate entries while used to help you visually source file to be preparing the imported.)

Comma-Delimited Format

Comma-delimited, text files are common.   Each field is surrounded by double quotes and separated by a comma.   The following is a partial example of a comma-delimited, text file:

"NorthStar Solutions","Jeff","R","Camino","(803)699-6395","","(803)699-5465". . .

NOTE: Missing fields are still accounted for by using an open quote immediately followed by a close quote.   In the example above, the second phone number (just after "(803) 699-6395" is empty, so its field looks like this: **""**

The fields are in the same order as they appear on the screen, beginning with "Business Name" and ending with "Notes":

**1) Business Name   2) First Name   3) MI   4) Last Name   5)   Phone 1   6) Phone 2
7) Fax
8) Street 1   9) Street 2   10) City   11) State   12) Zip   13) Country   14) E-mail
15) Notes**

IMPORTANT NOTE: While the above does not represent it due to space limitations on this screen, each Entry/Record is on **one** line.   That is, the first field in the line would be "Business Name" and the last field **on the same line** would be "Notes".   (You can have several entries/records in one file, but each should be on a line by itself and you should not skip any lines in between.)

Printing Envelopes

   You can quickly print one or many envelopes.   To access this function, choose the appropriate selection from the "I/O" pull-down menu.   The envelopes function works much like the "Print Label" function (See Printing Labels.)   However, there are few special considerations you need to be aware of when you print envelopes:

   This function works on *most* laser and inkjet printers that use the HP (R) PCL (R) 4 emulations.   I have successfully tested it on a Brother HL-630 printer, an HP DeskJet 540C, an HP LaserJet IIP, an HP LaserJet III, and an HP LaserJet IV.   Most printers emulate at least one of these and it is likely that your inkjet or laser printer does too.

   As a began researching adding this new feature, I soon found out that there are a variety of ways printers load envelopes (some load from the left side of the printer, some from the center, and some from the right--no standards to make it easy).   It took some extra programming effort to accommodate all these different ways to load envelopes, but in an effort to make "Manage Your Contacts" as accommodating as possible, you can simply choose which method your printer uses by selecting "Label/Envelope Settings..." from the "I/O" pull-down menu (you can even adjust the margins for special envelopes, etc.).

   Like the "Print Label" function, you can set when you wish to have the country field printed while printing envelopes by selecting "When to Print the Country" from the "Label/Envelope Settings" window.

   (As mentioned above, printing envelopes is much like the "Print Labels" function.   Even if you do not plan to print labels, for general information applicable to printing both labels and envelopes, see Printing Labels.)

Brother is a registered trademark of Brother Industries, Ltd.   Hewlett-Packard and PCL are registered trademarks and HP LaserJet IIP, HP LaserJet III, and HP LaserJet IV are trademarks of Hewlett-Packard Company.

Printing Labels

"Manage Your Contacts" enables you to quickly print one or many mailing labels.   To access this function, choose the appropriate selection from the "I/O" pull-down menu.   Five things should be noted about printing labels:

   1. Labels are printed directly to your printer's LPT port.   While most PC's use LPT 1, the option to adjust this is also available when you select "Label/Envelope Settings" from the "I/O" pull-down menu.   If you know your printer is ready and labels are not printing, try setting the LPT port to one other than the default, which is LPT 1.

   2. If you wish to print only certain labels, you can either display the one you wish to print and then select "PRINT A LABEL FOR THIS ENTRY" (Ctrl-L) from the "I/O" pull-down menu, or if you want to select entries based on certain criterion, you can use the SEARCH/FILTER/SORT function to build a more narrowly defined list   then choose "PRINT ALL LABELS IN THIS SEARCH/FILTER" from the "PRINT" pull-down menu.   See <u>Example Using Search/Filter/Sort Functions</u>
 for an example of how you might use the SEARCH/FILTER features to print certain labels. (To print ALL labels, just choose "** Find All Records **" from the SEARCH/FILTER/SORT function before selecting "PRINT ALL LABELS IN THIS SEARCH/FILTER)" from the "I/O" pull-down menu.)

   3. Because labels are printed directly to your printer, you can adjust the fonts/sizes using the external buttons on your printer.   (You can not mix fonts, whichever font you choose will be used for each line of the label.   This small sacrifice results in a healthy increase in speed.)

   4. You can adjust the number of lines you want printed for each label by selecting "LABEL/ENVELOPE SETTINGS" from the "I/O" pull-down menu., then "NUMBER OF LINES PER LABEL" .

   5. You can set when you wish to have the country field printed while printing labels by selecting "WHEN TO PRINT THE COUNTRY" from the LABEL/ENVELOPE SETTINGS window.

Using Search/Sort/Filter Functions

   "Manage Your Contacts" is equipped to handle complex Searches/Filters/Sorts which YOU can define on an as-needed basis.   This feature and its ease-of-use is one of, if not the, best you'll find in any application.

   Just select "Search/Filter/Sort" from the File pull-down menu, select the options from the pull-down boxes to build your search criterion, choose "OK", and there you are!

   The more entries and information you have, the more you can do with (and the more you'll appreciate) this powerful feature.   It really brings out the word "MANAGE" in "Manage Your Contacts".

   See Example Using Search/Filter/Sort Functions
 to learn more about these powerful features and see some examples of how you can put them to good use.

Using The Utilities

First, you will quickly notice the utilities are actually the ones that come with Windows. However, as the result of some suggestions that I make these utilities easily accessible from within "Manage Your Contacts", I have added a pull-down menu from which you can do this.

These utilities are actually quite useful. **While the calculator is pretty much self-explanatory, there are a couple special considerations you should note about the Calendar and Notepad:**

The Calendar/Scheduler that comes with Windows, though often overlooked, is a terrific little scheduler; but it is important that you do **not** exit it if you wish for the alarm to go off. That is, you should only minimize it if you have set an alarm so it will stay in memory and the alarm will activate at the appropriate time.

More advanced Windows users may wish to have it load automatically when you start Windows.   (Since this help file is not a Windows tutorial, I'll leave that statement as is, but note the file resides in the same location where you installed "Manage Your Contacts" and is called "APPT.CAL".   Please do not move it if you want this program to find it when you make that selection from the "Utility" pull-down menu.   Of course, if it's loading automatically, you may not need to access it from within the program anyway--see the last item in this help section.)

There are two options for using the Notepad.   One option is to bring up an empty (unsaved) notepad from which you can "Open" a file, take notes, save, search, print, etc.; the other option is to choose "Notepad ("to do list")", which automatically opens a file called "TO-DO.TXT".   (This file resides with the other files that come with "Manage Your Contacts".) This is especially helpful if you like to keep a running "to do list" which you can edit, search, print, etc.

IMPORTANT NOTE: Once you invoke any of the Utilities and do not exit them, it is as if you invoked them outside of "Manage Your Contacts".   This means you need only invoke them once and then you can simply press ALT-TAB to bring them up again as you do when running more than one program.   As a result, your "to do list" or Calendar/Scheduler will remain active and easily accessible even after you exit "The Contact Management System".

Problems Importing Files

Importing files can have unpredictable results.   This is because it all greatly depends on a perfect, error-free file being imported from for it to work correctly.   If one field is missing or has invalid data, it could cause all the following fields to also have errors.

STEPS FOR REVIEWING AND CORRECTING ENTRIES WHEN THE IMPORT FUNCTION DOESN'T WORK RIGHT:

1) Prepare to View the Entries Just Imported:
The best way to review or edit the newly imported files is to browse all entries, sort by the date, and move to the last entry--this is done automatically for you at the end of the import function.
2) Move back Through the New Entries until no Error is Found:
Move back (UP ARROW) one entry at a time until you come to an entry that does not have errors.
3) Move to the Next   Entry (The First Entry with an Error):
Now move forward (DOWN ARROW) one entry and focus on that entry.   Chances are good that entry (or one near it) has errors in the file you are importing from.

As mentioned above, the file you are importing from must be exactly correct for the import function to work correctly.   Review Importing Comma-Delimited Files or Importing Files in Column Format from this Help file for more information about the correct format. The most common errors include forgetting to account for fields that are blank (but must be accounted for), or not putting the fields in the correct order.

For exactly these reasons, the author of "Manage Your Contacts" prompts (and strongly recommends) that you make a backup of your data before you proceed to the import function.   If your list gets really messed up (especially a lot of entries), you can always restore from the backup.   Then you can identify where the problem exists in the file you are importing from (as discussed above) and try importing again.   Otherwise, you'll have to either manually correct the newly imported entries; or you'll have to delete the newly imported entries (Ctrl-Del), correct the file being imported from, and try importing again.

Other Programs that May Interest You

   If you want to get the most out of your Windows programs, then you will definitely want to get a
copy of the following program, also written by the author of Manage Your Contacts.   The following will make your common chores in Windows much easier, so you can be more productive and have more fun doing other things!

MACRO MANIA - A Power User's dream! Macro Mania can start programs, switch to currently running programs, and send keystrokes to ANY Windows program with just one command, just as if you had started the program and typed in the keys yourself.   Additionally, you can have it switch back and forth between programs to transport data via Windows' clipboard using cut, copy, and paste functions. The easy-to-use interface helps you create macros that do this quickly and easily. VERY EASY, VERY FAST, AND VERY COOL!

   For example, you could use Macro Mania to interact with Manage Your Contacts and your favorite Windows word processor (WordPerfect for Windows, MicroSoft Word, Write, etc.) to prepare letters, perform mail merges, prepare advanced mailing label formats, etc.   If you have a favorite e-mail program, then you could use Macro Mania to work with any windows e-mail program to prepare e-mail messages to one or more of your contacts--fast and easy!

   Of course, thats only a small amount of examples.   <u>I use Macro Mania for many common chores that I do repeatedly and take several keystrokes--because all I need to do is click one time with Macro Mania to have these chores done for me, and creating a macro is easy!</u>

    Registered users of Manage Your Contacts are eligible to purchase Macro Mania for only $8.98, which is 50% off its usual registration price of $17.95!   CompuServe and America Online users should be able to easily find it in their shareware archives by searching for the two key words MACRO and MANIA.   If you are not a member of one of these services and/or can not locate Macro Mania and you are **sincerely** interested, see <u>Contacting the Author for Technical Support</u>   to find out how to contact me to request a copy on diskette--be sure to provide a mailing address.

Overview

   First, you will notice that this help file is not particularly large.   That is because I believe in making a program as intuitive as possible without much need for help.   On that note, this help system does not convey <u>all</u> the features, some are just too obvious to waste the time and effort (yours and mine) of putting it in the help.   Nevertheless, the help system is a good way to convey to you some useful information, or features that may be more sophisticated to use.   Just do not feel like you need to memorize a lot of commands and procedures to make this program useful.

   If you have any questions (or even just some comments) about this program, feel free to contact me.   (See Contacting The Author For Technical Support for ways to contact me.)

   Manage Your Contacts has enjoyed a lot of success in the past year and I plan to keep it alive for many years.   You will find it packed full of features that will make it live up to its name.   So, without further words here, **enjoy**!