

HOW TO USE ADDRESS BOOK PLUS

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IMPORTANT

Although Address Book Plus is not copy-protected, you may not make unlimited copies. Address Book Plus is protected by the copyright laws that pertain to computer software. It is illegal to make more than a backup copy of the program without written permission from Channelmark Corporation. In particular, it is illegal to give a copy to someone else.

A. WORKING WITH ADDRESS BOOK PLUS

Address Book Plus is a versatile tool for both home and office. Use Address Book Plus to create a custom address books, print mailing labels, envelopes, and rotary-file cards. Use letter codes to designate social or professional groups, so that you can send a mailing to all the members of the Boy Scout Troop.

Use Address Book Plus to create a file of all the addresses and phone numbers you use, and make your mailing list easy to update. You can print your address book in two pocket sizes, in an 8.5"x 5.5" organizer size, on 8.5"x 11" paper, or set a custom size, and print on any size paper. For each name, you can enter three phone numbers, a company name, a three-line address, a profession, birthday, and comments. You can print an address book containing business or professional information, and print a second book containing birthdays only.

If you have created data files in other programs, such as Lotus or dBase, or a word processor, you can import them to Address Book Plus. Since all names in a file are held in memory at once, the total number of names a file can contain depends on available memory. So, if you have 256K of RAM, you can store approximately 300 names per file. If your system has 640K, it stores up to 1500 names. There is no limit to the number of files you can have.

When you start Address Book Plus, a file named ADDRESS is loaded automatically. This file contains three sample names and addresses for you to browse through. You can delete them and add your names to this file, or you can create a new Address Book Plus file for your names. In addition, a file called TOLLFREE is included on your Address Book Plus disk. This file contains toll-free numbers of airlines, rental car agencies and hotels. To load this file into memory, see the instructions below under the heading MAIN MENU (F4 NEW FILE.)

Address Book Plus can print on several sizes of paper to fit in most popular address books. To print address books, your printer must produce compressed print (15-20 characters per inch).

DATA ORGANIZATION

Personal codes allow you to organize printouts into as many as ten groups that you define. Set a letter code for friends, business contacts, card recipients, clubs, or any other purpose. Each record can appear in as many as ten groups.

When you print, the codes let you specify groups or combinations of groups. You can sort the names different ways, and search for any combination of characters. You can also print rotary file cards, envelopes and mailing labels. And you can print a personal Yellow Pages directory, organized alphabetically by profession. The program records the system date each time a name is added or changed; this lets you print labels, envelopes, and file cards selected by date. List-by codes let you select where each name appears in the address book and in your rotary file cards. Use these codes for each name you enter, so that, when you print an address book or rotary file, your friends' names and addresses appear by name, your business associates by company, and the plumber appears listed by his profession, under Plumber.

GETTING AROUND

Active function keys are displayed at the bottom of the screen. These keys are active on most screens:

Arrow keys	Up/down one line; left/right one character.
Tab/Shift-tab	Next/previous field.
Home	Moves cursor to the start of the list or field.
End	Moves cursor to the end of the list or field.
PgDn/PgUp	Displays the next/previous screen, or name.
F1	Displays a Help screen.
F2	Displays the on-line instructions.
F10	Continues to the next program screen .
ESC	Cancels the current task; returns to the previous screen.

TO EXIT THE PROGRAM: Press Esc at the Main Menu. The Exit menu prompts you to press F10 to save the current changes and exit the program, or press F9 to exit without saving the current changes. You can also press ESC to return to the Main Menu.

MAIN MENU

The first screen you see when you start Address Book Plus is the Main Menu. A status line at the top of the screen indicates today's date, the file name, the number of names currently in the file, and the number that will fit in memory. Select from the menu items by using the up/down arrow keys to highlight your choice and pressing Enter.

F3 SAVE NAMES: After you have added or changed names, save them to a file you specify by pressing F3. The filename where you last saved names appears in the highlighted

field. Type a different file name, or press Enter to save your changes to the file.

F4 NEW FILE: The first time you run Address Book Plus, the sample file ADDRESS appears. To change files, press F4, type a filename (including the path), and press ENTER. If the file exists, Address Book Plus reads it into the program. If there is no file with that name, the program creates one. If you are using a 2-drive system, you may want to use Drive B to store your names. Note: The first time you run Address Book Plus, the program loads names from the default ADDRESS file located on the floppy disk. If you copy the program to your hard disk, make sure you copy the sample files to the same drive and directory as your program.

F5 COLOR: Press F5 to alternate between monochrome and color displays. If you choose color, you can change character and background color, as well as texture and screen speed using the Setup Screen menu option.

F6 CHANGE DATE: When a name is added or changed, it is marked with the system date. This information can be used to select names for printing. If the date is not correct, press F6. Type the correct date in the displayed format. Always check the date before adding or changing names in your file.

B. EDIT NAMES

To add or edit name and address records, highlight Edit Names from the Main Menu and press Enter. The Edit Names screen lets you browse through all the names in the file. The total number of records in the file appears in the status line at the top of the screen. Use the up/down arrow, PgUp/PgDn and Home/End keys to move through the data. Press Ctrl-PgUp/PgDn to scroll through the list of names. Press any key to stop scrolling. Options include:

A-Z QUICK SEARCH: To search quickly through the records for a name, type the first letter of any name in the file (or, if you're sorting by a category other than name, such as profession, the first letter of the profession.) The highlight moves to the first record starting with that letter.

F3 FILTER: If you want to browse and edit names in a single code, such as business contacts, or the Scout Troop, press F3. The letter codes and their definitions, appear in the box at the right. Type the code letters for the sets of names to display and edit. If you want to include all the names, type an asterisk. The letter codes you selected appear at the top of the screen.

F4 SORT NAMES: Press F4 to change the sort order of your names. In the Sort window, highlight your choice (Name, Company Name, Profession, Date, Zip Code, Comments, or Birthday,) then press Enter. The data appear in the new order, with the sort field displayed at left.

F5 and F6 SEARCH: Use this option when you're looking for someone whom you remember by first name only, for example, or when you can't remember the name of a company. Press F5 to go to the Search menu. You can search by name, company name, profession, or all three. Information you type here is searched only in the specified field. To broaden your search to all fields, type a character string in the space next to All fields. (This search will take longer.) Begin the search by pressing F10. The first occurrence of the name or character string you typed appears highlighted. Press F6 to search for another occurrence of the name. The program continues searching through the list for another occurrence of the name or string. When it reaches the end of the file, the search continues automatically at the top of the file.

F7 DELETE NAME: To delete a name, highlight it, and then press F7. The Delete window appears. Press F7 again to delete the name or ESC to stop deleting. If you have deleted a name, and you want to restore it, you can do this while the Delete window is still showing by pressing F8.

F8 ADD NEW NAME: To add a new name to the current file, press F8 to display the Add Names screen (discussed in the next section).

ADDING, CHANGING, AND REMOVING NAMES

Press F8 from the Edit Names screen to display the Add Names screen. To alter an existing record, highlight it on the Edit Names screen, and press Enter to display the Change Names screen. Both screens display the data fields available for each name. Use the up/down arrows, tab and Enter keys to move between fields. PgUp/PgDn display the next/previous name.

Press F10 to return to the View Names screen; or press F8 to add another name. The following functions are available on the Add Names and Change Names screens:

F3 EDIT CODE NAMES: Press F3 to display the list of personal Code names (discussed below). Move the cursor to the code name to be changed and type in the new name. Press F10 to save your changes. Code names are saved with each file.

F4 REPEAT ENTRY: Use this function to save keystrokes when you're adding a new name, and you want to use some of the same information you've already entered. This can be especially useful when you're adding people who work at the

same company or live in the same city. At the field where you want information repeated from the previous entry, press F4. The highlighted field is filled in with information from the same field in the previous record (the name last displayed).

F5 AND F6 SEARCH: (See instructions above, under Edit Names.)

F7 DELETE NAME: To delete a name, press F7. The Delete box appears. Press F7 again to delete the name, or press Esc to cancel deletion.

F8 ADD NEW NAME: Press F8 if you want to save the information on the screen and add another name. Otherwise, press F10 to save the data and return to the Edit Names screen.

LAST NAME/FIRST NAME: The first and last name can total up to 28 characters (30 characters if just a last name). List the name up to three times in your rotary card file or address book. You can list names by Name, Company, or Profession using the List by codes (see below).

COMPANY: Can be up to 30 characters. To list an entry by company in the address/phone book, or rotary card listing, type the company name and type 2 in the List by selection (see below).

ADDRESS & PHONE NUMBERS: A two-line address, city, state, zip, country, two phone numbers, and an extension are allowed. You can also use the extension for a third phone number. To assist you in using two-character state abbreviations, at the State field, press F1 Help for a listing of abbreviations and zip codes.

PROFESSION: Identifies a profession, trade, or type of business. To list by profession, type an entry in this field, and type 3 in address/phone book and rotary file cards in the List-by selection.

COMMENTS: Can be up to 30 characters. Use this field for unique information: spouse's or assistant's name--anything you like. Comments are printed in address books and file cards. You can also sort entries by comment.

BIRTHDAY: Type a birthdate in the specified format. Use this as a sort-by option, or as filter for creating birthday lists.

LAST EDIT: Displays the date the record was created or last changed. You cannot edit this field; it is for information only and is updated automatically. Use this information as a filter when printing to select names changed between two dates.

CODES: Use the codes to organize your names into logical groups that can be printed separately. Group your friends, your spouse's friends, your business associates, your holiday card recipients; identify one group for business and another for home--whatever your need, the possibilities are endless. **HINT:** Using codes can make it possible to use a single data file for several different purposes. It is easier to maintain a single file as information changes. You can print any combination of names.

When you highlight the Codes field, the Code Names window appears, listing ten codes (A - J) and the description assigned to each one. Type up to ten letters in the Code field. To add or change a code description in the Code Names window, press F3.

LIST BY: Names can be listed up to three times: by last name, company name, and profession. For example, you might list friends by last name only, business associates by last name and company name, and your doctor by profession only. When you highlight the List By field, the List By window displays the codes you can enter: 1 for last name, 2 for company name, and 3 for profession. Type the appropriate number(s). The Yellow Pages print option, discussed below, ignores List-By codes and automatically prints all names that have an entry in the Profession field. List-by codes apply to address/phone book and rotary file card output only. If you type 4, the company name won't print on labels and envelopes.

C. PRINT NAMES

Address Book Plus can print address/phone books, file cards, labels, envelopes, and the entire contents of each file as well. Before printing for the first time, identify your printer by using the Setup Printer option on the Main Menu--see section F.

To print your names: 1) Select the Print Names option from the Main Menu and the Print menu appears. 2) Highlight an output format. 3) Then use F3 and F4 to select filters and output layout. Then press F10. Depending on which format you chose, a different output options menu appears. 4) Select from the choices by highlighting the book type (yellow or white page listing for either Address Book, rotary file cards, or Birthday List) and pressing Enter. For labels, envelopes and the database listing, highlight the sort order you want, and press Enter. 5) Select starting name by pressing F5 and highlighting the name to begin.

YELLOW PAGES - WHITE PAGES: The address book/phone book and rotary file cards can contain White Pages or Yellow Pages. White Pages can list a name up to three times, depending on the List-By codes selected in each record. The Yellow Pages list names alphabetically by profession for all names with an entry in the Profession.

SORT ORDER: Highlight the sort order for labels, envelopes, and the database listing, and press Enter. You can sort by name, company name, profession, date the name was added to the listing, zip code, comments, or birthday.

F3 FILTER: Before you begin printing, select which group of names you want to print by pressing F3. The Filter menu appears. Set these two options:

CODES: Specify the sets of names you want to print by entering up to ten letters from the Code Names window. To print all names in all groups, use an asterisk (*).

SELECT NAMES CHANGED BETWEEN: This option can be used to print all names added or changed during a specified period of time. Only names changed during the time you specify will be printed. Type dates using the displayed format in the designated fields. To include all entries made or changed after a certain date, type a date in the first field only. To print all names, leave the asterisk (*) in both fields.

F4 LAYOUT: Each type of output (Address/Phone Book, Rotary File Cards, Labels, Envelopes, and Database Listing) has a different layout selection. The two selections common to all output (Print to and Pause) are discussed here. See the instructions for setting other specifications under the individual format headings.

PRINT TO: Enter LPT1, LPT2, COM1, COM2, SCRN or a valid disk file name. LPT1 is the usual entry for a parallel printer. When you print to the screen (SCRN), an accurate preview of the output is displayed.

PAUSE BETWEEN PAGES/CARDS/ENVELOPES: Type N for continuous-form paper, Y for single sheets.

ADDRESS BOOK

Load the address book paper in your printer with the unruled side of the paper facing out, and the print head on the first line to be printed. If you cannot adjust your tractors, use the left-hand tractor only, and place the printer in friction-feed mode. (Specify Pause Between Pages to allow for paper adjustments when using friction-feed mode.) Laser paper should be loaded face up with the top of the paper towards the printer. Directions for assembling the pocket-sized address book appears on the cardboard insert packaged with the address book paper. A title page, if selected, is always printed unless you select a starting name other than the first person in the list.

INCLUDE TITLE? Type Y to include a heading on each page consisting of the first letter of the initial entry for that page and the code letters you have selected.

NEW PAGE WHEN LETTER CHANGES? Type Y to begin a new address book page with every new letter. Type N to print without a page break between letters.

PRINT PHONE BOOK BY CODES? Type Y to arrange the phone book according to code. Names will be arranged alphabetically within code designations. If you have set A as the members of the boy scout troop, and B as the names of relatives, for example, the program prints the names of all scout troop members first, followed by relatives' names.

LEFT MARGIN: Set the margin so that names and numbers print in the correct column. You might try a trial run with a few names before you print your entire address book.

LINES PER INCH: Use 8 for more compressed data. You may find 6 lines per inch more legible with certain printers.

SELECT FORMAT: When you move the highlight to this field, the Formats menu appears. Type the letter for the paper size you're using, and press Enter to select it. If you're using paper that does not have listed measurements, type E and press Enter. The custom format allows you to use Address Book Plus with any size and format of paper. Type appropriate numbers for each of the options.

ROTARY FILE CARDS

Load rotary file or index cards in your printer with the print head on the first line.

LEFT MARGIN: Set the margin so that the data print in the correct place on the card. Since print margin varies from printer to printer, you may want to experiment with different widths.

SMALL OR NORMAL PRINT: Type S for small print. You may find this size works better for smaller cards.

WIDTH OF CARD: The date always prints at the right edge of the card.

LINES PER INCH: Use 8 lines per inch for more compressed print. 2 1/6" cards must use 6 lines per inch.

LINES PER CARD: For 2 1/6" x 4" cards, use 13 lines per card with 6 lines per inch. For 3"x 5" cards, use 18 lines if you select 6 lines per inch, and 24 lines if you select 8 lines per inch.

LABELS

Address Book Plus prints any size label up to nine across on a sheet. Load the label paper with the print head positioned at

the first line. Additional prompts include:

NUMBER OF LABELS ACROSS: Enter the number of labels across the page (1-9). (If you're using a laser printer, specify the number of labels down on the Setup Printer screen.)

LEFT MARGIN: Enter the number of spaces you want the data indented.

SMALL OR NORMAL PRINT: Type S for small print. You may find this size works better for smaller labels.

WIDTH OF LABEL: Type the width in inches from the left edge of one label to the left edge of the next.

LINES PER INCH: Use 8 lines per inch for more compressed print.

LINES PER LABEL: Enter the number of lines between the top of one label and the top of the next label.

COPIES PER LABEL: Type the number of copies of each label you want to print. You can print up to 999 labels for each name.

ENVELOPES

Address Book Plus prints any size envelope, individual or continuous-form. Load envelopes with the print head positioned at the first line.

INCLUDE RETURN ADDRESS: To print a return address, type Y and press Enter. Type N to leave out the return address. Type your return address in the appropriate fields. The following margin settings refer to return address only.

LEFT MARGIN: Set so that the return address prints at the left edge of the envelope.

TOP MARGIN: Set so that the return address prints at the top of the envelope.

ADDRESSEE: The following margins refer to addressee only.

LEFT MARGIN: Set so that the address prints near the center of the envelope front.

TOP MARGIN: Set so that the address prints midway between the top and bottom edges.

LINES PER ENVELOPE: Use six lines per inch as a guide. Type the number of lines between the top of one envelope and the top of the next.

PRINT LANDSCAPE: Most envelopes are printed in landscape orientation. Use this selection for laser printers only.

DATABASE LISTING

The Database listing prints all information for each name. Use this as a master list for making corrections. Print on standard paper. Additional prompts include:

LEFT MARGIN: Type the number of spaces you want for the left margin. 10 is the default.

LINES PER INCH: 8 lines produces more compressed text. 6 lines is standard.

When you're through setting your output format options, press F10 to save your settings, and return to the Print Names menu. To begin printing, press F10. When the output options menu appears, choose a book type, or sort order if you have not already done so, and press F10 again. A screen with the type of output and printer information appears, with the starting name listed in the status bar at the top. To select a starting name, press F5.

F5 SELECT STARTING NAME

The Select Starting Name screen appears with all the names to print, sorted according to the order you chose. This feature lets you resume printing after a paper jam or other printer error, or print just part of your book. Use the arrow keys to highlight the name with which you want to begin printing, or press F5 again to search for a name. (See instructions above, under Adding, Changing, and Removing Names for instructions on how to use F5 and F6 Search.) Once you've selected your starting name, press F10 to print. A print screen appears while the program formats the names. Press F10 again, and printing begins. The screen displays the number of the record being printed, and the total number to be printed (this latter number is affected by the codes you have specified, and will probably be different from the total number of records in the current file).

F6 PRINT STARTING NAME ONLY

When you print rotary file cards, labels, or envelopes, you can choose to print starting name only. This is useful if you want to make several copies of a single return address label, and you typed a number greater than one in the COPIES PER LABEL FIELD, or if you want to print only one envelope. After you have selected starting name (F5) press F6. When you begin printing, only the name you selected prints.

D. IMPORT/EXPORT NAMES

The Import and Export functions let you move data between Address Book Plus and other programs. When you import a file, you'll add the new names to the current file in memory. Exporting creates a

new disk file with the selected Address Book Plus names. You can copy your data to another disk file, or create subsets of your names by using the Codes to give to another person who has purchased Address Book Plus. Note: If you've upgraded from Pocket Address Book, you can use those files directly from the Main Menu.

FILE FORMAT

Before you import or export, you must specify the format of your Import file, or which kind of format you want to create with Export. If you're importing, first determine the file format of the file you want to import, using the DOS TYPE command to display contents and format of the file on screen. You can import delimited (DIF), fixed format (SDF), Address Book Plus, and word processing files into Address Book Plus. All of these files must be ASCII files, containing only alphabetic or numeric characters.

For example, if you want to determine the format of a DOS file called NAMES.PRN, exit Address Book Plus. Then, at the DOS prompt, type TYPE NAMES.PRN. The typed files may appear in one of the following formats:

WORD PROCESSING FORMAT (W): each name and address is contained on more than one line, each line ending with carriage return/line feed characters. When typed on the screen the file will look similar to this:

```
George M. Maltz
3222 West Main St.
Austin, OH 12232

Mary L. Smith
423 La Salle St.
Charlotte, CA 92122
.
.
etc.
```

FIXED FORMAT (F): also called Space Delimited Format (SDF); fields have fixed lengths. Blank characters fill out the fields as needed. Records end with carriage return/line feed characters. When typed on the screen, the file will look similar to this:

```
George M. Maltz 3222 West Main St. Austin, OH 12232
Mary L. Smith 423 La Salle St. Charlotte, CA 92122
```

DELIMITED FORMAT (D): records have variable lengths with no "padding" from blank characters. Fields are separated by commas or other delimiters. Fields may be surrounded by quotation marks. When typed on the screen, the file will look similar to this:

"George M. Maltz", "3222 West Main St.", "Austin, OH 12232"
"Mary L. Smith", "423 La Salle St.", "Charlotte, CA 92122"

IMPORT NAMES

The Import Names function adds new names from another file to the current Address Book Plus file, and it lets you combine Address Book Plus files. When you select Import Names from the Main Menu, the Import Names screen appears, displaying the Defaults window and the prompts:

IMPORT FILE: Enter the path and name of the file containing the input data.

FORMAT: Type the letter of the input file format (see above).

DELIMITING CHARACTER: For the Delimited format only, specify the character used to separate fields. Usually it's the comma.

NUMBER OF RECORDS PER NAME: Use this prompt for the Delimited and Word Processing formats. Such files may place names and addresses on separate lines ending with carriage return/line feed characters. For example, if your names use three lines with a blank line between names, enter a 4 at this prompt. Most Delimited formats are on 1 line.

With the prompts filled in, press F10 to continue. The program must now know the length and location of each field in the input data format. For Address Book Plus format, it's automatic. For other formats, the Select Fields window appears.

SELECT FIELDS: The Select Fields window displays the data fields at the top of the screen and the first record of the input file at the bottom. Use this screen to tell Address Book Plus which of its fields correspond to fields in the input file. Repeat these steps for each Address Book Plus field:

1. Use the PgUp/PgDn keys to look at the first 25 records of your import file. Some records may not have the field that you need to define (the first 3 records may not have a company name, for example.) You may need to look at different records to define different fields.

2. Highlight the Address Book Plus field to define, City, for example, and press F5. The blinking cursor moves to the input record.

3. Use the left/right arrow keys, or Home/End or Tab keys to move the cursor to the start of the import data corresponding to the City field. The next step depends on the import file format:

FIXED: Press F10 or ENTER to mark the start of the City field. Then, move the cursor to the end of the field and press F10 or ENTER to mark the end. The starting and ending column number appear next to the selected Address Book Plus field. Since each field is padded with blanks at the end, be sure that you have properly marked the end of the field.

DELIMITED & WORD PROCESSING: Each input field has a number with an arrow pointing to the start of the field. Move the cursor anywhere in the corresponding input field and press F10 or ENTER to mark the field. The input field number will appear next to the selected Address Book Plus field.

4. Repeat for each field, using PgUp/PgDn to view more records as required.

OPTIONAL COMBINATION FIELDS: Your input data file may not have separate fields for first and last names, city, state, and Zip Code. If so, use the Optional Combination Fields prompts at the lower right of the screen to describe the import fields. Follow the directions above for defining each field. Address Book Plus separates the input data into the correct AB+ fields. The Last Name, First Name format should work correctly for any identifiers such as Jr, MD, III, etc. However, if you are importing in the First Name Last Name format, you must ensure that all such identifiers immediately follow the last name without an intervening blank (Ex: Robert C. Jones, III).

When you are done with all fields, press F10 to read the data into Address Book Plus. New names are sorted along with names already in the file, and the Import Names screen reappears.

USING EXISTING DATABASES: Here are general directions for importing from several popular programs:

- | | |
|---------------|--|
| dBase II, III | 1) Assume that the database is named NUMBERS. At the dBASE prompt, type the following commands: USE NUMBERS |
| | 2) At the next dBASE prompt, type COPY TO TESTFILE.TXT DELIMITED Use the Address Book Plus Delimited format to import the file TESTFILE.TXT. |

WordStar	For names on multiple lines, import in Address Book Plus Word Processing format. For names on one line separated by commas, use Delimited format. If strange characters appear, print the file to disk using Wordstar and use that output file.
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- Lotus 1-2-3 Within Lotus, use the Print File command to write the 1-2-3 file to disk (/PF). Specify a filename, then press Enter. Select CLEAR ALL (CA) to remove all formatting commands. Next, set the print range (R), and press Enter. Then select, in order, OPTIONS (O), OTHER (O), and UNFORMATTED (U). Then, select MARGINS (M). Set the top, left, and bottom to 0, and the right margin to 240. Select QUIT (Q), and then GO (G) to write the text file. When the cursor re-appears, select QUIT (Q) to exit the Lotus 1-2-3 command line. Then use the Address Book Plus Fixed format to import the file. The file extension will be .PRN.
- Little Black Book Run Little Black Book's File Conversion Utility program to produce SDF output; use the Address Book Plus Fixed format to import.
- Traveling Sidekick Use the Address Book Plus Fixed format to import the file directly.

PROBLEMS DEFINING FIELDS: If you have problems properly identifying the import fields, you may need to:

1. Go back to the original application that created the import file and create a new record that contains all possible fields, making each field the maximum length. Make this record the first record of the import file.
- Or:
2. Use a text editor to edit your import file and manually correct any problems. The file must be consistent for the Import program to work properly.

MERGING FILES

To merge two or more Address Book Plus files, first designate a destination file at the Main Menu. Press F4 New File and type a name in the field -- ADDRESS3, for example. Then press F10. The name of the new file, ADDRESS3, appears at the top of the screen on the left. Next, choose the first merge file.

Select Import Names from the Main Menu. Type the name of an existing Address Book Plus file -- ADDBOOK, for example -- in the Import file field. Use the down arrow keys to move to the format field, and type A for Address Book Plus format. (Ignore the other options on the screen.) Then press F10. An overlay

appears indicating the name of the file you're importing from, in this case ADDBOOK. Press F10 to import. You'll see the number of names imported into the new file, ADDRESS3. Press F10 again to accept the import, or Esc to cancel.

Choose the second merge file in the same way. Type the name of a second existing Address Book Plus file --BOB1, for example -- in the Import file field, and follow the same procedure as above. After you've accepted the names, press Esc to return to the Main Menu. Browse through the names in your new merged file, ADDRESS3, using the Edit selection. Make changes, sort, add, and delete names as you would any other Address Book Plus file. The original files, ADDBOOK and BOB1 will not be changed.

EXPORT NAMES

The Export function lets you write Address Book Plus data to disk, so it can be used by other programs, or for use in Mail/Merge applications. You can also copy selected records into a new Address Book Plus file. To export Address Book Plus data, select Export Names. The Export Names screen appears. Fill in the prompts (see section D IMPORT NAMES, above) and then press F10 to create the export file. Before you begin exporting, you can select the groups of names and which fields you want to export. Use the F3 and F4 functions described below.

F3 FILTER: For Codes, type the letters corresponding to the groups of names you want to export. To include all names, use asterisks in the "names changed between" field. To include all names changed after a certain date, type a date in the first field, and leave the asterisk in the second. To include all names changed before a date, type a date in the second field, and leave the asterisk in the first.

F4 WHICH FIELDS: Type N next to any fields you do not want to export.

When you're through setting options, press F10 to export. The export overlay appears. To select the starting name, press F5. The list of names appears. Select a name to begin with by highlighting your choice and pressing Enter.

E. SETUP SCREEN

Use this option to change foreground and background color combinations on the screen. You can also select a country for purposes of formatting date, or changing the prompts for zip/postal code, and state/province choices. To set these options, highlight Setup Screen from the Main Menu and press Enter. Choose from the following selections by using the up/down arrow keys to highlight a field.

COUNTRY: Type A for USA format for date (mm-dd-yy), zip code, and state. Type B for Canadian format for date (mm-dd-yy), postal code, and province. Type C for British date (dd-mm-yy) and postal code format.

SCREEN SPEED: For faster screen output, type B. If you see flickering or "snow" on your screen with this selection, type A.

SCREEN APPEARANCE

TEXTURE: Type 0 for no contrasting texture. Type 1, 2, or 3 for various textured backgrounds.

COLOR: If you chose color (F5) from the Main Menu, use this option to select the shade you would like for either text or background.

BACKGROUND: Type 1 if you want color in the screen background. Type 2 if you want a white background, and colored text.

IF FOUND: Enter your name and address. This information prints automatically on the title page of your address book. To save the options you set, press F10.

F. SETUP PRINTER

Use the Printer Setup option on the Main Menu to identify your printer the first time you print, and if you change printers. Address Book Plus must know your printer's make and model to send the proper codes.

SELECT PRINTER: Type the letter that matches your printer. Codes appear automatically for each printer on the list. If your printer is not on the list, select Custom Printer (J) or (O) for Custom Laser, and enter decimal codes for Normal and Small (condensed 15-17 cpi) print. (See your printer manual for codes.) Type the number of characters per inch (CPI) that matches the Small print you specify. If you choose either Custom Laser printer selection, set the appropriate decimal ASCII codes for Portrait, Landscape, margins and for labels, the number of labels down. See your printer's manual for the proper codes for each of these items. Experiment with the top margins until your output prints correctly. For Custom printers, you can specify the character --usually a hyphen -- that separates names in the address book.

If you're printing labels on a laser printer, specify a top margin, as well as how many labels are in each column on the page. Some laser printers cannot print the top or bottom label, so you'll have to adjust these numbers.

Note: If you do not have room to enter the proper decimal

ASCII codes, type the ASCII character directly. Most of the laser printer codes employ this method. Use a backslash (\) to indicate Esc, or decimal 27. For example, if the decimal ASCII sequence was 27 69 50 27 38 50 52, type: \E2\&24 leaving no spaces between characters.

When you're through setting up your printer, press F10 to save your options.

G. TROUBLESHOOTING

PRINTING PROBLEMS: If your printer prints "garbage," or refuses to print at all, check the following items. Turn your printer off and back on, then try again:

1. Make sure your printer cable is tightly plugged into the computer and printer. Check to make sure the printer is on-line and not out of paper or ribbon.
2. Make sure you've selected the right printer and that it has the ability to print at least 15 CPI.
3. Make sure all printer switches are set correctly (see printer manual.)
4. If you have a serial printer, be sure you have configured the COM port properly with the DOS MODE command (see your DOS manual).
5. If you have an Okidata printer and it doesn't print properly, turn it off and on again, and then specify the IBM printer on the Setup Printer screen and try again.

USING A FILE CREATED IN POCKET ADDRESS BOOK: If you're using a file created in the previous version of Pocket Address Book, you can either load the file from the Main Menu, or import it using the Address Book Plus format for conversion. Loading it directly converts the file to Address Book Plus format. You won't be able to use it with Pocket Address Book after it has been converted.

"NOT ENOUGH MEMORY TO LOAD NAMES": This message appears when you try to load a file that won't fit in memory. To read the file, you have two options:

1. If the file was created on another computer, use that computer again.
2. If the file was created on your computer, then less memory is now available. (You may be using a newer version of DOS that takes more memory, or you may have installed a memory-resident program that reduces available memory.) Try booting from the original DOS disk, and then run AB.

3. If the file was created in Pocket Address Book, then you must use the original program to divide the files into smaller files Export portions of files by using the Select Starting Name, code and date options to divide the files.

NAMES DON'T PRINT. If you are having problems with names not printing, check the following:

1. DATES: For rotary file cards, labels, envelopes and reports, check the starting and ending dates on the Print Option screen. Only names that have been changed or added between those dates will print. Use the asterisk (*) to include all dates. Be sure that your system date is set correctly (use F3 from the Main Menu to change), and that the dates you specify actually include the names you want (edit the names to examine the date stored for each name.)
2. CODES: Make sure that the Codes you have selected from the Print Option screen are correct. Only names that have those codes will print. You may have to edit each name to make sure that you have proper codes entered for each name. Enter an asterisk (*) if you wish to print all names.
3. LIST BY: For address book, rotary file cards and phone list, names will print only if a List By code has been entered for the name and if the corresponding field is not blank. So, if a person's List By code is 2 (company), there must be a company name or the person will not print at all. You may have to edit each name to examine their List By field.
4. YELLOW PAGES: If you have selected the Yellow Pages output, names won't print unless they have an entry in the Profession field. The List By code does not affect which names appear in the Yellow Pages.

----- End of Instructions -----