

## **Contact Manager Help Contents**

### **About This Help System**

This is the introductory help screen for the Contact Manager Program. You may click a topic in the list below to jump to it. To learn how to use Help, press F1 and select How To Use Help from the Help Index.

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## **Contact Manager: Import A File**

You may import a file into your Contact Manager program. This file must be in a structured ASCII format with each record on a single line.

## **Contact Manager: Export A File**

You may export the data in your Contact Manager Program. The file created by the Export Utility is in a structured ASCII format, with each record on a single line. This file may be Imported to your program or another program with a similar Import Utility.

## **Contact Manager : Program Setup**

Select this option to enter Program Setup Information. Any information you provide will be retained and displayed every time you use the program. Select *Program Setup* from the File menu, and answer all questions.

## **Program Setup Information**

You may personalize your Contact Manager by adding your name and company information to the title bar.

## **Exit Option**

Save all changes and Exit the Contact Manager program.

## **Help Contents**

Display this Help File.

## **Help About**

This option displays Author, Copyright, and License Information pertaining to the Contacts Manager program.

## **Add Button**

Press this button to add a new Contact to the database.

## **Save Button**

The Save Button finalizes the Add operation by writing the new contact record and updating the recordset. It's available only after the Add Button has been clicked.

## **Cancel Button**

The Cancel button is available only during adding of a new record. When clicked, the add operation is aborted.

## **Delete Button**

Use the Delete button to permanently remove a contact from the database. When clicked, you will be asked to confirm the deletion.

## **Query Button**

Clicking the Query button opens the Query Form, where you may ask for a list of contacts in various cities and states.

## **Report Button**

Clicking the Report button prints a list of contacts to the Print Preview Window. From there, the list may be viewed or sent to the printer.

## **What Is A Contact?**

In a business sense, Contacts are usually people, associated with a particular company, with whom you have a friendly working relationship...

## **Company Information**

The Company Information Frame contains fields for the Company Name, Address, City, State and Zip code.

## **The Code Field**

The Code field displays a unique Contact ID for each contact in the data base.

## **The Contacts Drop Down List**

The Contacts Drop-Down contains a list of all contacts in the database. Selecting a name from the list displays that contact's record.

## **Contact Information Frame**

The Contact Information Frame contains fields for the the contact's name and phone number. This frame also contains the phone icon, which may be clicked to autodial the contact.



Click The Phone For Further Auto Dial Information.

## **The AutoDial Feature**

The AutoDial feature requires that a contact's phone number be properly formatted. Area codes, if present, must be entered at the beginning of the Phone field, and must be enclosed with parentheses. Important: Do not enter an area code for local numbers.

## Hot Spots And Hypergraphics



Although this picture has little to do with your Contact Manager program, it's perfect for demonstrating the use of Hot Spots in hypergraphics. You can point to different parts of this picture, the smoke and the filter, and click to get a pop-up window containing an appropriate description.

***Smoke Only!***

This is the Smoke HotSpot...Now where's the filter?

***Filter Only***

This is the Filter HotSpot...You created it with the HotSpot Editor.

## **Contact Manager Glossary**

This is the Contact Manager's Glossary. It contains program terms and their definitions.

AutoDial -

Contact -

Import -

Export -

