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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#

[#] FILE_IMPORT

#[$]$ ^KK **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: Import A File
^K Importing Files
[#] FILE_EXPORT

$ $ KK **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 <u>Imported</u> to your program or another program with a similar Import Utility.
#

\# $\$$ ^KK **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

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.
#

\#$^{\$}$^{K}K **Add Button**

Press this button to add a new <u>Contact</u> to the database.
$^{\#}$

$^{\$}$ Contact Manager: Add Button
^{K} Add;New Contacts
$^{\#}$ SAVE_BTN

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 <u>Add Button</u> 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 citues 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.
#

CODE_FIELD

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_FRAME

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.

{bmc phone.bmp} Click The Phone For Further Auto Dial Information.
#

AUTO_DIAL

The AutoDial Feature

The AutoDial feature requires that a contact's phone numer 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

#$^$$^K^K **Hot Spots And Hypergraphics**

{bml smokes.shg}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

Filter Only

This is the Filter HotSpot...You created it with the HotSpot Editor.[#]

[#] GLOSSARY

$$ KK ! **Contact Manager Glossary**

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

AutoDial -
Contact -
Import -
Export -