

The PopAddress edit window

Figure 3 - The PopAddress edit window

When accessing any PopAddress record with a hotkey or using the PopAddress popup menu, this is the window you'll see. Here is an explanation of that window:

Menus in upper-left - These are the menus available while in PopAddress (this is not a standard application, so its menus are not in the standard menu bar).

List on left - This is where a list of all records (of the current letter, see below for more information on the letters) are displayed. Clicking on an item in the list will move you to that record.

Letters on bottom-left - This shows each letter of the alphabet and will show the current letter selected. You can move to any other letter by clicking on it or by typing Command-Left Arrow or Command-Right Arrow. NOTE: There is a special symbol on the rightmost edge of the letters (it's a little magnifying glass). If this is the selected letter, the list will show all records that match the text in the Find dialog. If there is no text defined in the Find dialog, all records are shown in the list.

Number in upper-right - This number will show how many total records you have in the PopAddress database.

Asterisk in upper-right - If you see an asterisk in the upper-right of the window, that means the current record is the name & address used as the return address when printing envelopes.

OK Button - Click this button to save any changes to the current record and close the PopAddress edit window.

Cancel Button - Click this button to throw away any changes made to the current record and close the PopAddress edit window.