HigginSoft Names for Windows

*** Version 3.1 ***

HigginSoft Names is an easy-to-use name, address, and phone number log. Significant features include:

Features in version 1.0 and 2.0:
- There are phone number fields for home phone, work phone, fax, mobile phone, and beeper.
- Fields to enter the birthday and anniversary dates.
- A relationship section to indicate whether the person is a relative, business associate, or friend. Also there is place to mark if you want this person added to your Christmas Card list. Added: Church and work associations.
- Comments section for additional notes.
- Dependents list that can hold any number of dependent names, relationship, and birthday.
- Tabs have been added to break down forms into smaller sections.
- Print report of complete name list showing complete data.
- Print report of only the persons name and phone numbers.
- Print report of only the persons who are on the Christmas Card List.
- Print complete or phone numbers only reports of only church associations.
- Print report of only the person with work association checked.
- User defined report titles on all reports.

New features in version 2.1:
- Add email field to Names and Business sections.
- Changed tabs in Names Browse Table to show special groups only.
- Changed phone numbers to single string field to facilitate user formating and auto dialing in future version.

New features in version 2.11
- Added 'Other' tab to Names Browse Table.
- Added report to handle 'Other' relationship.
- Added a Defaults procedure. This will allow the user to keep a default City, State, and Zip Code in memory when adding names.
- Add a procedure for registered users to add their name and registration number.

New features in version 3.0
- Added graphics field to hold picture. Graphic image can be resized.
- Redesigned Names browse table
- Added World Wide Web home page field to names and business sections
- Added Query-By-Example for tremendous versitity in viewing and selecting names

to view or print.
- Fixed Business List Report to work correctly.
- Added fields to all relationship choices for better clarity
- Fields in relationship hide and self-clear of data when relationship is unchecked
- Added spouse's first name and birthday to the Names Form. The Names List and reports automatically check for an entry in the spouse field and add it the first name display.
- Added second address line in business section
- Added mailing labels to names and business sections.
- Added #10 envelope printing (individual or full set).
- Second address line does not print if empty (works on detailed reports, labels, and envelopes).
- Added graphic style buttons with tooltips.
- Windows Menu shows opened files
- Defaults procedure lets you decide if you want the program to automatically open the Names, Business, and/or Emergency procedures opened.
- Added an Abbreviated Detailed Names report that doesn't include the relationship check boxes.
- Added a Names report that shows the graphic images that have been loaded.
- Add recursive adds. When adding records, and when clicking the Save button, the record is saved and the form clears, but stays active for the next record to be added.
- Added messages section to Names and Business sections. This works as a mini-scheduler. All messages for one day or a range of days can be displayed.

New Features in version 3.1:
- Changed name of Names page to Personal page.
- Added a popup calendar to help in date selections.
- Enhanced locator function.
- Added standard envelopes (#6) to Personal and Business pages.
- Graphic image now automatically formats porportionately.
- Mailing labels routine redone. Now labels of any size and rows-across can be user defined and works with any kind of printer.

New Features in version 3.1a:
- Added toolbar. The toolbar lets you open any of the pages at any time and helps manipulate the browse tables. Also, an Exit button and Help button is on the toolbar.

Installing HigginSoft Names

Windows 3.1x
Choose RUN from the File menu in Program Manager. Type: **a:\install** (Replace 'a:' with the appropriate drive letter if different.). If you are installing from a subdirectory on your harddisk you can click on the Browse button to locate the install program. Once the proper drive, subdirectory, and name are in the Run dialog box click the OK button.

The install program will suggest that HigginSoft Names be placed in a subdirectory called: **Names**. You can change this to any drive and subdirectory name you wish.

Windows 95
If you are using Windows 95 you can also use the Run menu selection from the Start button or you can use Add/Remove Programs option in the Control Panel. If you have this program on a floppy disk in drive a:, the Add/Remove Programs will find it automatically. (Click the *Install* button and then the *Next >* button.) If it is in a subdirectory on your harddisk you will need to click the Browse button to locate the install program. Once **install** is in the *Command line for installation program* field, click the OK button.

Running HigginSoft Names

1. Double-click on the card file icon in the HigginSoft Names folder.
2. Click on the splash screen once the program has loaded.
3. From the File menu, choose Open.
4. Select the section (Names, Business, or Emergency) you want to work with.

If you have any trouble installing or running this program, please contact me:

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