Adr_Book Version 2.0 Step by Step

This document serves as a hands on tutorial of how **Adr_Book** operates as well as a general reference manual. The best way to learn a new program is by example. By following the steps listed here you will quickly learn the operation of **Adr_Book** and its features.

If you have just loaded **Adr_Book** the sample database file *sample.adr* will be loaded when you first run the program. This file is required for using the step by step tutorial examples.

NAVIGATION:

1. Run the **Adr_Book** program. When first running the program the default database file *sample.adr* will be loaded. If it is not loaded, select **open** from the file menu, and read this file.

2. Place the mouse pointer on the black and yellow **F** tab and click the left mouse button. You should see the name **Furter, Frank** appear in the upper left quarter of the address book. The name and address will be highlighted in turquoise. Selecting any tab letter will take you to the first person whose last name begins with that letter.

3. Using the mouse click single right pointer green arrow. This should cause the name, **Gardner, Richard** to be highlighted. Click the single arrow three more times and you will see the page turn with the name **Marx, Groucho** highlighted. The single green arrow keys move through the record names one at a time, while the double arrows move through the names four at a time. Play around with this for awhile.

4. Using the mouse on the list box to the right of the graphical address book, scroll until you see the name **Spaulding Roger.** click on it with the mouse. You will immediately see the name appear highlighted in the left hand corner of the address book. This method can be used to bring up any individual instantly.

5. Select the name at the top of the list box by clicking the mouse to the right of the name and then dragging it to the left until the entire name is highlighted. (What you are trying to do is erase everything in the list box title) Type the letter **M** and you will see the name **Main, Hugh** appear highlighted in the upper left corner of the address book. Now type the letter **A** followed by an **R**. The name selected will now be **Marx, Groucho.** This is probably the fastest method to locate a name in the database.

6. Move the mouse to click on any part of the address within the graphical address book for **Ramuglia, Randy**. Notice how it now becomes the highlighted name. This is the means for making active any name visible on the address book.

EDITING /ADDING /DELETING and COPY:

1. Click on the **A** tab letter. **Aile, Ginger** should appear highlighted in the upper left corner of the address book. Using the mouse double click in any part of the turquoise area. This should bring you to **Entry Form** window containing all attributes for this record. Change the home telephone number from **9833** to **9888.** Now click on **OK** and when the address book is redisplayed you should see this new home phone number.

2. Select the **Edit** button from below the list box. This will once again bring you to the **Entry Form** window. Click **Cancel** to go back to the address book. Now double click on the name **Chu, Chirk** in the list box. This also gets you to the editing dialog box. Once again select **Cancel.** Now click on **Edit** from the pull down menu at the top of the window and select **Edit.** This is yet another way to get to the Edit Dialog Box. Select **Cancel.**

3. Click on the **A** tab letter. Click on the **Edit** button to once again enter the **Entry Form** window. Click on the **Add / Next** button. This will cause the next record to be displayed, making it available for edit changes. In this case, you will see the record for **Chirk Chu.** Click on the **Add / Next** button again and you will see the record for **Scott Crevier** appear. This is a good way to go through all of your records making many modifications. Click on **Cancel** to get back to the address book display.

4. To add a new entry into the database click on the **Add** button below the list box. This will bring up an empty **Entry Form**. Enter your last name and first name and fields of interest. If this was the only name you wanted to add you would click **OK**, to get back to the address book. If you wanted to add additional records you would select the **Add / Next** button. For our example, click on the **Add / Next** button. Notice how the form is cleared and is ready to receive data for the next record. Click on **Cancel.** You will now see the name you just entered highlighted in turquoise. You could also get the **Entry Form** for adding by selecting the **Add** option under the **Edit** menu option. You might note that you do not need to enter a starting capital letter for either the First Name or Last Name. **Adr_Book** always forces the first character of these two fields to upper case when the form is saved.

5. To delete a record click on the **Delete** button below the list box. Do this now. You will get a pop up box asking if you really want to delete the record. The record to be deleted is the one currently highlighted in turquoise. In this case it should be the name you just added. Respond by selecting **Yes.** You could also **Delete** a record by selecting the **Delete** option under the **Edit** menu option.

6. The **Copy** selection under the **Edit** pull down menu will copy the name and address from the currently active record in to the clipboard. This allows you to easily move names and addresses into your favorite word processor. You could try this now by first selecting **Copy** from the pull down menu. Then go to the Microsoft supplied **Write** program and select **Paste** from the **Edit** pull down menu. You will see the name and address that was lasted highlighted in turquoise appear in your **Write** document.

DISPLAY OPTIONS:

The display options control what record information will be shown on the graphical address book. They also control which records will be displayed.

1. Click on the **Option** menu item and then select **Display.** From the dialog box presented click on the **Work Phone** check box, and the **Birthday** check box. Now click on the **OK** box. You should see the work phone and birthday appear in the graphical address book. Experiment with different data items that can be displayed.

2. The ability to show the **Notes** free text was added in version 1.3. To demonstrate this check the **Note** check box in the **Display** dialog box. (This may already be checked) Click on **OK** to get to the graphical address book. Click on the **A** tab letter so you can see the **Ginger Aile** record. Notice the word **Note..** is highlighted in red. This means that there is some free text associated with this record. If there is no **Note** text you will not see the highlighted **Note..** word appear for the record. Now click anywhere in the red highlighted area. A pop up list box will appear, and for **Ginger Aile** you will see three lines of text. You can now click anywhere in the window and the list box will disappear. This is an easy way to bring up a list of phone numbers, E-mail addresses, etc. for an Individual.

3. Let us say you would only like to see those people who have a birthday in July. Get to the Options dialog as described above. If the **Birthday** check box does not have an **X** in the box click on it. Also make sure there is an **X** in the **Flags** field. Now in the "Display records with selected flags", type in the word **JULY**. The word needs to be typed in capital letters. Click the

(SEQ) must be in sequence check box. Click the **OK** button. You should see only five names displayed. Notice that the birthdays for these five all fall in July. Notice the **flags** for these five all contain the word **JULY.** The **Flags** field is entered in the **Add / Edit** dialog box.

4. Lets say now that you are interested in listing people who play either racquetball or tennis. Get to the Options dialog as described above. In the flags area remove the text string **JULY** and replace it with the two lower case letters **rt.** Click on the **OR (Containing any)** check box. Click the **OK** button. You will now see all records that contained either an **r** or **t** in the flags field.

5. Now you are interested in people who play both tennis and racquetball. Enter the Options dialog box. Click the **AND (must contain all)** check box. This indicates to display only those records that contain both an **r** and a **t**. Click on the **OK** button. There should only be two records displayed. Notice that it doesn't matter where the letters are placed in the **Flags** field or the order in which they come.

6. And finally you want to know who the people are who play neither tennis or racquetball. Enter the Options dialog box. Click on the **OR (containing any)** check box. Click on the **NOT (reverse sense of selection)** check box. Click on **OK.** You now see the people who play neither tennis or racquetball.

7. Enter the Options dialog box. Click on the **ALL (list all records)** check box. Click on **OK.** All of the records are now displayed.

REPORT OPTIONS:

The report options controls the text used for report headers, and the return addresses to be used when printing envelopes.

1. Click on the **Option** menu item and then select **Report Header.** The dialog box presented allows for two header lines to be printed on reports and two possible return addresses that can be used when printing envelopes. At this time you can change these entries but they will not be used until later when printing is described. If you make changes you must select either **OK** or **Cancel** when you exit the dialog box.

MODE (USA/International) OPTION:

This option determines how the address portion of the record is formatted. **USA** mode has the address entry fields as two full lines of Address, a line for City, a place for State, and a place for Zip Code. **International** mode provides four full address lines, permitting the address to be entered in any appropriate fashion. A single database file can accommodate both types of records.

1. Click on the **Option** menu item and then select **Mode (USA/International)**. This will bring up a dialog box that simply permits you to select a check box for **USA** or **International** mode. It also gives a rather winded explanation of the difference between the two modes. Click on the **International mode** check box. Then click on **OK.**

2. Click on the **ADD** button to create a new record. When the Entry dialog box appears you will notice the Address entry block looks different. As described above, there are four full lines for entering the address. Go ahead and create a new record with any name. Then click on **OK.**

3. Now you should see the new entry you created highlighted in turquoise. Get to the Edit entry screen by double clicking in the turquoise area. Notice that the address entry area still has four full lines (as you suspected). Click on **Cancel.**

4. Now go to the entry screen of any of the other records in this sample database file. Notice how the Address lines have City, State, and Zip. Any new records that you add for now on will have the **International** style address mode.

5. Click on the **Option** menu item and select **Mode (USA/International)**. Click on the **USA** check box and then click on **OK.** Now any new records that you add will have the **USA** addressing format. Go ahead and select the **Add** button to see that this is true. Click on **Cancel.**

FILE EXPORTING / IMPORTING:

Import and Exporting is the process of exchanging data between application by way of text files. These text files are often referred to as ASCII files. These ASCII files contain separated text strings that correspond to individual record fields. i.e. Last Name, First Name, Phone Number, etc. Most database and spreadsheet programs are capable of producing ASCII files containing their record information in separated fields.

The Importing and Exporting capabilities have been greatly enhanced in **Adr_Book** version 2.0. It is now possible to specify the ordering of the fields within the file, and what character or character sequence separates each field. By ordering we can say the fields in the file will be "Last Name", "First Name", "Birthday", "Home Phone" or "First Name", "Last Name", "Home Phone", "Birthday". The field separator or delimiter indicates if a tab, comma, double quote comma, etc separates the fields within the file.

Importing data into **Adr_Book** implies merging data. If you already have 15 records in Adr_Book and you Import an ASCII file with 10 records you will end up with a database containing 25 records.

The Import command can also be used to merge two Adr_Book database files. Adr_Book database files end with a .ADR extension. This extension indicates that a database file rather than an ASCII file is to be merged.

With that general introduction and overview behind us, lets step through some examples. The sample Import file, **import.dmp**, should have been included with your installation.

1. Start by selecting **New** from the **File** menu. If you a dialog box asks if you want to save changes, click on **NO.**

2. Select **Import** from the **File** menu. From the dialog box select **Setup**. We now need to describe this Import file. It has only four fields for each record and they are in the following order: First Name, Last Name, Work Phone, and Home Phone. Each field is separated with a tab character. (Feel free to view **import.dmp** with any text editor)

3. Click on the **Tab** Radio Button to indicate this is our field separator. Since this is the default separator it is probably already selected. Click on the **First_Name** in the Adr_Book Fields List Box. It should become highlighted. Since this is the first field in our import file click on field **<01> Skip** of the Import File List Box. You should see **First_Name** copied into the Import File List Box. Next, click on **Last_Name** under the Adrbook List Box. Move this to the Import List Box by clicking on field **<02> Skip**. Move Work_Phone to field **<03> Skip** and Home_Phone to field **<04> Skip** in a similar fashion. You have now described the format of the sample Import file. Click on OK.

4. You should now be back at the previous dialog box. Click on **open**. In the Open Dialog box that is presented you should see the file **Import.dmp**. Select this and click on **OK**. You should now see that four names have been added into **Adr_Book**.

Before leaving this section I want to demonstrate how database files can be imported. Database files are files like **sample.adr.** Files that have **.adr** extensions. As mentioned above Importing implies merging. This will demonstrate how you can merge multiple **.adr** files.

5. From the **File** menu select **Import.** Next click on **Open.** Down by **List Files of Type** click on the down arrow. You will see an entry **Database Files (*.ADR).** Click on it. You should see the database file **sample.adr.** Select this and click on **OK.** You should now see that the **sample.adr** database file has been loaded and merged with your previously imported records. You can use this method to merge any number of database files. I should point out that this is a little bit of magic. The **.adr** file extension indicates to **Adr_Book** that a database file is being imported. Any setup for importing files is ignored. If interested there is also a section in the On-line Help titled **Merging Database Files** that also explains this process.

6. Lets clean everything. Simply reload the **sample.adr** file by selecting **Open** from the **File** Menu. Select **No** when asked if you want to save the changes. Click on **sample.adr** and then select **open.**

I am not including a detailed description of the **Export** process but it is identical to **Importing** except that your database file will be written to an ASCII file based on fields that you select and the specified field separator. There is one thing that should be noted about this Export process. If you select a subset of your database using the **Flags** feature (described above), only those records currently selected will be written to your Export file.

DIALING:

Phone Dialing is a new feature to **Adr_Book** version 2.0. It is necessary to activate this feature before you can actually click and dial. Once you have set up this feature, clicking on any Yellow and Black phone number in the address book display will initiate a call.

1. Select **Setup** (currently your only choice) from the **Dialing** Menu. Select the radio button associated with the COM port of your modem. Baud rate really shouldn't make any difference.

2. If you need to prefix all numbers with nine **(9)** or some other number to obtain an outside line you can enter this in the box provided. For purposes of demonstration enter a **9** of the **prefix** box.

3. To actually enable the click and dial feature you must select the **Enable Dialing** check box. Click on the Enable Box. Then click on OK.

4. You should be back at the Address Book display and all you need to do now is click on any Yellow and Black to activate dial. For a good example click on the **"A"** tab to get to good old Ginger Ale. Click on the **(907) 673-9833** phone number.

5. A dialog box should appear with the number you selected. You should see that a **9** prefixes the telephone number. The number in the text box is the actual number that will be dialed once you select the **Dial Number.** Should ever need to modify this number for any reason you can do so in the text box. If this really was a long distance number that needed to be dialed it would need to be prefixed with a **1.** A method has been provided for this. Click on the **Add/Remove Long Distance** check box. You should see the number **1** inserted after the **9** but before the **907** area code. If you once again click on the **Add/Remove Long Distance** check box you will see that the number **1** is removed.

6. There is also a check box for **International** and **Area Code.** These operate in a similar fashion for inserting and removing numbers to appropriately form the number you need to dial. You can select these to see how they work. The intention behind all of this is to allow you to

keep your phone number in your database the way you would like it to print in reports or address booklet, and at the same time easily use the number for dialing. If the dialing feature is more important to you than printing reports, then simply store the number exactly as it should be dialed so no changes are needed when you dial.

7. Go ahead and click on the **Dial Number** button. Another dialog box will appear telling you that it is dialing the number. If you were dialing a real number you would wait until the number is dialed, then pick up your phone and click on **Cancel.** For right now it might be wise to very quickly select **Cancel. :-)**

PRINTING:

The real test of this program working for you is how well it prints name lists, the address booklet, labels, and envelopes. Before you consider registering this program run through all of the printing options to see that all works well for you. Turn on your printer!

1. From the **File** menu select **Print.** From the dialog box select **Print List Two Columns.** Then click on **Print.** This report will only print individual names and a phone number. As in all reports you can use the Flags as described above to print only selected records. Also as in all reports you can specify how many copies and a header to be printed. The unique option on this report is whether to print the home phone or work phone. Click on **Print** and see what happens.

2. From the **File** menu select **Print.** From the dialog box select **Phone List (condensed ..)** Then click on **Print.** This report will print the name, address, and the home and work phone numbers. It will print both the home address and work address if present. Click on **Print.**

3. From the **File** menu select **Print.** From the dialog box select **Pocket Size Address Book.** Then click on **Print.** The default setting is to print an address booklet with pages that are 4 1/4" x 5 1/2 ". There are several other booklet sizes to choose from. If you choose a smaller size, you will most likely need to choose a smaller font size to assure that all data is properly printed on your booklet. The smallest size fits nicely in your shirt pocket. You also have the ability to select which fields of the record should be printed. The default is to print all fields, but if you only wanted to print home and work phone numbers this can easily be accomplished. To work correctly you printer must be able to sheet feed since printing is two sided. Click on **Print.** For this example, one sheet will be printed and a dialog box will appear asking you to reload the paper to print on the reverse side. Do this and then click on **OK.** Take the paper and cut it in half so you will have two sheets that are 4 1/4" x 5 1/2". Stack them so that the sheet with number **1** will be on top of the sheet with number **3.** Fold it in half and you will have a small address book. This address book will be created correctly for any number of records.

4. From the **File** menu select **Print.** From the dialog box select either **2-UP Labels** or **3-UP Labels.** Then click on **Print.** You will then be presented with a dialog box permitting you to select whether the addresses should be home or work, in order by zip code, all capital letters. There is a **Position ...** button that will take you to a dialog box to allow positioning of labels for output. Click on **Print.**

5. From the **File** menu select **Print.** From the dialog box select any of the three Envelope size options. Then click on **Print.** Envelopes can be printed in Landscape or Portrait mode.

The first thing you should notice in the dialog box is the Addressee contains the name that was highlighted in turquoise on the graphical address book. There are a variety of options from this dialog box. From above, you had the opportunity to enter two return address in the **Options Report Header** dialog box. You can now toggle between these two preset return address by clicking on **#1** or **#2.** You can also perform editing in the return address displayed

to change it to any desired return address. (You can also edit the addressee text). There are the usual options of fonts, point size, bold, and Italic. Have fun and create an attractive envelope. You can also choose to have the postnet barcode printed for the zip code. To have a note text printed on the lower left of the envelope you will need to click on **Note...** to get to another dialog box for this purpose. When you are though click on **Print** to see the result.

Note: printing envelopes is actually a very tricky business. There are several check boxes that allow you to specify printing on the left, right or center of the print tray, and whether to print in the front or rear. Basically if you have a LaserJet the defaults of **This side** and **Front** should work fine. For a DeskJet select **The Other Side** and **Rear.** You can also select whether to print in **Portrait** or **Landscape.** Hopefully you can find some combination that will work successfully with your printer.

If you have stepped through this document you will have tested most of the features of **Adr_Book** and should know if this program will work for you. I hope that it will. If you have any questions or suggestions please send:

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