

# *Address Book*

Version 2.0

Navigation

Reading this will be very helpful.

File Menu

File Handling.

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Data Base Handling.

Options Menu

Display Features.

Dialing

Setup for phone dialing.

Merging Database Files

Registration Info.

Please look at this one.

Registration Form

Another good one.

Green Arrows: The single arrows will move through the data one record at a time.  
The double arrows will page through the data file four records at a time.

## The File Menu

The File Menu allows for creating, maintaining, and printing. It has the following options:

<u>N</u> <u>e</u> <u>w</u>	Create a new database file.
<u>O</u> <u>p</u> <u>e</u> <u>n</u>	Open a database file.
<u>S</u> <u>a</u> <u>v</u> <u>e</u>	Save the current database file.
<u>S</u> <u>a</u> <u>v</u> <u>e</u> <u>A</u> <u>s</u>	Save the current database to a new file.
<u>P</u> <u>r</u> <u>i</u> <u>n</u> <u>t</u>	Print Address book, Labels, Envelopes.
<u>I</u> <u>m</u> <u>p</u> <u>o</u> <u>r</u> <u>t</u>	Insert records into the database.
<u>E</u> <u>x</u> <u>p</u> <u>o</u> <u>r</u> <u>t</u>	Export records to a file.
<u>E</u> <u>x</u> <u>i</u> <u>t</u>	Exit Address Book.

## **File New Menu**

This selection will close the current database file and prepare for entering data into a new database file.

## **File Open Menu**

This selection will present the open file dialog box for selecting an existing database file to be load.

## **File Save Menu**

This selection will save changes made to the current database file.

## **File Save\_As Menu**

This selection will present the save file dialog to allow saving a current database to a new file.

## **File Print Menu**

This selection will present a variety of printing options:

Phone List Two Columns (Name and Number Only)

Phone List (Condensed Name/Address/Phone)

Pocket Size Address Book

2-Up Labels 1 x 4 inches

3-Up Labels 1 x 2-5/8 inches

#10 Business Envelope: 4-1/8 x 9-1/2 inches

Monarch Envelope: 3-3/4 x 7-1/2 inches

#6 Personal Envelope: 3-3/4 x 6-1/2 inches



## **Phone List Two Columns (Name and Number Only)**

This will only the names and phone numbers in an easily read two column format. A dialog box is presented that lets you enter the Title of the list, fonts to be used, and Selection Flags to print only the names of interest.

### **Phone List (Condensed Name/Address/Phone)**

This print selection tries to cram the Name, Address, and Phone numbers on a single line. Names and address may be truncated at times if it can not all be displayed. The font size used for the address will be reduced to squeeze it in the allowable space. A dialog box is presented that lets you enter the Title of the list, fonts to be used, and Selection Flags to print only the names of interest.

## **Pocket Size Address Book**

My desire to have a small address book prompted me to write this program. This selection will print in quadrants on the paper, and it will be done a fashion that when cut and folded will produce an address book with dimensions of 4-1/4 x 5 -1/2 inches. The easiest way to see how this is accomplished to simply give it a try.

You will first be given a dialog box to choose fonts to be used, and Selection Flags to print only the names of interest. You are also able to select which fields should be printed by selecting the appropriate check boxes. After you select print, and your printer stops you are only half way through with print job. A dialog box will appear asking you to remove the printed sheets and reinsert into the printer to print on the reverse side. After doing this press OK to continue to print the second half.

When the second stage of printing has complete set the sheets of paper down so that the quadrant with the page number 1 is face up. It will be in the upper right hand corner. Next cut the paper in half. Now if you let the paper lie as it was before you made the cut, simply reach up and grab all of the sheets in the pile that has quadrant page number 1. Place this stack on top of the other stack. The last step is to pick all the sheets up, fold them back, hit them with a staple and it is done.

## **2-Up Labels 1 x 4 inches**

This printer selection will print standard 1x4 inch labels. There will be two across and 10 down for a total of 20 per page. A dialog box will permit the font choice and Selection Flags to print only the names of interest. Selecting the **Positioning** button will bring up a dialog box for alignment and starting label position.

### **3-Up Labels 1 x 2-5/8 inches**

This printer selection will print standard 1x2-5/8 inch labels. There will be three across and 10 down for a total of 30 per page. A dialog box will permit the font choice and Selection Flags to print only the names of interest. Selecting the **Positioning** button will bring up a dialog box for alignment and starting label position.

## Envelope Printing

This printer selection will print an envelope for the person whose name had the turquoise selection from the graphical address book. A dialog box will be presented that allows separate font choices and point size for the return address as well as the addressee. In addition you can select different point sizes for the first line of the return address and addressee. The Post Net code can be printed as well as a Note Line.

The return address pulled into the dialog box comes from entries previously made in the Options Report Header dialog box. It was here that you could enter two possible return addresses. The two check boxes below the return address field labeled #1 and #2 will toggle between the two previously defined return addresses. The edit box containing the return address can always be edited to change any or all text in the return address.

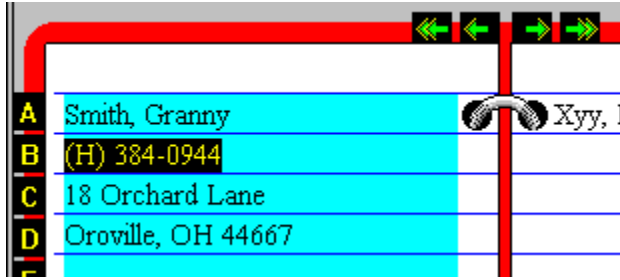
The addressee information was pulled from the turquoise selection from the graphical address book. The work or home check boxes determine which address to use. The edit box containing the addressee can always be edited to change any or all texts in the addressee.

The Post Net code for the zip code can be printed. The zip code that will be used for the Post Net is displayed in a special field.

To put a note on the envelope you need to select the NOTE button. This brings up a dialog box that lets you select from some predefined text strings, or you can edit your own. You may also select the font and point size for the note text string.

Though complete printer control of envelopes is not supplied, you can click on **This Side**, **The Other Side**, **Front**, and **Rear** to assist in envelope alignment. If you have a DeskJet printer try selecting **The Other Side** and **Rear**.

## Address Book Features



This section describes the features of the Address Book Graphics Display and Name List Box.

The Address Book area permits navigation by using **Tab**s and **Arrows**. Clicking on the Alphabetic Tabs will take you to the first record whose last name begins with that letter. If there is no name starting with that letter no movement will be made. Clicking on the Green Arrows moves sequentially forward or backward through the records. The single arrow will move one record while the Double Arrows will page through four records per time.

The Address Book area is also used to determine the **active** record. The active record is the one highlighted in turquoise. To highlight the record of interest simply click on the name in the Address Book. The **active** record will be the one used if you click on the Edit Button or select Edit from from the pull down menu. The **active** record will also be the address copied into the clipboard when selecting **copy** from pull down Edit menu. **Double Clicking** on the name highlighted in Turquoise will cause the Edit dialog box to pop up for that record. The **active** record will also be the record used when you choose to print an envelope.

The **List Box** is the fastest way to locate the person you are interested in. the name in the edit portion of the List will immediately highlight that person in the Address Book display.

By using the scroll bars you can easily look at the names in your database. **Clicking** on a name in the scroll area will make it the **Active** record. **Double Clicking** on a name in the scroll area will call up the dialog box for making modifications to the record.

## Import

**Importing** and **Exporting** is the process of exchanging data between applications by way of text files. For **Adr\_Book**, importing also implies merging of records. If you import records into an existing **Adr\_Book** database file, you will be adding records to that database. These text files are often referred to as ASCII files. These 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.

When you installed **Adr\_Book** onto your System, you should have received a Microsoft Write file. The file name is **adrbook.wri** and the icon name after installation was **Tutor**. Refer to this document for a step by step example for importing and exporting.

**Adr\_Book** Version 2.0 added many improvements for Importing and Exporting. It is very easy to specify the individual fields of your file, their order, and what separates each field.

If you are attempting to import data into **Adr\_Book** and not exactly certain how to proceed I would first suggest you read the Import / Export section of the document mentioned above. Next I would simply do some testing by using **Adr\_Book** to Export some data and then Import this data back into **Adr\_Book**. When you do this, use a text editor to actually view your generated file. This will give you a good understanding of what needs to be accomplished when moving the data in from some other application program. Good luck and have fun.



## **File Export**

Exporting is the process of writing Adr\_Book database fields into a text file so they can be used by some other application program. I would like to refer you to the [Import Topic](#) since there is more verbage on the actually process that takes place.

There is one important point to be aware on **Exporting**.

When the **Export** command is given, it will only export records currently selected as indicated by the [flag](#) field. By using the [flags](#) field you manipulated which records will be exported.

**File Exit**

Exit the Adr\_Book program.

## **Edit\_Menu**

The Edit Menu manages the database file through Adding, Deleting, and Editing.

<u>Add</u>	Create a new record.
<u>Delete</u>	Delete a record.
<u>Edit</u>	Modify a record.
<u>Copy</u>	Copy to Clipboard

## **Copy to Clipboard**

Selecting Copy will move a copy of the currently active Name and Address to the Clipboard. This can then be used for inserting into your word processor etc.

## **Adding and Editing**

Adding or Editing goes to a dialog that lets you do exactly what you would expect. The only point of interest is a dialog button that says "Add / Next". If you have entered the dialog box for Adding, "Add / Next" will cause the record to be added and present you with cleared fields to allow entering of another record. If entered for Editing the "Add / Next" will bring up the next sequential record for editing.

## **Delete**

Selecting Delete will bring up a dialog box asking if you really want to delete this record. The record to be deleted will be the one currently highlighted in turquoise.

## Options Menu

This menu permits setting configuration items.

<u>Display</u>	What will be displayed on the Address Book.
<u>Report Header</u>	Titles and Return Address for printing.
<u>Mode (US/International)</u>	Address entry field.

**Mode (USA/International)**

USA mode allows for entry of State and Zip code in a fashion that is typical in the United States. International mode gives four complete address lines for entering State, Zip and Country in any appropriate fashion. For a better explanation simply select this option from the menu and read the description provided.



## **Report Header**

The dialog box presented allows you to enter two text lines that will be used at the top of printed reports. This is also the place where default return addresses are entered for use when printing envelopes.

## Display

The dialog box presented allows choosing what information will be displayed on the graphical address book. Because there is limited room on the display not all record elements can be displayed. Additionally, you can specify which records will be displayed by using the flag fields.

The ability to display the **Note** field was added to version 1.3. By selecting the **Note** check box you will see a **Note..** text string highlighted in red appear on the graphical address book for any record containing note text. By clicking anywhere in this red area a pop up list box will appear to display the text. Clicking anywhere will cause the list box to disappear.

## Flags

Entering codes in the Flags Field permits printing, exporting, and displaying records of particular interest. The operations that can be used with the Flags are **OR**, **AND**, **SEQ**, and **NOT**. Listed below are explanations of how you would enter codes in the dialog boxes for printing, exporting or displaying records.

The **OR** option will select all records that have any of the codes you list in flags field. Imagine you entered a flag code of **T** for friends that play Tennis and an **R** if they like to play Racquetball. Now if you felt like playing Racquetball or Tennis and wanted to find people who might be interested in either of these sports, in the flags field of the dialog box you would put **TR** and then select the **OR** check box.

The **AND** option will only select records if all codes listed are present in the flags field for a record. Imagine you needed to find a woman to fill out a golf foursome. If you used the codes **F** for female and **G** for golfers, you would enter an **FG** in the in the flags field of the dialog box and then select the **AND** check box.

The **SEQUENCE** option will only select records that have a matching string of characters. If you used words like **JULY** and **MARCH** to represent the month of individuals birthdays, entering the word **JULY** in the flags field of the dialog box and then selecting the **Sequence** check box would list people with birthdays in July.

The **NOT** check box reverse the sense of the match. In the example above for finding July birthdays, if the **NOT** check box was also selected you would have a list of all people who did **not** have a birthday in July.

# Registering ADR\_BOOK Ver 2.0

First of all, if you find this program useful that's GREAT! I would like to hear from you with any suggestions you have, no matter how trivial. Feel free to write to my address below, send E-mail to [mikeg@ims.alaska.edu](mailto:mikeg@ims.alaska.edu). or [mikeg@alaska.net](mailto:mikeg@alaska.net) or call (907) 278-1231

If you have decided that you like **ADR\_BOOK** and would like to register, please send a check for \$20.00 in US funds plus \$2.00 for shipping and handling. (\$5.00 shipping and handling for International orders.) Make payable to **Brown Bear Software** or to **Michael Gardner**. I make every effort to ship in 24 hours. Mail to:

Michael Gardner  
1231 Redwood Ct.  
Anchorage, AK 99508

Please send the registered version to:

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Please ship \_\_\_\_\_ copy(s) of **Adr\_Book**

**Price \$20** \_\_\_\_\_ ( 20% discount on 5 copies, 30% discount 10 copies or more)  
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**Name Printed on the Card** \_\_\_\_\_

**Where did you find ADR\_Book** \_\_\_\_\_

**Any Suggestions:**

## ADR\_BOOK Ver 2.0

This is a shareware product produced by **Brown Bear Software** - which is really just another name for me, Michael Gardner. Clicking on [Registration Form](#) will bring up a form that you can print and mail in to receive your registered version.

Feel free to examine this product completely. If you find that you are using the product, please do the **RIGHT** thing and Register.

You can also register by calling (907) 278-1231. This number is in Alaska.

As a registered user you will receive the latest version of **Adr\_Book**. I could list several other registration benefits like technical support, upgrade notification etc. But the truth is you will feel better, I am quite sure I will feel better, and I am absolutely positive, Alberta, my much better half, will feel better.

Contact me for any questions:

Internet Address: [mikeg@alaska.net](mailto:mikeg@alaska.net) or [mikeg@ims.alaska.edu](mailto:mikeg@ims.alaska.edu)  
Phone: (907) 278-1231

## Merging Database Files

By example let us say you have created three database files: **file1.adr**, **file2.adr**, and **file3.adr**. To merge these into a single database file you first need to open one of the files and read it into Adr\_Book. Of course you know how to do this, and lets say you load **file1.adr**. To merge **file2.adr** select Import from the File menu. When you get to the **Import** dialog box click **Open...** From the Open Dialog Box click on the arrow down by the List Files of Type:. You will see an option that says Database Files(\*.ADR). Click on this. Now in the file list above you will see your database files. For this example you would see **file2.adr**. Opening this will then merge **file2.adr** with **file1.adr**. Do the same operation again for **file3.adr** and you will have a single database file. Not so bad!

## **Dialing**

Phone Dialing is a new feature with **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 the Yellow and Black phone number in the address book display will initiate a call.

To get the Dialing dialog setup screen select **Setup** from the **Dialing** Menu option. The first thing you must do is click on the radio button associated with the COM port that has your modem connection.

If you need to prefix all phone numbers for an outside line, you can enter the number or number sequence into the **prefix** box. This is often used, for example, to hold a number like nine (9) to obtain an outside line from an office building.

An **IMPORTANT** step is to check the **Enable Dialing** check box. This must be checked before **Adr\_Book** will respond to your clicking on the Yellow and Black phone numbers. Select **OK** to save this configuration. Remember, if you want to save this configuration setup, you must issue a **Save** command from the **File** Menu.

All you need to do now to initiate dialing is to click on a Yellow and Black number.

