AreaCodes 1.2

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Overview

Introduction to the Interface, Commands, and Procedures

AreaCodes 1.2 is a small area code data base that allows the user to quickly search for area code information by Area Code, by State, or by State/City. Over 600 area codes in the United States and Canada, plus a few in the U.S. Caribbean islands, are listed.

In addition to its speed and functional interface, AreaCodes provides for editing, adding to, or deleting from its city and area code data by the user (the list of states and provinces cannot be changed).

Furthermore, AreaCodes provides for access to the Windows Clipboard.   Data may be copied into the Clipboard in a variety of formats.   The user may also run the Clipboard from AreaCodes.

The AreaCodes Window:

AreaCodes consists of a menu bar which contains 2 dropdown menus, Main and Help, an "Exit" commmand button, and 5 data access/display boxes.   The first four boxes are:

> Search by Code Lists all area codes in numeric order.
>
> Search by State Lists all states/provinces.
>
> Search by City Lists all cities by either the selected area code or by the selected state.
>
> Area Code Lists area codes associated with the cities displayed in the Seach by City box.

Selecting an item in one box (beginning on the left usually) displays or highlights the associated data in the next box.   Beneath these is the fifth data display box:

> All The list of all valid area codes in the state/province currently selected.

The two dropdown menus provide mouse access to these commands:

Main menu:

> Copy to Clipboard
>
> Show Clipboard
>
> Edit
>
> Add
>
> Delete
>
> Back-Up
>
> Exit

Help menu

> Index

Note: Most Windows programs have a Control Box (the small button icon in the upper left of the window) which is used to display the System Menu.   The System Menu may contain such commands as Restore, Minimize, Maximize, Switch To..., and Close.   The Close command has been removed from AreaCodes' System Menu due to a quirk in Visual Basic which does not always permit the release of all memory when the program is exited in this fashion.

To exit AreaCodes, please use the "Exit" Main menu command (Ctrl-X, Alt-M-X) or click the "Exit" button (Alt-X) in the lower right corner of the AreaCodes window. Hopefully, this problem will be corrected when Visual Basic 2.0 is released.

Area Code Data Editor

Selecting Edit or Add from the Main menu calls a pop-up Area Code Data Editor in which the user may edit old, or enter new, area code data.   This editor consists of two data entry boxes and two command buttons:

City	Enter the name of the city (27 characters maximum).
Area Code	Enter the area code (3 characters maximum, numeric only).
Save	Saves the most recent change.
Close	Closes the Area Code Data Editor. No additional saving is performed.

Keyboard

Keyboard Command Index

Button Commands

Exit   Alt-X

Main Menu Commands

Copy To Clipboard   Ctrl-C, Alt-M-C

Show Clipboard   Ctrl-S, Alt-M-S

Edit   Ctrl-E, Alt-M-E

Add   Ctrl-A, Alt-M-A

Delete   Ctrl-D, Alt-M-D

Back-Up   Ctrl-B, Alt-M-B

Exit   Ctrl-X, Alt-M-X

Help Menu Commands

Index   F1, Alt-H-I

Help on Help   Shift-F1, Alt-H-H

About   Alt-H-A

Movement

General:

Next   Tab

Previous   Shift-Tab

Within a Box:

Next Item   Down Directional

Previous Item   Up Directional

Top of Box   Page Up

Bottom of Box   Page Down

Top of List   Home

Bottom of List   End

Next (alphabetically) First letter of List Item.

Area Code Data Editor

Next Item   Tab (or Enter)

Previous Item	Shift-Tab
Save	Alt-S
Close	Alt-C

Menu Commands

Menu Command Index

Main Menu

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Copy to Clipboard

Main Menu Command

<u>Keyboard Access</u>: Ctrl-C, Alt-M-C

You may copy the contents of AreaCodes' display to the Clipboard for pasting into other applications.   Exactly what gets copied to the Clipboard depends on which box has the focus and what is selected (highlighted) in that box:

Selected Item in:	Copies:
<u>Search by Code</u>	The currently selected area code and the state it's associated with.
<u>Search by State</u>	The currently selected state and all cities and area codes listed in the Search by City and Area Code boxes.
<u>Search by City</u>	The currently selected city, the state it's located in, and the associated area code.

Show Clipboard

Main Menu Command

The Clipboard can be run from inside AreaCodes by selecting this item.   Use this to check on the results of a Copy to Clipboard command if necessary.

Edit

Main Menu Command

<u>Keyboard Access</u>: Ctrl-E, Alt-M-E

You may alter the data stored in AreaCodes' data files by selecting this item.

Note: You must first select a city in the Search by City box.

1. Select the appropriate state in the <u>Search by State</u> box.

2. Select the city to be edited in the <u>Search by City</u> box.

3. Select Edit in the Main menu, either by mouse pointer or via one of the access key combinations listed above.   A pop-up Area Code Data Editor window will appear.

4. The selected city and associated area code will be displayed in the data entry boxes.   Make whatever changes are necessary.

5. Select the Save command button.

   Note: If your edit removes the last instance of a particular area code in the associated state, AreaCodes will ask if you wish to remove the area code from the list of all codes for that state. You may select either "Yes" or "No," but since it is unlikely that the phone company will ever "retire" an area code, it is suggested that you select "No."

7. If you are confident that your editing contains no mistakes, press the Close command button, otherwise repeat steps 4 and 5 to re-edit the data or to return it to it's original form.

Add

Main Menu Command

<u>Keyboard Access</u>: Ctrl-A, Alt-M-A

New data can be added and stored to disk by selecting this item.

Note: You must have a state selected in the <u>Search by State</u> box, but no selection in the <u>Search by City</u> box is required.

1. Select the appropriate state in the Search by State box.

2. Select Add in the Data menu, either by mouse pointer or via one of the access key combinations listed above.   A pop-up Area Code Data Editor window will appear.

3. The city and area code boxes in the editing window will be blank. Enter a new city and area code.   You may enter either an area code already associated with the selected state or an entirely new area code.

4. Select the Save command button.

   Warning: If you have entered an area code that is already associated with another state, AreaCodes will ask if you want to delete the area code from the other state's data.   Selecting "Yes" will delete the area code from the other state's data, along with ALL CITIES in the other state which are associated with that code.   Be careful!

5. If you are confident that your addition contains no mistakes, press the Close command button, otherwise repeat steps 3 and 4 to re-edit the data.

Delete

Main Menu Command

<u>Keyboard Access</u>: Ctrl-D, Alt-M-D

Select this item to remove a city and its associated area code from the data files.

Note: You must have selected a city in the <u>Search by City</u> box.   AreaCodes will ask if you are sure that you wish to delete the selected items, in case of mistakes.

Note: If your deletion removes the last instance of a particular area code from the associated state, AreaCodes will ask if you wish to remove the area code from the list of all codes for that state (as shown in the "All:" data display along the bottom of the AreaCodes window).   You may select either "Yes" or "No," but since it is unlikely that the phone company will ever "retire" an area code, it is suggested that you select "No."

Back-Up

Main Menu Command

<u>Keyboard Access</u>: Ctrl-B, Alt-M-B

The Back-Up menu item is a toggle (checked/unchecked).   If set to ON (checked), EACH time you save an <u>edit</u>, <u>add</u>, or <u>delete</u> to disk, AreaCodes will first rename one or all of the 3 existing data files, AREACODx.DAT, to AREACODx.BAK.

Exit

Main Menu Command

<u>Keyboard Access</u>: Ctrl-X, Alt-M-X

Selecting this item closes AreaCodes.   The current screen position and the back-up setting (checked/unchecked) are saved at this time in the "AreaCodes" section of the FILEBOY.INI initialization file, which is located in your Windows directory.

The Exit command button (Alt-X) in the lower right corner of the AreaCodes window serves the same purpose and is more convenient for mouse users.

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Help Menu Command

Keyboard Access: F1, Alt-H-I

Selecting this item loads the AreaCodes help file (what you're reading now) into Windows' WINHELP.EXE program and displays it.

Help on Help

Help Menu Command

<u>Keyboard Access</u>: Shift-F1, Alt-H-H

Selecting this item loads a Windows Help file with information on how to use Help into the Windows WINHELP.EXE program and displays it.

About

Help Menu Command

<u>Keyboard Access</u>: Alt-H-A

This item displays a small window with brief information about the program and its author's Compuserve ID number.

Search by Code

Procedure

If you are merely curious as to the location of a known area code, then select that code in the Search by Code box.   The associated state will automatically be scrolled into view and highlighted in the Search by State box.

In addition, all cities in that state which are associated with that code (but not cities associated with other codes) will be displayed in the Search by City box. All area codes associated with the state will be displayed in the "All" box.

See Search by State for viewing the remaining cities.

Search by State

Procedure

To view the list of all cities and associated area codes for a particular state or province, select the desired state or province in the Search by State box.   The information will be displayed in the appropriate box.

In addition, the list of all area codes associated with the state will appear in the "All" box (if they were not already there).

Search by State/City

Procedure

Clicking (highlighting) the desired city in the Search by City box will highlight the associated area code in the Area Codes box (and vice versa).

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FileBoy's AreaCodes 1.2

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    OR

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