

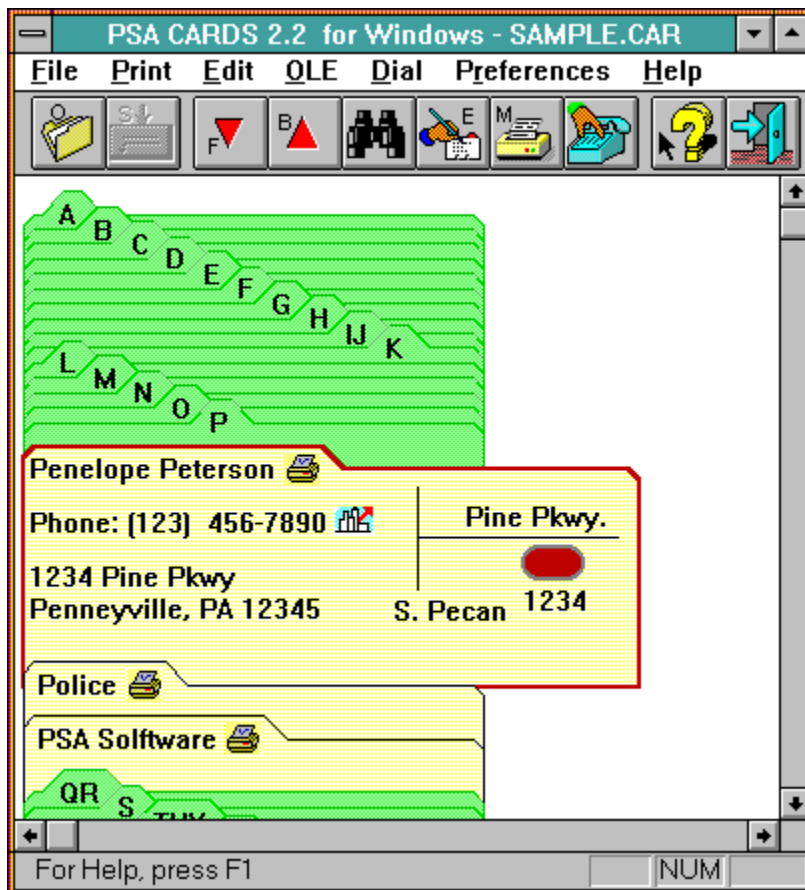


PSA Cards 2.3 for Windows

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PSA Cards is an easy to use address program. It looks like a card file and it works like a card file. Just click on a divider tab or card to open or close it. PSA Cards can print Rolodex cards, print envelopes, print mailing labels, and dial phone numbers. PSA Cards also has a facility for dated information such as birthdays, anniversaries, or appointments. You can ask PSA Cards to remind you when a date is about to occur. Other features include merging two PSA Cards files, importing data from an ASCII file or Microsoft CardFile, exporting names and addresses to a file or the clipboard for use in a word processing program, and the ability to create groups of entries for organizing various types of lists. These lists can be used to address Christmas cards, invitations, and to export addresses for mail merge in a word processor. There are no inherent limits on the number of entries or lengths of fields other than those that Windows itself imposes.

PSA Cards is also an OLE 2.0 container application. This means that you can link or imbed objects (pictures, maps, documents, sound and video clips) created in other programs in your PSA Cards entries. See the [OLE Overview](#) for more information about this exciting new technology.



For a list of how to accomplish some common operations see [Common Tasks](#)

For an index of commands see [Menus and their Commands](#)

Some commands are also available from the **Toolbar** and from the **Keyboard**.

You can also click on various parts of this sample PSA Cards window to find out what they do.

Common Tasks

How to:

Add dated information
Add more phone numbers
Add a work address
Change the printer font
Change the screen Font
Clear print selection marks
Copy an address to a word processor
Dial a phone number
Enter a card
Edit a card
Edit dividers
Edit groups
Enter the name of a business
Find someone
Import data from another program
Import data from MS CardFile.
Merge two Card files
Move around in the file and select entries
Open a divider tab from the keyboard
Print address books
Print cards
Print envelopes
Print labels
Register PSA Cards
Search any field
Select an entry for Printing
Select a group of entries for Printing
Setup a return address for envelopes
Use Object Linking and Imbedding (OLE)

Menus and Their Commands

Commands

File menu

Print menu

Edit menu

OLE menu

Dial menu

Preferences menu

Help menu

System menu

Toolbar

Keyboard Shortcuts

File menu commands

The File menu offers the following commands:

<u>New</u>	Creates a new Card file.
<u>Open</u>	Opens an existing Card file.
<u>Merge</u>	Merges the current Card file with another one.
<u>Import</u>	Imports an address file from another program
<u>Export Addresses</u>	Exports mailing addresses to a text file for mail merge.
<u>Save</u>	Saves an opened Card file using the same file name.
<u>Save As</u>	Saves an opened Card file to a specified file name.
<u>Recent File</u>	Opens one of most recently used PSA Cards files.
<u>Exit</u>	Exits PSA Cards .

Print menu commands

The Print menu offers the following commands:

<u>Setup Ret Addr</u>	Brings up the return address dialog box for entering the envelope return address.
<u>PMark</u>	Marks the current entry for the next print operation - for either cards or envelopes.
<u>PMark Wrk Addr - 1st</u>	Use the first person's work address for envelopes
<u>PMark Wrk Addr - 2nd</u>	Use the second person's work address for envelopes
<u>PMark All</u>	Set print selection marks for all entries.
<u>PMark Updates</u>	Marks all entries modified after a certain date for the next print operation
<u>Clear All PMarks</u>	Clears all print selection marks from all entries.
<u>Print Preview - Cards</u>	Displays the cards as they would appear printed on file cards.
<u>Print Preview - Envelopes</u>	Displays envelopes as they would appear printed.
<u>Print Preview - Labels</u>	Displays labels as they would appear printed.
<u>Print Preview Address Book</u>	Displays address book as it would appear printed
<u>Print - Cards</u>	Prints either selected entries or all entries as file cards.
<u>Print - Envelopes</u>	Prints envelopes either for selected entries or all entries.
<u>Print - Labels</u>	Prints labels either for selected entries or all entries.
<u>Print Setup</u>	Selects the printer and printer driver
<u>Print Address Book</u>	Prints address book for selected entries or all entries

Edit menu commands

The Edit menu offers the following commands:

<u>Locate</u>	Click on this to search for someone's name
<u>Edit Cur Entry</u>	Click on this to modify the currently selected entry
<u>New Entry</u>	Click on this to start a new residential entry
<u>New Business</u>	Click on this to start a new business entry
<u>Edit Cur Divider</u>	Use this command to modify the currently selected divider
<u>New Divider</u>	Click on this to create a new divider
<u>Remove Cur Entry</u>	Use this to delete the currently selected entry
<u>Remove Cur Divider</u>	Click on this to delete the currently selected divider
<u>Copy Address</u>	Use this to copy an address to the clipboard.
<u>Edit Groups</u>	Use to change the list of entries in each group.
<u>View Groups</u>	Use to toggle display of an entry's membership in groups.
<u>Show Only Cur Grp</u>	Use to toggle display of all entries or just entries in the current group.

OLE menu commands

The Object Linking and Embedding menu offers the following commands:

<u>Hide OLE</u>	Hides or displays OLE items
<u>Enable OLE</u>	Enables or disables move or
<u>Move/Resize</u>	resize of OLE items
<u>Copy Object</u>	Copy currently selected OLE item to clipboard
<u>Paste Object</u>	Paste clipboard OLE item into currently selected card
<u>Paste Object Link</u>	Paste clipboard OLE link into currently selected card
<u>Delete Object</u>	Delete currently selected OLE item or link
<u>Insert New Object</u>	Insert an OLE item or link into the currently selected card
<u>Object Links</u>	Object link
<u>OLE Verbs</u>	Play, edit, or activate currently selected OLE item

See Also: [OLE Overview](#)

Dial menu commands

The dial menu offers the following commands:

<u>Dial Number</u>	Dials a telephone number
<u>End Call</u>	Hangs up modem or aborts redial on busy signal
<u>Dialing Setup</u>	Setup dialog for automatic dialing

Preferences menu commands

The Preferences menu offers the following commands:

<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.
<u>Sounds</u>	Toggles sounds on and off.
<u>Screen Font</u>	Select screen font

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

<u>Index</u>	Offers you an index to topics on which you can get help.
<u>Using Help</u>	Provides general instructions on using help.
<u>About</u>	Displays the version number of this application.
<u>Register...</u>	Register PSA Cards with PSA Software.

System menu commands

The System menu commands are accessed by clicking on the System menu button in the title bar:



The system menu commands are used to control the location and size of the application's window and to exit the application or switch to another application.

<u>Restore</u>	Restore the window to its size before using the Minimize or Maximize commands
<u>Move</u>	Move the window with arrow keys
<u>Size</u>	Change the window size with arrow keys
<u>Minimize</u>	Reduce the window to an icon
<u>Maximize</u>	Enlarge the window to its maximum size
<u>Close</u>	Close the window
<u>Switch To</u>	Switch to another application

Shortcuts

Keys: Alt+Spacebar

New command (File menu)

Use this command to create a new card file in PSA Cards.
You can open an existing card file with the Open command.

Shortcuts

Keys: CTRL+N

Open command (File menu)

Use this command to open an existing card file. This command displays the File Open dialog box. You can create new card files with the New command.

Shortcuts



Toolbar:
Keys: CTRL+O

Merge command (File menu)

If you keep your addresses in two different files -- perhaps on two different computers, it is difficult to keep both files consistent. The merge command can help with this problem.

This command is used to merge the currently open file with another PSA Cards file. When you click on this command, a File Open dialog box is displayed. Select the file you want to merge. PSA Cards then displays the File Merge dialog box. This box is used to control whether or not changes are marked and whether or not you want to **verify** each change. If you want only changes marked, clear all the print marks (Print menu) before executing this command. You can also specify how entries with the same name but different data are handled. If you pick the **Keep Newest** button, the entry that was modified last will be kept. The **Keep Both** button will keep both entries so that you select which one to delete after the merge is completed.

If you ask to have each change verified, a change verification dialog box will be displayed for each entry to be changed.

If you have embedded or linked objects (OLE items) in file being merged with the current file, you may, in some unusual circumstances, get an error message that says Failed to clone merged OLE item. This means that the program could not copy an OLE item from one file to the other. The copy of the current file in memory may also be corrupted and you should NOT save it disk. To complete the merge, you should exit and re-execute PSA Cards, open the file you are trying to merge, delete the OLE items in the problem entry, save the file, open the original file, and retry the merge operation.

The merged file is not written to disk until you execute Save or Save As.

Change Verification dialog box

This dialog box is used to verify whether or not you want a given change to be made during a file merge. If you want the proposed change completed, click **Yes**, if not click **No**. If you want all the rest of the changes in the merge completed without further verification, click **Yes to All**. After the merge you have the option of discarding all the changes by simply not updating your PSA Cards file.

File Open dialog box (File menu)

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open: PSA Cards uses files *.crd for PSA Cards files, *.adr for import files, and *.txt for export files.

Drives

Select the drive in which PSA Cards stores the file that you want to open.

Directories

Select the directory in which PSA Cards stores the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

This dialog box is invoked by:

File Open command

File Merge command

File Import command

Import command (File menu)

This command is used to import data from another program. The file to be imported must be an ASCII file, i.e., a simple text file. The first character in the file is the character that is used to **delimit** fields in the file's data records. The rest of the first line of the file has the field names for each record in the file. The field names must be from the following list:

fname1	First name, name one
lname1	Last name, name one
nname1	Nickname, name one
fname2	First name, name two
lname2	Last name, name two
nname2	Nickname, name two
street	Street address
city	Name of city
state	Name of state
zip	ZIP code
area_code1	Area code for first phone number
phone1	First phone number
area_code2	Area code for second phone number
phone2	Second phone number
comment	Miscellaneous information

The field names can be in any order and must be in all lower case, spelled exactly as in the above list. The field names may be separated by a blank, a comma or the delimiter character. At least one of either **fname1** or **lname1** must be present.

If the area code is contained within the phone number and is delimited by () or by the first of two hyphens (see [examples](#)), the **area_code1** and/or **area_code2** fields may be omitted. If the area code is imbedded in the phone number and the area code field name is omitted, PSA Cards will attempt to extract it during the import process.

If a **phone number** does not have an area code, the resulting area code field will be empty. If you want to supply a default area code for phone numbers which do not have area codes, add the string: `deflac=nnn` to the end of the first line in the file. Be sure to include a blank (space) between the last field name and `deflac=nnn`. `nnn` is the three digit default area code.

The data records follow the field list, one line for each entry. The data in each field must be separated by the **delimiter** character. This character is normally a tab, but can be any character that is not present anywhere in the data and is not a carriage return or newline character. Use successive delimiters for missing fields. Every record (line) must have the same fields.

Double quotes can be used to force PSA Cards to ignore delimiter characters which may be embedded in data fields. This likely to happen if the delimiter is a comma. If the data for a field begins and ends with double quotes, any delimiters between the two double quotes will be ignored. This is the default behavior. If this is not what you want, add the string:

`ignore quotes`

to the end of the first line. Double quotes will then be treated like any other character.

Normally one uses this import feature by editing the field description (first line) into an existing text file that has been written by another program. Data from Microsoft's CardFile program can be imported using the DOS utility program [CONVERT](#).

Shortcut

Keys: CTRL+I

Importing data from Microsoft CardFile

There is a DOS utility program called CONVERT that can be used to convert a file written by Microsoft CardFile to an ASCII format which can be read into PSA Cards using the Import command. This program is documented more fully in the README.TXT file which accompanies PSA Cards.

Export Addr command (File menu)

Use this command to export mailing addresses to a text file for mail merge operations in a word processing program. The following fields are defined and written in a tab delimited format:

Name1	(First line of title field of an address)
Name2	(Second and subsequent lines of title field)
Company	(Company field if present in a work address)
Street	(Street number and name field)
City	(City field)
State	(State field)
ZIP	(ZIP code field)

If the information for a field is missing, the field is represented by two successive tab characters. The end of record delimiter is a carriage return, newline sequence of characters.

The print mark is used to select entries for export. If you want to export a work address, use the work address print mark. If you want to export all of the home addresses in a PSA Cards file, clear all the print marks before using this command.

When you select this command, a file dialog box is displayed. Use this dialog box to indicate the path and name of the ASCII text file for the exported mailing addresses. This file is **NOT** the PSA Cards file. If you write exported addresses to a PSA Cards file, the information in the PSA Cards file will be destroyed.

Your word processing program should have a facility for importing these addresses in a mail merge operation. To find out how to use mail merge in Word 6.0, use the main search command in the Help menu to look for Mail Merge, then choose the topic: Mail Merge: Step by Step.

Shortcut:

Keys: CTRL+A

Save command (File menu)

Use this command to save your work to its current name and directory. When you save for the first time, PSA Cards displays the Save As dialog box so you can name your card file. If you want to change the name and directory of an existing card file before you save it, choose the Save As command.

Shortcuts



Toolbar:

Keys: CTRL+S

Save As command (File menu)

Use this command to save and name your card file. PSA Cards displays the Save As dialog box so you can name your card file.

To save a card file with its existing name and directory, use the Save command.

File Save As dialog box (File menu)

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a card file with a different name. A filename can contain up to eight characters and an extension of up to three characters. **PSA Cards** adds the extension you specify in the Save File As Type box.

Drives

Select the drive in which you want to store the card file

Directories

Select the directory in which you want to store the card file

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

This dialog box is invoked by:

File Save command

File Save As command

Export Addr command

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four card files you closed. Choose the number that corresponds with the file you want to open.

Exit command (File menu)

Use this command to end your PSA Cards session. You can also use the Close command on the System menu or tool bar. PSA Cards prompts you to save card files with unsaved changes.

Shortcuts

Mouse: Double-click the application's System menu button.



Toolbar:


Keys: ALT+F4

Setup Return Address command (Print menu)

This command is used to invoke the Return Address dialog box. You can enter and select up to four different return addresses for envelopes using the Return Address dialog box. The Return Address dialog box can also be accessed from the Envelope Printing Dialog box and the Label Printing Dialog box. PSA Cards saves return the addresses when you update your file.

Mark for Printing command (Print menu)

Use this command to select and deselect entries for the next printing operation. Click on the card you want to print -- cards, envelopes, or labels, then click this command. You can also mark a card for

printing without opening it by clicking on it with the right mouse button. A printer icon  will appear at the end of the first line in the entry to signify that it is marked for printing. These marks are saved when you update your PSA Cards file but are cleared when the entry is printed. Marking an entry that is already selected for printing will clear its print mark.

Shortcuts

Keys: CTRL+M



Toolbar:

Mouse: Right click on the card.

See also

[Mark Work Address for Printing - 1st command](#)
[Mark Work Address for Printing - 2nd command](#)
[Moving around in the file and selecting entries.](#)
[Mark Updates For Printing](#)

Mark Work Address for Printing - 1st command (Print menu)

Use this command to select and deselect entries for printing work addresses on envelopes. Click on the entry you want to print, then click this command. A "PW1" will appear at the end of the first line of the entry to signify that it is marked for printing. The work address of the first person in the entry will be used when printing selected envelopes. The home address is normally used. These marks are saved when you update your PSA Cards file but are cleared when the entry is printed. Marking an entry that is already selected for printing will clear its print mark.

See also

[Mark Work Address for Printing - 2nd command](#)

[Mark for Printing command](#)

Mark Work Address for Printing - 2nd command (Print menu)

Use this command to select and deselect entries for printing work addresses on envelopes. Click on the entry you want to print, then click this command. A "PW2 will appear at the end of the first line of the entry to signify that it is marked for printing. The work address of the second person in the entry will be used for printing selected envelopes rather than the home address. PSA Cards saves these marks when you update your PSA Cards file but they are cleared as each entry is printed. Marking an entry that is already selected for printing will clear its print mark.

See also

[Mark Work Address for Printing - 1st command](#)

[Mark for Printing command](#)

Mark All for Printing command (Print menu)

Use this command when you want to print all but a few entries. After setting the print mark for all entries, you can deselect the entries you don't want to print. You can toggle a card's print mark without opening the card by clicking on it with the right mouse button.

See also

[Mark for Printing](#) command

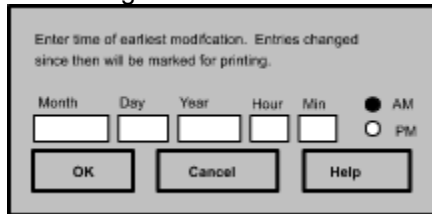
[Mark Updates For Printing](#) command

Mark Updates for Printing command (Print menu)

This command is used to set the print mark for all entries that have been modified after a specified date. When this command is issued the Mark Modified Entries dialog box is displayed. This dialog is used to specify a date and time.

Mark Modified Entries dialog box (Print menu)

This dialog box is used to control card printing and print preview.



Enter time of earliest modification. Entries changed since then will be marked for printing.

Month Day Year Hour Min AM PM

OK Cancel Help

The controls in this box are used to set the time of the earliest card modification. When you click OK, print marks will be set for cards modified since this time. The new print marks are in addition to any existing print marks. The date and time set in this dialog will be saved as parts of the PSA Cards file when the file is updated.

See also

[Mark for Printing](#) command

[Clear All Print Selections](#)

Clear All Print Selections command (Print menu)

Use this command to clear all print selections for all entries. This deselects all entries marked to be printed in the next print operation. Print selections for individual entries can be cleared by selecting the entry (click on it) and using the [Mark for Printing](#) command

See also

- [Mark Work Address - 1st](#) command
- [Mark Work Address - 2nd](#) command
- [Mark for Printing](#) command
- [Mark Updates For Printing](#) command

Print Preview - Cards Command (Print menu)

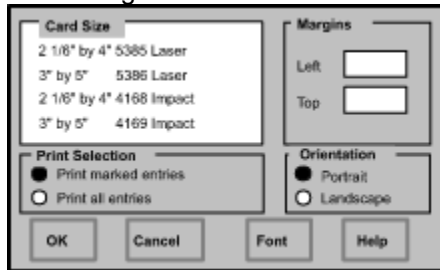
This command is used to display a preview of what the card entries will look like when printed on Rolodex cards. This command brings up the Card Printing Dialog box. This dialog box is used to control whether or not all entries or just selected entries are previewed or printed.

Print - Cards Command (Print menu)

Use this command to print card entries on Rolodex cards. This command brings up the Card Printing Dialog box. This dialog box is used to control various aspects of printing cards, including whether or not all entries or just selected entries are previewed or printed. To find out how to select cards for printing see the Mark for Printing command

Card Printing Dialog box (Print menu)

This dialog box is used to control card printing and print preview.



The controls in this dialog box are divided into groups for selecting the card size, setting margins, controlling what is printed, controlling the print orientation, and the OK, Font, Cancel, and Help buttons.

The **Card Size** list box can be used to select 2 1/8 by 4 inch cards or 3 by 5 inch cards for laser or impact printers. Avery supplies both sizes of cards (#5385 or #5386) as perforated card sheets for laser printers or as continuous tractor feed forms (#4168 or #4169). The correct printer driver must be selected for the form type (laser or impact). Use the [Print Setup](#) command to select the printer driver.

Use the **Margin** controls to adjust the position of the printed cards. Enter the margins in inches. Separate margins for both sizes of cards are saved as part of your PSA Cards file.

The **Print Selection** controls whether just the entries marked for printing or all entries are printed. See [Mark for Printing](#) command (Print menu). If no entries are marked for printing, the Print all entries button is selected automatically and both controls are disabled.

Control the **Orientation** of the printed cards by clicking on Portrait or Landscape. Normally you should use portrait mode for printing cards.

The **Font** button can be used change the printer font. It affects the card font as well as the printed label, envelope font, and address book font, but not the screen font. The selected font becomes part of your PSA Cards file. Clicking the font button brings up the [Font Dialog Box](#).

When you choose the **OK** button in print preview mode, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The [print preview toolbar](#) offers you options to view either one or two pages at a time; move back and forth through the card file; zoom in and out of pages; and initiate a print job. If an impact printer form and an impact printer are currently selected, the print preview window will also display the tractor perforations and the proper form width.

If you choose the **OK** button in print mode, cards will be printed.

Print Preview - Envelopes Command (Print menu)

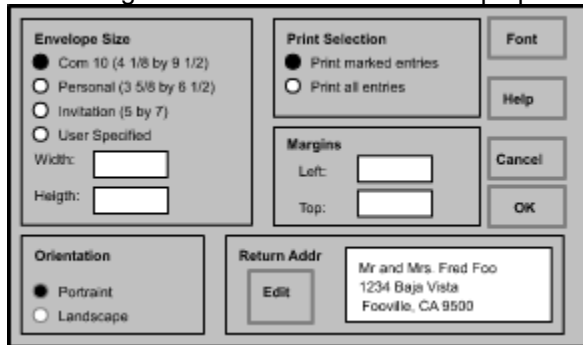
This command is used to display a preview of what envelopes will look like when printed. This command brings up the Envelope Printing Dialog box. Use this dialog box to control various aspects of envelope printing, including whether or not all entries or just selected entries are previewed or printed. To find out how to select entries for printing see the Mark for Printing command

Print - Envelopes Command (Print menu)

This command is used to print envelopes. This command brings up the Envelope Printing Dialog box. Use this dialog box to control various aspects of envelope printing, including whether or not all entries or just selected entries are previewed or printed. To find out how to select cards for printing see the Mark for Printing command

Envelope Printing Dialog box (Print menu)

This dialog box is used to control envelope printing and print preview for envelopes.



Use the **Envelope Size** buttons to select the envelope you are printing. If you need a special size, click the User Specified button and enter the envelope size in inches.

The **Print Selection** radio buttons tell PSA Cards to either print only the entries currently marked for printing or to print all of the entries. Use the [Mark For Printing](#) command or the [Mark Work Address for Printing - 1st \(or 2nd\)](#) commands to mark entries for printing. If no entries are marked for printing, the Print all entries button is automatically selected and both controls are disabled.

The name that is used in the address can be edited to include a title such as Mr. Fred Smith or Mr. and Mrs. Sam Jones. See the **Home Address** group in either the [New Entry](#) or [Edit Current Entry](#) commands.

Use the left and top **Margin** boxes to enter the position of the return address in inches. PSA Cards saves the envelope size and margins as part of the PSA Cards file.

The **Return Address** area displays the current return address selection. If you want to edit the return address or select another one, click on the **Edit** button. This will bring up the [Return Address dialog box](#).

Control the **Orientation** of the printed envelopes by clicking on Portrait or Landscape. Normally you should use landscape mode for printing envelopes on a laser printer. Check your printer documentation for its envelope orientation and how to feed envelopes.

The **Font** button can be used change the printer font. It affects the envelope font as well as the printed card, label font, and address book font, but not the screen font. The selected font becomes part of your PSA Cards file. Clicking the font button brings up the [Font Dialog Box](#).

When you choose the **OK** button in print preview mode, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The [print preview toolbar](#) offers you options to view either one or two pages at a time; move back and forth through the file; zoom in and out of pages; and initiate a print job.

If you choose the **OK** button in print mode, envelopes will be printed.

Return Address dialog box (Print menu)

Use this dialog box to enter or edit up to four return addresses for envelopes. You can bring up this dialog box from the Print menu or the Envelope dialog box or the Label Printing Dialog box



The dialog box contains four address fields, each with a radio button above it. The first field, labeled 'Address one', is selected and contains the text: 'Fred Foo', '1234 Baja Vista', 'Fooville, CA 98500'. The second field, labeled 'Address two', contains: 'Fred Foo', 'Fanny Foo', '1234 Baja Vista', 'Fooville, CA 98500'. The third field, labeled 'Address three', contains: 'Fanny Foo', '1234 Baja Vista', 'Fooville, CA 98500'. The fourth field, labeled 'Address four', contains: 'Mr and Mrs. Fred Foo', '1234 Baja Vista', 'Fooville, CA 98600'. At the bottom left is an 'Omit' radio button, and at the bottom right are 'OK', 'Cancel', and 'Help' buttons.

To enter or edit a return address, click on the edit field, then type in your changes. To select a return address for printing, click on the radio button above the edit box you want to use. If you don't want any return address, click on the **Omit Return Address** button. The return addresses and the current selection state are saved as part of your PSA Cards file.

Print Preview - Labels command (Print menu)

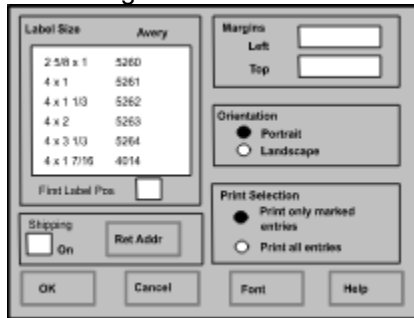
This command is used to display a preview of what labels will look like when printed. This command brings up the Label Printing Dialog box. Use this dialog box to control various aspects of label printing, including whether or not all entries or just selected entries are previewed or printed. To find out how to select cards for printing see the Mark for Printing command

Print Labels command (Print menu)

This command is used to print labels. This command brings up the Label Printing Dialog box. Use this dialog box to control various aspects of label printing, including whether or not all entries or just selected entries are previewed or printed. To find out how to select cards for printing see the Mark for Printing command

Print Labels Setup dialog box (Print menu)

This dialog box is used to control label printing and print preview for labels.



The controls in this dialog box are divided into groups for selecting the label size, setting margins, controlling what is printed, controlling the print orientation, and the OK, Font, Cancel, and Help buttons.

The **Label Size** list box can be used to select a variety of label sizes. The Avery label numbers are given on the right side of the list box. Some of the forms are for laser printers and some are for impact printers. The correct printer driver must be selected for the form type (laser or impact). Use the [Print Setup](#) command to select the printer driver.

The **First Label Position** edit box is used to put the first label on the first page somewhere other than the upper left corner. This is handy if you have a partially used sheet of peel-off labels and you want to start printing at the first unused label. The label positions are numbered from left to right and then down the page. Enter the number of the starting label position in the edit box. You can use print preview to verify that the first label will print in the correct position.

Use the **Shipping On** check box to print shipping labels. Shipping labels can be printed on Avery forms 5263, 5264, and 4161. The labels are printed with the word From: and then the return address at the top of the label and the word To: and destination address at the bottom of the label. The **Ret Addr** button can be used to edit and/or select a return address. This button brings up the [Return Address dialog box](#). Use the print preview to verify that the labels will be printed correctly.

Use the **Margin** controls to adjust the position of the printed labels. Enter the margins in inches. Separate margins for each label size are saved as part of your PSA Cards file.

The **Print Selection** controls whether just the entries marked for printing or all entries are printed. See [Mark for Printing](#) command (Print menu). If no entries are marked for printing, the Print all entries button is selected automatically and both controls are disabled.

Control the **Orientation** of the printed labels by clicking on Portrait or Landscape. Normally you should use portrait mode for printing labels.

The **Font** button can be used change the printer font. It affects the printed label font as well as the card font, envelope font, and address book font, but not the screen font. The selected font becomes part of your PSA Cards file. Clicking the font button brings up the [Font Dialog Box](#).

When you choose the **OK** button in print preview mode, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The [print preview toolbar](#) offers you options to view either one or two pages at a time; move back and forth through the card file; zoom in and out of pages; and initiate a print job. If an impact printer form and an impact printer are currently selected, the print preview window will also display the tractor perforations and the proper form width.

If you choose the **OK** button in print mode, labels will be printed.

Print Preview - Address Book command (Print menu)

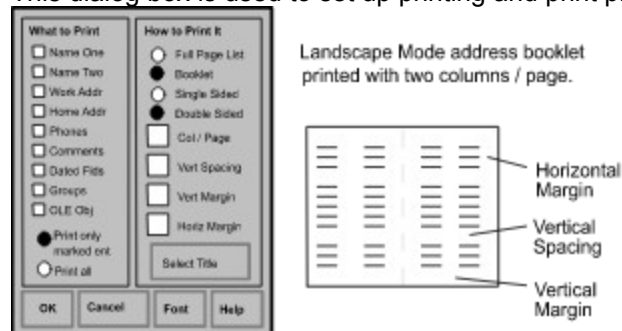
This command is used to display a preview of what address books will look like when printed. This command brings up the Address Book Printing Dialog box. Use this dialog box to control various aspects of address book printing, including whether or not all entries or just selected entries are previewed or printed. To find out how to select cards for printing see the Mark for Printing command

Print Address Book command (Print menu)

This command is used to print address books. This command brings up the Address Book Printing Dialog box. Use this dialog box to control various aspects of address book printing, including whether or not all entries or just selected entries are previewed or printed. To find out how to select cards for printing see the Mark for Printing command

Print Address Book Setup dialog box (Print menu)

This dialog box is used to set up printing and print preview for address books and full page listings.



The controls in this dialog box are divided into groups for selecting what to print, how to print it, and the OK, Font, Cancel, and Help buttons. In the **What to Print** group you can select any part of your Card entries for printing. Checked items will be printed. Unchecked items will not be printed. These selections override those made in the Edit menu and the OLE menu.

The **Print Selection** controls whether just the entries marked for printing or all entries are printed. See Mark for Printing command (Print menu). If no entries are marked for printing, the Print all entries button is selected automatically and both controls are disabled.

In the **How to Print It** section selecting **Full Page List** will get you a 8.5 by 11 inch listing of your selections in portrait orientation. The **Booklet** selection makes an address booklet in landscape orientation. Booklet pages must be printed on both sides in a two pass operation. After printing, fold the pages in the middle and staple them in the center to make a 5.5 by 8.5 inch booklet.

The margins and vertical spacing are in inches. If the vertical spacing is set to zero, one blank line will be printed between entries with single spacing within entries. Larger vertical spacing will increase the space between sections within each entry and between entries. Overlap between columns is not checked by the program. Use the print preview command to see how each printed page will look and adjust the font, font size, horizontal margin, and number of columns to prevent overlap between columns.

If you are printing on both sides of the paper, the program will tell you how many sheets of paper to load in your printer. After all the sheets are printed on one side, feed them into the printer again so that the other side will print. Take care so that the top of the page will be at the same edge of the paper on both sides. The print operation does not pause where you need to turn the paper over and feed it in again. The program relies on the printer running out of paper at the end of the first pass.

The **Select Title** will bring up a dialog box where you can select an entry to use for a title on the first page. Entries are designated as possible titles in the New Entry or Edit Current Entry dialog boxes. Title entries are not printed as part of a normal selection of entries. Title pages can be designed using Paintbrush or any other OLE Server program. To do this use the Insert New Object command in the OLE menu.

The **Font** button can be used change the printer font. It affects the printed address book fonts as well as the label fonts, card fonts, and envelope fonts, but not the screen font. The selected font becomes part of your PSA Cards file. Clicking the font button brings up the Font Dialog Box.

When you choose the **OK** button in print preview mode, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the card file; zoom in and out of pages; and initiate a print job.

If you choose the **OK** button in print mode, the address book or listing will be printed.

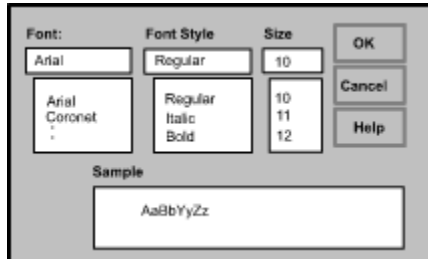
Select Title dialog box (Print Address Book Setup dialog box)

In the **Select Title** dialog box you can select an entry to use as a title on the first page of your address book. PSA Cards entries are designated as possible titles in the New Entry or Edit Current Entry dialog boxes. Title entries are not printed as part of a normal selection of entries. Title pages can be designed using Paintbrush or any other OLE Server program. To do this use the Insert New Object command in the OLE menu.

Clicking the **Set Default** button will give you a default title page that says: Addresses and Phone Numbers on it.

Choose Font dialog box (Print dialog boxes and Screen Font command)

Use this dialog box to select a printer font or screen font. When invoked from one of the print dialog boxes, the font selected here applies to printed cards, envelopes, labels and address books. The screen font is unaffected unless you got here using the Screen Font command. The printer font selection will become part of your PSA Cards file when you save it to disk. The screen font selection is saved in the cards.ini file.



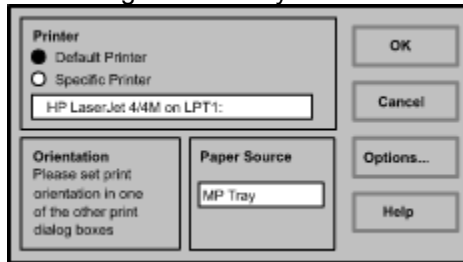
The Font dialog box is invoked from the Card Printing Dialog box, the Envelope Printing Dialog box, the Label Printing Dialog box, and the Address Book Printing Dialog box and the Screen Font command.

Print Setup command (Print menu)

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box (Print menu)

This dialog box allows you to select the destination printer and its connection.



Printer

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

In PSA Cards, the print orientation is set in the print setup dialog boxes for cards, envelopes, or labels. A separate print orientation setting is saved in the PSA Cards file for cards, envelopes, and labels.

Paper Size

Unlike the usual print dialog box, paper size is not set here. Select the card, envelope, or label size in the print card, print envelope, or print label dialog boxes. These dialog boxes are accessed from the Print menu.

Paper Source

Some printers offer multiple trays for different paper sources. Specify the tray here.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Print Progress Dialog (Print dialog boxes)

The Printing dialog box is shown during the time that PSA Cards is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview toolbar

The print preview toolbar offers you the following options:

Print

Start a print job.

Next Page

Preview the next printed page.

Prev Page

Preview the previous printed page.

One Page / Two Page

Preview one or two printed pages at a time.

Zoom In

Take a closer look at the printed page.

Zoom Out

Take a larger look at the printed page.

Close

Return from print preview to the editing window.

Locate command (Edit menu)

Use this command to find an entry with someone's name and to search for text strings or dates within entries. This command will bring up the [Search dialog box](#) with an alphabetical list of all the names in the PSA Cards file. Select the name you want from the list and click the OK button. The entry containing the selected name will be opened. Double clicking on a name will close the dialog box and open the entry without clicking OK.

Shortcuts

Keys: CTRL+L

Toolbar:



Search Dialog Box (Edit Menu)



This dialog box is used to select the current entry and to search for text string or dates within entries. It comes up when you click on the Locate command in the edit menu. If no group is selected, all the names in the card file are listed alphabetically. You can use the scroll bar, page up, page down, arrow keys or mouse to select an entry. You can also type in the edit box and PSA Cards will attempt to find a matching entry. Double clicking on an entry name in the list box will close the dialog and display the entry without requiring you to click on **OK**. Clicking on the **Edit** button will bring up the Edit dialog box for the entry with the currently selected name.

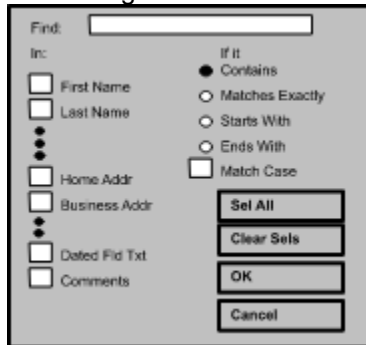
If a group is selected, either by using the **Select Group** list box or by using the Show Only Cur Grp command in the Edit menu, only the members of the selected group will be listed. Clicking the **Deselect Group** button will cause all of the names to be listed in the left listbox. When you click **OK** and a group is selected, the current group will be changed to the selected group. The current group can also be set in the Group's Entries dialog box. If you click the **Deselect Group** button and then **OK**, and the Show Only Cur Grp command is in effect, the Show Only Cur Grp command will be unchecked (i.e. turned off).

If an entry has a second name entered or the name of a company is present in a work address, these names will also appear in the left listbox. You can further refine the search by clicking on the Search **Other Fields** button or on the Search **Dates** button. These buttons activate dialog boxes for searching any field for a text string or for finding dated information with a given date or using a range of dates.

After you click **OK** in the Search Other Fields dialog box, only the entries meeting the search criteria are listed here. You can then click on the **Set Print Marks** to select all the listed entries for printing. When you first invoke this dialog box with the Locate command, the Search Other Fields search criteria are not used. That is, all entries are listed.

Search Other Fields dialog box

This dialog box is used to find entries which have a given text string in various fields.



This dialog box is activated from the [Search](#) dialog box by clicking on its Search Other Fields button.

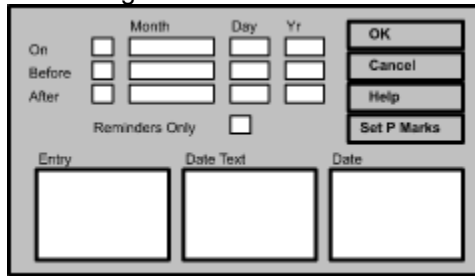
Enter the string you are looking for in the **Find:** edit box. Check the boxes on the left to indicate which fields you want searched. At least one of the **Home Address** or **Business Address** boxes must be checked before the **Street, City, State, or Zip** boxes are active.

The radio buttons on the right control how the string must match a field. **Matches Exactly** means the characters in the Find string must be the same as the search field. Whether or not the case must match is controlled for all four radio buttons by the **Match Case** check box.

Click on the **Select All** button to check all the field selection boxes and on the **Clear Sels** button to clear all the field selection boxes. When you click the **OK** button, this dialog box is closed and the names in the Search dialog box are reloaded. All the names for each entry that matches the search criteria are included. If you click the **Cancel** button in this dialog box, all the Search dialog box names are reloaded and the selections in this box are unchanged. That is, all the entry names are listed without regard to the search criteria and the selections previously present in this dialog box are undisturbed.

Search Dates dialog box

This dialog box is used to find dated fields on a given date or between two dates.



This dialog box is activated from the Search dialog box by clicking on its Search Dates button.

Use the **On**, **Before**, and **After** rows of boxes to control which dated information is shown in the Entry, Date Text, and Date list boxes. To activate a row of date boxes, click on its checkbox. If a date is recurring, its next anniversary is compared to the search dates. If a date is not recurring, its month, day, and year are used for comparison. Dates are designated as recurring or non-recurring in the Dated Fields dialog box. If the **Reminders Only** box is checked, only dated fields with alarms will be listed. If you have set search criteria in the Search Other Fields dialog box, only dated information that meets that criteria will be listed.

If there are more entries than will fit in the list boxes, you can scroll the list boxes by selecting an entry with the mouse and then using the arrow keys to move the selection up and down.

Unlike the Search Other Fields dialog box, this dialog box does not affect which entries are listed in the main Search dialog box. For that reason, this dialog box has its own **Set Print Marks** button. Clicking on this button will set print marks for all of the entries in this dialog's Entry list box.

The **OK** button saves any changes you have made to the search controls in this dialog box and returns you to the main Search dialog box. The **Cancel** button just returns without saving anything.

Moving Around in the File and Selecting Entries

To open the cards at a given divider tab, click on it. Dividers can also be opened with the Letter key for the tab. If there are entries at that divider, the first line of each entry will be displayed. The tabs are light green and the card entries are light yellow. To select a card and open it, click on it. The contents of the card will be displayed. This card is now "selected".

When a card or divider is selected the, Forward and Back Toolbar buttons are enabled. When you click on these buttons, the current divider or card is deselected and either the next or previous divider or card is selected and opened. When a card is selected, the Mark for Printing commands, the Edit Cur Entry, and the Remove Cur Entry commands are also enabled. To deselect a divider or card and close it, click on it again.

If you double click on a card tab or the card itself, the card will be opened for editing. That is, the Edit Cur Entry dialog box will be displayed and the card will ready for editing.

You can also search for an entry using the Locate command.

Alarm dialog box (Displayed at program startup)

This dialog box is displayed when the program finds an alarm that you have set to remind you of a certain date. These dated fields are set up using the Dated Fields dialog box. If you click on the **Acknowledge** button, you will not be reminded again until the next anniversary of the alarm date occurs. If you click **Ignore**, the alarm will be triggered the next time the program is started up, provided of course, that the alarm date has not passed. If you want to reset an alarm, that you have acknowledged, use the Dated Fields dialog box to toggle the **Alarm** check-box on and off. This will restore the unacknowledged state.

Edit Cur Divider command (Edit menu)

This command is used to modify the currently selected divider tab. When it is selected, the Divider dialog box comes up. Also see the New Divider and Remove Cur Divider commands.

New Divider command (Edit menu)

This command is used to create a new divider tab. When it is selected, the Divider dialog box comes up.

Divider dialog box (Edit menu)

This dialog box is used to enter text for divider tabs.



The image shows a dialog box with a light gray background and a black border. On the left side, there are two labels: "Divider Text" and "Sort String". To the right of each label is a white rectangular text input field. Below the input fields, there are three buttons: "OK", "Cancel", and "Help", arranged horizontally from left to right.

This dialog is used to modify an existing divider tab or to create a new one. The **Divider Text** appears on the divider tab. The **Sort String** is used to determine the order of the divider tab in the PSA Cards file.

Remove Cur Entry command (Edit menu)

Use this command to delete the currently selected entry. If no entries are selected, this command is disabled. To find out more about selecting entries see [Moving around in the file and selecting entries](#).

Remove Cur Divider command (Edit menu)

This command is used to delete the currently selected divider tab.

Copy Address command (Edit menu)

Use this command to copy an address from the currently selected card to the clipboard. Normally the home address for an entry is copied. To copy a work address set one of the entry's work address flags using the Mark Work Address for Printing commands in the print menu before using this command. While this command works with the Ctrl+C key combination, Ctrl+Insert will still copy text that is selected in an edit box to the clipboard.

After loading the clipboard, you can use the paste command in a word processor to paste the address from the clipboard into a document. To export addresses for mail merge operations use the Export Addresses command.

Shortcut:

Keys: Ctrl+C

Edit Groups command (Edit menu)

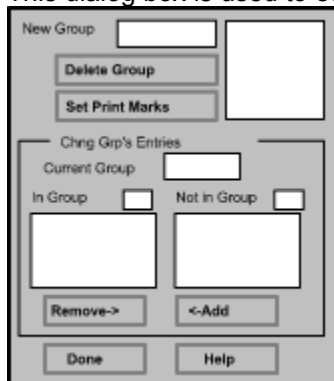
PSA Cards lets you organize your card entries in arbitrary groups. There can be as many groups as you need and each card may belong to one or more groups. Each group is identified by a unique name. Group names can include any printing character (including blanks) except commas. Use this command to create groups and to change which entries are included in each group of entries. Executing this command invokes the Group's Entries dialog box.

Shortcut:

Keys: Ctrl+G

Group's Entries dialog box (Edit menu)

This dialog box is used to edit card groups.



PSA Cards lets you organize your card entries in arbitrary groups. There can be as many groups as you need and each card may belong to one or more groups. Each group is identified by a unique name. Group names can include any printing character (including blanks) except commas. Groups are useful for separating the entries in your card file into different lists. For instance one group could be a Christmas card list. Another list could be all the people in a club mailing list and so on. Once a group has been set up it can be used to control which entries are marked for printing rotary file cards, envelopes or mailing labels. Group membership can also be changed in the [Edit Current Entry's Group](#) dialogbox.

To start a new group enter the name in the new group edit box and hit enter. The new group name will appear in the top right list box and the currently selected group field. To add members to your new group, select the entry names from the lower right list box and click on **Add**. To remove entries from a group, select the entry names in the lower left list box and click on **Remove**. The **Add** and **Remove** buttons will move the selected entry names between the two list boxes.

To delete a group altogether select the group name in the upper right list box and click the **Delete Group** button. This will delete the group and remove all references to it from every card entry. Card entries are not deleted by this operation -- only the group definition. There is no cancel button for this dialog box. Once an operation has been completed by clicking on the **Delete Group**, **Remove** or **Add** buttons, the only way to undo it is to read the original file from disk. Note that this will destroy any other changes made since the last time the file was saved to disk.

If you click the **Set Print Marks** button, print marks will be set for all the entries in the currently selected group. Print marks are used to select entries for the next print operation. See the [Mark for Printing](#) command for more information.

View Groups command (Edit menu)

Use this command to toggle the display of each entry's membership in groups. This affects both the screen display and printed versions of each entry that belongs to one or more groups. If group display is on, this command has a check mark. If it off, there is no check mark.

Show Only Cur Grp command (Edit menu)

Use this command to toggle the display of all entries in the file or just the entries in the currently selected group. You can change the currently selected using the Edit Groups command. When this command is checked, only entries in the currently selected group will be displayed in the main window.

OLE Overview

With the linking and embedding feature available in PSA Cards, you can include information, or objects created in other applications. Your PSA Cards entries can contain drawings, maps, sound clips, video clips, pictures, letters, graphs, and spreadsheets. You can embed copies of objects (**embedding**) or links to other objects in separate files (**linking**).

The main difference between linking and embedding is where the data is stored. Embedded objects become part of the PSA Cards file. Linked information, on the other hand, is stored in the source file; the PSA Cards file stores only the location of the information in the source file but displays a graphic representation of the linked data. A linked or embedded object can be represented in PSA Cards as either an icon or a picture of the object itself. Suppose you have written letters to a company called Ajax Inc. Then you forgot the path to those files. When you need to find the letters again, you can waste a lot of time looking for them on your hard drive. If you put a link to them in your PSA Cards entry for Ajax Inc., all you have to do is double click on the link icon in Ajax entry. The word processor that you used to write the letter is opened and the letter is loaded; ready for you to read or edit.

Embedding means inserting information such as a scanned-in picture, drawing, map, chart, spreadsheet data, word processor document, sound clip, MIDI file, or video clip into a PSA Cards file. When you double click an embedded object in PSA Cards, you open the application in which the object was created; the object is displayed and ready for editing. When you return to PSA Cards, the PSA Cards entry reflects any changes you've made to the object. You can embed an existing object, file, or selection, or you can create and embed a new object.

Linking -- When you link a PSA Cards entry to another file, PSA Cards stores the link as a code that represents the source of the linked information. You can choose whether to store a graphic representation of the linked information or an icon in the PSA Cards entry.

In order to implement OLE, the PSA Cards file format was to be changed to what Microsoft calls a **Compound File**. Compound Files are slightly larger than their serial counterparts but offer the advantage of being easy to access and update selectively. What this means is that if you embed a large picture (bitmap) in a PSA Cards file, it is not read until it is displayed and is not written when the file is updated unless it has been changed. Selectively accessing and updating the file makes it possible to include large objects in the file without making the file access unacceptably slow.

To find out about specific OLE commands in PSA Cards see the [OLE menu](#) or use the browse button (>>) to read the next several topics.

Hide OLE (OLE Menu)

If this menu item is checked, linked and embedded objects are not displayed or printed. The Address Book print setup has an explicit switch that overrides (but does not change) this setting.

Enable OLE Move/Resize (OLE Menu)

Linked or embedded objects (OLE items) can be moved or resized with the mouse. When you select an OLE item by clicking on it, it will be displayed with sizing handles. When the cursor is over a selected object, its shape changes to a four headed arrow to indicate that you can move the object by dragging it with mouse. If you put the cursor over a sizing handle, the cursor will change to a two headed arrow to indicate that you can drag the handle to change the size of the object. When you drag an object so that all or part of it is outside the card boundary, the card will be redrawn so that it continues to include the object. The redraw is done when the mouse button is released after dragging or resizing the object.

Since it is easy to modify an object when you don't intend to, **unchecking** this command will disable the move and resize functions. When move and resize are disabled, you are still able to select the object and activate or edit it.

If you switch the representation of the object between a picture (graphic representation) and an icon, and then change the object's size, the picture size and icon size will be stored separately. That is, two sizes are stored -- one for the picture and one for the icon. You can use the Convert verb to switch between icons and pictures.

Copy Object (OLE Menu)

This command copies the currently selected object or object link to the clipboard. The previous contents of the clipboard are replaced. You can then use the Paste Object or Paste Object Link commands to paste the object into another card or even into another application. This command is disabled if an OLE item is not currently selected. This command applies only to OLE items and is not the same as the Copy Address command that copies addresses to the clipboard.

Paste Object (OLE Menu)

Use this command to paste the contents of the clipboard into the current entry. Use the Copy Object command to copy an OLE item to the clipboard. This command is disabled until an OLE item is in the clipboard and a PSA Cards entry is open. After pasting you can use the Convert command to change between an iconic and graphical representation of the object.

Paste Object Link command (OLE menu)

This command is used to paste link to an OLE item into the current card. See the [OLE Overview](#) topic for more information about OLE links. This command is disabled until the clipboard contains an OLE link and a PSA Cards entry is open. After pasting you can use the [Convert](#) command to change between an iconic and graphical representation of the object.

Delete Object (OLE Menu)

Use this command to delete the currently selected OLE item from the current entry. The Delete Object command does not ask for confirmation. It is disabled until an OLE item is selected.

Shortcut:

Keys

Del

Insert New Object command (OLE menu)

This command inserts an object, such as a chart or a drawing in the current entry. A PSA Cards entry must be selected before this command is enabled. When is command is clicked the Insert New Object dialog box is displayed. This dialog box lists the OLE servers available on your computer.

Insert New Object dialog box

The Insert New Object dialog box lists the OLE servers available on your computer. You can insert an object from a server by selecting the server from the Object Type list and clicking **OK**. The server application then becomes active -- either in its own window or a window in the current PSA Cards entry. If the server opens a window in PSA Cards, the PSA Cards menus will be merged with the server's menus. When you are done with the new object in the server, update the object and exit the server if the server is running in its own window. If the server opened a window in PSA Cards, click outside the server window or press the escape key. Card's menus should come back and normal PSA Cards operation can continue.

If you want to create a new object from an existing file, click the **Create from File** radio button. The dialog box will display an edit box for the name of the file, a **Browse** button and **Link** check box instead of the server list. Use the edit box and/or the browse button to indicate the file you want to use and click **OK**. If you check the **Link** check box, the object will be linked to the current PSA Cards entry rather than embedded in it. See [OLE Overview](#) for a description of the difference between linking and embedding.

If you want to display the new object or object link as an icon in the PSA Cards entry, check the **Display as Icon** box before creating the object or link. After inserting the object or link you can use the [Convert](#) command to change between an iconic and graphical representation of the object.

Hint: It is well worth exploring the capabilities the OLE servers that are listed when you execute the Insert New command. You may be surprised at the things OLE can do -- even in a plain vanilla, out of the box Windows installation. At a minimum you should see Media Clip (for sound, video and MIDI), Paintbrush Picture and Package. You can also create Notepad and Write objects just by linking or embedding the file with the **Create from File** button.

WARNING One known serious OLE bug exists with PSA Cards and the Microsoft Word Equation Editor. Don't use the Equation Editor with PSA Cards. If you do, you may have to reboot your computer.

Links command (OLE menu)

Use this command to display a Links dialog box that lets you edit links between your PSA Cards entries and other documents.

This command is unavailable if you have no links in your PSA Cards file.

Links dialog box

Use the Links dialog box to edit links between your PSA Cards entries and other documents. Click on the link you want to change in the **Links** list box.

Source:

Displays the path and location of the source file.

Type:

Displays the application or type of application in which the linked object was created.

Update:

Specify how often you want to update the information.

Automatic -- Updates existing data every time new data becomes available.

Manual -- Updates existing data only when you choose the **Update Now** button.

Update Now

Updates all selected links in the Links Box.

Open Source

Opens the selected links in the Links Box.

Change Source

Specify a different source file for a selected link so that the link receives data from the source file.

Break Link

Breaks the link between the source file and the PSA Cards entry.

Object verb (OLE menu)

This command will change depending on the type of embedded or linked object that is currently selected. Typical commands that may appear here are **Play**, **Edit**, **Open**, or **Convert**. The **Play** command is typically used for sound, MIDI, or multimedia clips. The **Edit** and **Open** commands are used to change the object or its link. **Convert** brings up the Convert dialog box that is discussed below.

Shortcut

Mouse: Double-click the object with the left mouse button.

Change Icon dialog box

This help topic is inaccessible due to a problem with the OLE dialogs.

Convert dialog box

The Convert dialog box is accessed from the OLE menu Object verb. The Object verbs will change, depending on the type of object that is currently selected. Usually, the Object command will change to the name of the object type with a cascaded submenu showing the types of operations possible with the current object. One of these submenu items is **Convert**.

The **Object Type** listbox contains the name of the current object type as well as the possible types it could be converted to. The **Result** box shows what changes will take place with current dialog box settings. If **Convert To** is selected, the embedded object is converted to the type selected in the Object Type box. When the **Activate As** button is selected, the embedded object is opened as the type selected in the Object Type box, but returns the object to its original type after editing.

The **Display As Icon** checkbox is used to switch between iconic and graphical representations of the object or link. The **Change Icon** button can be used to change the icon and its caption.

If you switch the representation of the object between a picture (graphic representation) and an icon, and then change the object's size, the picture size and icon size will be stored separately. That is, two sizes are stored -- one for the picture and one for the icon.

Paste Special dialog box

This feature is not currently implemented.

Dial Number command (Dial menu)

The telephone dialing features of PSA Cards can be used to dial phone numbers from your PSA Cards file. To use this feature, your computer must be equipped with a modem and a telephone. Normally the modem will be connected to the telephone line and the telephone connected to the modem:



Use this command to automatically dial a number from the currently selected card. If the other party answers the phone, the modem will automatically hang up in 15 seconds. This prevents leaving the modem off hook after you hang up the handset. The 15 second call time-out and several other autodial settings can be changed by using the Dialing Setup command.

If there is more than one number on the card and you use this command from the Dial menu, the CTRL+D keys, or the Toolbar dial button, a Phone Selection dialog box will come up. Use it to select the number you want to call. Since there is no ambiguity when you select a number directly with a mouse shift-right-click, no dialog box comes up.

As PSA Cards dials the number, a call progress box is displayed. This shows the characters sent to the modem (dial string) and any messages (e.g., BUSY) returned by the modem. If the dialed number is busy, a Redial Busy Number dialog box will be displayed. Use this dialog box to request redialing the number.

To cancel a call in progress use the End Call command. Also, some modems will not connect the telephone set to the line until they go on hook. In such a case, the End Call command can be used to cause the modem to go on hook when the other party picks up the phone.

Shortcut

Keys: CTRL+D
Mouse: Shift-right-click directly on the number in the card

Toolbar: 

End Call command (Dial menu)

Use this command to cause the modem to go on hook. That is, the modem will hang up. You can continue to talk. The call will terminate when you hang up the handset. If the computer is waiting to redial a busy number and you execute this command, the busy redial will be canceled.

Shortcut

Mouse: Click in the call progress box

Toolbar



Dialing Setup command (Dial menu)

This command brings up the Dialing Setup dialog box. Use this dialog box to set up local and long distance calls, enter a dialing prefix for an outside line, enter a modem initialization string, select the communications port, select the baud rate, set a call time-out value, and select tone or pulse dialing.

Dialing Setup dialog box (Dialing Setup command)

Setup Dial String	
Modem Init.	ATE1 F1 L2 M1 Q0 V1 X4
<input type="checkbox"/> Use MI	<input type="button" value="Do Setup"/>
Outside Line	<input type="checkbox"/> Verify Changes
Local Area Code	<input type="checkbox"/> Dial Local AC
Local Exchanges	
Local Cities	

Port Control		
Com Port	Baud Rate	Call Timeout
COM1	300	<input type="text"/> Sec
COM2	1200	<input type="radio"/> Tone Dial
COM3	2400	<input type="radio"/> Pulse Dial

OK Cancel Help

Use this dialog box to set up automatic dialing. The **Modem Initialization** string can be used to send special initialization commands to your modem. It is turned off by default. If your modem is set to its default settings, you probably will not need to use this feature. The default initialization string that is shown above has commands to enable local command echo, set full duplex, set medium speaker volume, turn the speaker on, enable return on-line after commands, return verbal result codes, and enable all result codes.

Use the **Outside Line** edit box to enter a dial prefix string for an outside line. Use a comma to cause a two second delay while dialing.

The **Local Area Code**, **Local Exchanges**, and **Local Cities** fields are used to enter information about local phone numbers. When PSA Cards dials a phone number, it needs to know which numbers require a one to be dialed first and which numbers require an area code. Each number in the PSA Cards file has a flag that can be set using information from the above three fields and the **Do Setup** button. When you click on Do Setup, PSA Cards scans through all its phone numbers comparing their area codes to the Local Area Code. When it finds an area code that matches, it compares the first three digits of the phone number with the list of Local Exchanges. If the exchange is not in the list, it compares the City field of the card's home address to the Local Cities list. If either the city or exchange matches the local list, the number is considered to be a local call. If the **Dial Local AC** checkbox is checked, the local area code will be dialed for long distance calls within the local area code. If it is not checked, a one and the phone number will be dialed for long distance calls within the local area code.

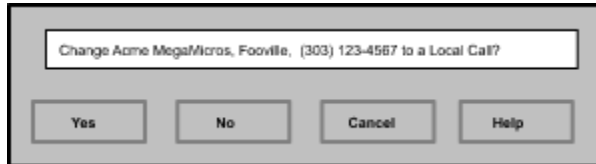
To use **Do Setup** a **Local Area Code** and at least one of **Local Exchanges** and **Local Cities** must be supplied. Separate items in the lists with commas. Using a complete list of local exchanges is to be preferred over using a list of local cities because it will be more accurate.

The Local/Long distance flag can be set for individual numbers using the Edit Cur Entry command. Because the Do Setup button might change a Local/Long distance flag that has been set manually, the Verify Changes check box can be set so that PSA Cards will verify flag changes.

The **Port Control** section of this dialog box is used to select the **Com Port**, **Baud Rate**, **Call Time-out**, and **Tone Dial** or **Pulse Dial**. Except for Call Time-out, these selections are self explanatory. The default settings for these fields will usually be OK. Call Time-out (also see the Dial Number command) is the length of time the program will wait after dialing a number before putting the modem on hook, i.e., hanging up. This feature is provided so that the modem is not inadvertently left off hook after you hang up the handset.

Local/Long Distance Verify dialog box (Dialing Setup command)

This dialog box comes up when the Verify Changes box is checked in the Dialing Setup dialog box and PSA Cards is about to change the Local/Long distance call flag for a telephone number. If you uncheck the Verify Changes box, this dialog box will not be displayed. The next time you run the Local/Long distance setup changes will be made without verification from you.



Yes button

If you click on the Yes button, the flag is changed immediately. Clicking the Cancel button in the Verify dialog box or in the Dialing Setup dialog box will not undo this change. You must use the Edit Cur Entry command (Edit menu) to edit a change made here.

No button

Clicking on No will not change the flag and will continue the scan of your PSA Cards file.

Cancel button

Clicking Cancel will exit back to the Dialing Setup box with no further changes to your PSA Cards file.

Help button

Clicking the Help button brings up this help topic.

Phone Selection dialog box (Dial number command)

This dialog box comes up in response to the Dial Number command when there is more than one telephone number on a card.



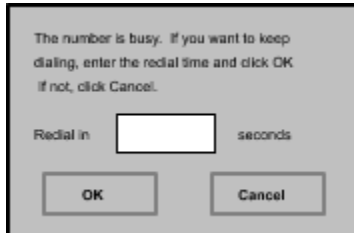
Click on the number you want to dial a then click on **OK**. If you change your mind and don't want to make a call, click on **Cancel**

Redial Busy Number dialog box (Dial Number command)

This dialog box comes up when the dialed number (Dial Number command) is busy. If you want to keep trying, enter a redial time and click OK. Allow enough time for a dial tone to come back after the modem hangs up. If you want to cancel redialing later on, use the End Call command in the Dial menu,



or click on the cancel call button in the toolbar, or click on the call progress box.



Toolbar command (Preferences menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in PSA Cards, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

Toolbar



and

The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to frequently used commands. The Windows NT or Windows 95 version of PSA Cards has a dockable toolbar. This means that you can drag the toolbar to left edge, right edge, or bottom of the Cards window and dock it there. You can also leave the toolbar floating either inside or outside of the PSA Cards window. PSA Cards remembers the location of the toolbar from one execution of the program to the next. The Windows NT and Windows 95 versions also have Tool Tips. When the cursor is moved over a toolbar button and briefly left there, a small yellow rectangle describing the function of the button is displayed.

To hide or display the Toolbar, choose Toolbar from the Preferences menu.

Click To



Open an existing card file. PSA Cards displays the Open dialog box, in which you can locate and open the desired file.



Save the active card file or template with its current name. If you have not named the card file, PSA Cards displays the Save As dialog box.



Move to the next card if a card is currently selected. Otherwise move to the next divider. This button is disabled if nothing is selected. Also look at [Moving around in the file and selecting entries](#).



Move to the previous card if a card is currently selected. Otherwise move to the previous divider. This button is disabled if nothing is selected.



Locate an entry with someone's name. Use this button to search for someone in an alphabetical list.



Edit the currently selected entry. This button is disabled if nothing is selected.



Mark the currently selected entry for the next print operation. This button is disabled if nothing is selected.



Dial a phone number from the current card. Click this to dial a phone number. This button is

disabled if a nothing is selected. While a call is in progress this button is changed to the next button:



Cause the computer to hang up (go on hook). After the phone has started to ring, pick up your telephone handset and click on this button. The modem will hang up and you can begin your conversation when the other party answers.



Context sensitive help. Click this, then some interface object you wish to know more about.



Click here to exit PSA Cards.

Toolbar Forward Button



Use this button to move to the next card if a card is currently selected. Otherwise it moves to the next divider. This button is disabled if nothing is selected. If you are at the end of the file, PSA Cards moves to the beginning of the file. This command is not implemented in any menu. Also look at [Moving around in the file and selecting entries](#).

Keyboard equivalent: CTRL + F

Toolbar Back Button



Use this button to move to the previous card if a card is currently selected. Otherwise it moves to the previous divider. This button is disabled if nothing is selected. If you move past the beginning of the file, PSA Cards goes to the end of the file. This command is not implemented in any menu. Also look at [Moving around in the file and selecting entries](#).

Keyboard equivalent: CTRL + B

Toolbar Exit Button



Use this button to exit PSA Cards. This button is equivalent to the Exit command in the File menu.

Keyboard Shortcuts

Keys	Menu - Command	Action
Ctrl+O	File - <u>O</u> pen	Activates File Open dialog
Ctrl+S	File - <u>S</u> ave	Save current file
Ctrl+I	File - <u>I</u> mport	Imports an ASCII file
Ctrl+A	File - <u>E</u> xport <u>A</u> ddresses	Export Addresses to an ASCII File
Ctrl+M, RMB	Print - <u>P</u> Mark	Marks an entry for printing
Ctrl+L	Edit - <u>L</u> ocate	Search for an entry, string, or date
Ctrl+E	Edit - <u>E</u> dit <u>C</u> ur <u>E</u> ntry	Edit the currently selected entry
Ctrl+N	Edit - <u>N</u> ew <u>E</u> ntry	Make a new entry
Ctrl+R	Edit - <u>R</u> emove <u>C</u> ur <u>E</u> ntry	Delete the currently selected entry
Ctrl+C	Edit - <u>C</u> opy <u>A</u> ddress	Copy entry's address to clipboard
Ctrl+G	Edit - <u>E</u> dit <u>G</u> roups	Edit groups
Ctrl+V	OLE - <u>P</u> aste <u>O</u> bject <u>L</u> ink	Paste OLE item from clipboard to current entry
Del	OLE - <u>D</u> elete <u>O</u> bject	Delete current OLE item from entry
Ctrl+D, SRMB	Dial - <u>D</u> ial <u>N</u> umber	Dial phone number
Ctrl+F	Toolbar <u>F</u> orward	Move to next tab or entry
Ctrl+B	Toolbar <u>B</u> ack	Move to previous tab or entry
Letter Key	See Notes	Opens tab with Letter in its label
Alt+Letter	See Notes	Menu, command, or DB control
Alt+Spacebar	<u>S</u> ystem	Open System Menu
Alt+Underlined Letter	See Notes	Activates a menu, command or control
Tab	Next control	Move to next control in dialog box
Shift+Tab	Previous control	Move to previous control
Ctrl+Tab	Next Prop Sheet tab	Move to next tab in tabbed dialog
Ctrl+Shift+Tab	Prev Prop Sheet tab	Move to previous tab in tabbed dialog.
Arrow keys, Page Up, Page Down	See Notes <u>S</u> crollbars	Scroll main window

Notes:

RMB (Right Mouse Button) -- Click on an entry with the right mouse button to mark it for printing.

SRMB (Shift Right Mouse Button) -- Hold down the shift key and right click on a phone number in an entry to dial it.

When the **Letter Key** for the divider tab is pressed, the first tab found (starting from the currently open tab) with a label beginning with the letter key is opened. If more than one tab label starts with the same letter, keep pressing the letter key until you get to the tab you want. If there is no tab starting with the letter, the second letter of each tab is searched, and the third letter and so on until all the tab letters have been searched. If the letter is still not found, no action is taken. The letter in the tab label must be in upper case for a match.

When a menu name, menu item (command), or dialog box control has an underlined letter in its name, you can access it by typing the **Alt+Underlined Letter** combination. When the same underlined letter is used more than once in the same window, type the Alt+Letter combination again to move to the next control with that underlined letter. If the control is a checkbox, the check is also toggled on or off. If the control is a radio button, the button is also selected. If you want to move from one radio button to the previous or next radio button, use the arrow keys. When the underlined letter is used in more than one checkbox or radio button in the same window, typing the Alt+Letter combination will select the control but won't toggle it. In this case use the spacebar after the control has been selected.

The **tabbed dialog boxes** are only available in the Windows NT version of PSA Cards.

Status Bar command (Preferences menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

Status Bar



The status bar is displayed at the bottom of the PSA Cards window. To display or hide the status bar, use the Status Bar command in the Preferences menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Sounds command (Preferences menu)

This command toggles sound effects on and off. Sounds will be heard for most message boxes when this command is checked. The sounds are those assigned to system events in the Windows control panel. The Windows control panned is usually found in the Main program group in the Program Manager.

Screen Font command (Preferences menu)

Use this command to select a font for the screen. The font selection will be stored in the cards.ini file so that it will be recalled and used the next time PSA Cards is executed. This command brings up the Choose Font dialog box.

Index command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using PSA Cards and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of PSA Cards. The name of the registered owner and the address of PSA Software are also displayed.

Register command (Help Menu)

This command is used to register your copy of PSA Cards with PSA Software. It brings up the Register dialog box.

Register dialog box (Register command)

Use this dialog box to register your copy of PSA Cards. To register, you enter your name and registration code in the Name and Registration Code edit boxes. To get a registration code, send \$25.00 (US), your name and address, and your version number of PSA Cards to:

PSA Software
1319 Silk Oak Drive
Fort Collins, Colorado 80525-5597

Please make your check payable to William L. Rogers. You will receive a registration code by return mail. Be sure to enter your name and registration code **exactly** as shown on your registration. If you are entering the registration code using the numeric keypad, make sure that the num-lock light is on. Once the correct name and registration code have been entered, the **OK** button in this dialog box will be enabled. Click on it and your registration will be completed. Be sure to keep your registration code in case you need to re-register. PSA Cards will not display it. After registering, your name will be displayed as the registered owner in the About dialogbox. Registered copies of PSA Cards are enabled to make an unlimited number of updates to PSA Cards files. Unregistered Copies of PSA Cards can only make 20 file updates.

Registered users will be notified of new releases of PSA Cards and will be entitled to upgrades at a reduced rate.

There is also a registration form and instructions in the text file REGISTER.TXT in the program directory.

Unregistered Updates dialog box (Register command)

This dialog box comes up periodically when you update a file with an unregistered copy of PSA Cards. You will be allowed to save your file 20 times before registering your copy of PSA Cards. After 20 unregistered updates, you will still be able to read your PSA Cards file but you will not be able to save any more changes until you register.

To find out how to register, see the [Register command](#) in the Help menu.

Context Help command

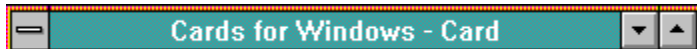


Use the Context Help command to obtain help on some portion of PSA Cards. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the PSA Cards window, such as another Toolbar button, a menu command, or almost any other user interface object. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

Title Bar



The title bar is located along the top of a window. It contains the name of the application and card file.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Control-menu button



- Name of the application



Name of the card file



Maximize button



Minimize button




Restore button




Scroll bars



Scroll bars are displayed at the right and bottom edges of the card file window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the card file. You can use the mouse to scroll to other parts of the card file.

If you click on the up  or down

 arrows at the top or bottom of the vertical scroll bar, the card display will be moved up or down one line. Clicking in the scroll bar above or below the scroll button will move the card display up or down approximately one page. The page size is the same as the window size. Dragging the scroll button will move the card display up and down as you drag the button. The Horizontal scroll operation is similar to the vertical scroll bar. If the card display can be drawn entirely within the window, the scroll bars are not present.

You can also control scrolling with the keypad keys. The up and down arrows move the card display one line. The Page Up and Page Down keys move the display up and down one page. The Home and End keys move to the top and bottom respectively. The left and right keys will scroll to the left and right.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (System menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


Shortcut

Keys: CTRL+F7

Minimize command (System menu)

Use this command to reduce the PSA Cards window to an icon.

Shortcut

Mouse: Click the minimize icon  on the Title bar.

Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut



Mouse: Click the maximize icon on the Title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a card file window.

Close command (System menu)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Shortcuts

Keys: ALT+F4 closes the PSA Cards window or a dialog box.




Toolbar:

Restore command (System menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Shortcut

Mouse: Click the restore icon  on the Title bar.

Switch To command (System menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Index tabs Click on one of these to open a divider section. Click again to close it.

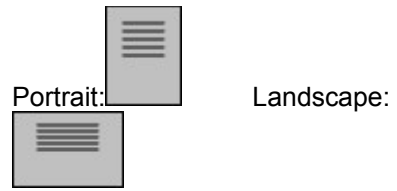
Entry tabs Click on one these to
open an entry. Click again to close it.

Open Entry Shows data for an entry. Left click to close it, right click to mark for printing.

Object Linking and Embedding Item

Example of an embedded object -- in this case a map to Penelope's house.

Orientation controls how output is printed on the page:



Imported phone numbers:

(303) 123-4567

or

303-123-4567

New Entry command (Edit menu)

Use this command to start a new entry in your Cards file. This command brings up the Edit Names tabbed dialog box. This dialog box is used to create new entries and edit existing entries. There are six property tabs (also known as pages) in this dialog box. Clicking on a tab in the program brings its property sheet to the front. Clicking on a tab in this help topic, jumps to the topic for the tab.



The property tabs for Names, Home Address, and Phones will have **Next** buttons on them. If you are entering a series of new cards, you can tab to the **Next** button and hit the Enter key to close the current card and start the next one. You can select tabs in the program by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

The **Title Bar** contains the date and time that the current entry was last changed. This date and time is maintained separately for each card. It is affected by changes made in this dialog box, by changes made in the group edit dialog box, the Dialing Setup dialog box, and by changes made when merging two Cards files. The Last Modified date can be used in selecting cards to be printed and in merging files.

Shortcut

Keys: CTRL+N

New Business Entry command (Edit menu)

Use this command to start a new entry in your Cards file. This command brings up the Edit Business Name tabbed dialog box. This dialog box is used to create new entries and edit existing entries. There are five property tabs (also known as pages) in this dialog box. Clicking on a tab in the program brings its property sheet to the front. Clicking on a tab in this help topic, jumps to the topic for the tab.



The property tabs for Business Name, Business Address, and Phones will have **Next** buttons on them. If you are entering a series of new cards, you can tab to the **Next** button and hit the Enter key to close the current card and start the next one. You can select tabs in the program by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

The **Title Bar** contains the date and time that the current entry was last changed. This date and time is maintained separately for each card. It is affected by changes made in this dialog box, by changes made in the group edit dialog box, the Dialing Setup dialog box, and by changes made when merging two Cards files. The Last Modified date can be used in selecting cards to be printed and in merging files.

Edit Cur Entry command (Edit menu)

Use this command to edit the currently selected entry. This command brings up either the Edit Names tabbed dialog box, or the Edit Business Name tabbed dialog box. These dialog boxes are used to create new entries and edit existing entries. There are either six or five property tabs (also known as pages) in these dialog boxes. Clicking on a tab in the program brings its property sheet to the front. Clicking on a tab in this help topic, jumps to the topic for the tab.



You can select tabs in the program by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

The **Title Bar** contains the date and time that the current entry was last changed. This date and time is maintained separately for each card. It is affected by changes made in this dialog box, by changes made in the group edit dialog box, the Dialing Setup dialog box, and by changes made when merging two Cards files. The Last Modified date can be used in selecting cards to be printed and in merging files.

Shortcuts



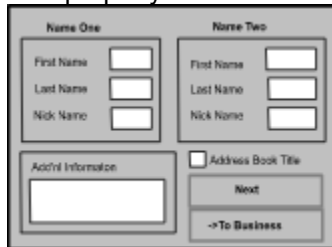
Toolbar:

Keys: CTRL+E

Mouse: Double click card or card tab

Names property tab (New & Edit Cur Entry Dialog boxes)

This property tab is for names.



To find out more about selecting entries see [Moving around in the file and selecting entries](#). When this property tab is being used to edit an existing entry, Cards fills its fields with the contents of the currently selected entry. You can then click on a field to change its contents.

Name One is a special group of controls in this dialog box. Something must be present in either the First Name field or the Last Name field of this group. If both of these fields are cleared, you can only use the **Cancel** button to leave the Names property tab. The sort-string for the entry is made by concatenating the Last Name and the First Name. If you modify the First Name or Last Name fields so that the sort-string is changed, the entry's position in the card file may be changed when the **OK** button is clicked.

Name Two is for the second name of a person in the household or business.

You can change a residential entry to a business entry by clicking on the **->To Business** button.

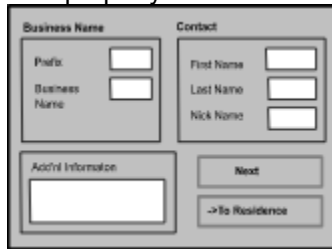
Use the **Additional information** box for stuff that doesn't go anywhere else.

If the **Address Book Title** box is checked, this entry can be used as the title page of an address book. Only text entered in the **Additional information** box is printed on the title page. Normally you would use the [Insert New Object](#) command in the OLE menu to create a title page using some other application such as Paintbrush or Microsoft Draw. You can define more than one address book title page. You select the one you want to use in the [Address Book](#) dialog box.

When this property tab is being used to make a new entry, it will have a **Next** button on it. If you are entering a series of new cards, you can tab to the **Next** button and hit the Enter key to close the current card and start the next one. You can select tabs by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

Business Name property tab (New & Edit Cur Entry Dialog boxes)

This property tab is for a business name.



The screenshot shows a dialog box with two main sections: 'Business Name' and 'Contact'. The 'Business Name' section contains two text input fields: 'Prefix' and 'Business Name'. The 'Contact' section contains three text input fields: 'First Name', 'Last Name', and 'Nick Name'. Below these sections is an 'Additional Information' section with a large text area. At the bottom right, there are two buttons: 'Next' and '-> To Residence'.

To find out more about selecting entries see [Moving around in the file and selecting entries](#). When this property tab is being used to edit an existing entry, Cards fills its fields with the contents of the currently selected entry. You can then click on a field to change its contents.

Business Name is a special group of controls in this dialog box. Something must be present in either the Prefix field or the Business Name field of this group. If both of these fields are cleared, you can only use the **Cancel** button to leave the Names property tab. The sort-string for the entry is made by concatenating the Business Name and the Prefix. If you modify the Prefix or Business Name fields so that the sort-string is changed, the entry's position in the card file may be changed when the **OK** button is clicked.

If company name starts with an article (e.g. The Ultimate Acme Widget Co.), and you don't want the article to be used in the sort-string, put the article in the **Prefix** field.

Contact Name is for the name of a person at the business.

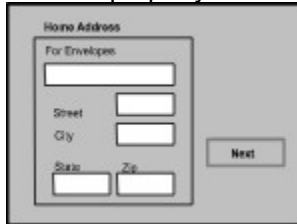
You can change a business entry to a residential entry by clicking on the **->To Residence** button.

Use the **Additional information** box for stuff that doesn't go anywhere else.

When this property tab is being used to make a new entry, it will have a **Next** button on it. If you are entering a series of new cards, you can tab to the **Next** button and hit the Enter key to close the current card and start the next one. You can select tabs by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

Home Address property tab (New & Cur Entry Dialog boxes)

Use this property tab to enter or edit a home address.



The image shows a dialog box titled "Home Address". Inside the dialog, there is a section labeled "For Envelopes" with a text input field. Below this, there are four more input fields: "Street", "City", "State", and "Zip". To the right of these fields is a button labeled "Next".


To find out more about selecting entries see [Moving around in the file and selecting entries](#). When this property tab is being used to edit an existing entry, Cards fills its fields with the contents of the currently selected entry. You can then click on a field to change its contents.

Information in the **For Envelopes** field can be used for addressing envelopes. This field is automatically filled with the first person's name when the entry is created. If you want something different here (such as "Mr. Fred Foo" or "Mr. and Mrs. Fred Foo"), click on the **For Envelopes** box and change it.

When this property tab is being used to make a new entry, it will have a **Next** button on it. If you are entering a series of new cards, you can tab to the **Next** button and hit the Enter key to close the current card and start the next one. You can select tabs by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

Business Address property tab (New & Cur Entry Dialog boxes)

Use this property tab to enter or edit a business address.



The image shows a dialog box titled "Business Address". Inside the dialog, there is a section labeled "For Envelopes" with a text input field. Below this, there are four more input fields: "Street", "City", "State", and "Zip". To the right of these fields is a button labeled "Next".

To find out more about selecting entries see [Moving around in the file and selecting entries](#). When this property tab is being used to edit an existing entry, Cards fills its fields with the contents of the currently selected entry. You can then click on a field to change its contents.

Information in the **For Envelopes** field can be used for addressing envelopes. This field is automatically filled with the business name when the entry is created. If you want something different here, click on the **For Envelopes** box and change it.

When this property tab is being used to make a new entry, it will have a **Next** button on it. If you are entering a series of new cards, you can tab to the **Next** button and hit the Enter key to close the current card and start the next one. You can select tabs by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

Work Address Property tab (New & Edit Cur Entry Dialog boxes)

Use this property tab to enter or edit a person's work address.

First Work Address		Second Work Address	
Name, Title	<input type="text"/>	Name, Title	<input type="text"/>
Co.	<input type="text"/>	Co.	<input type="text"/>
Street	<input type="text"/>	Street	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>	Zip	<input type="text"/>

This property tab is used to enter the work addresses for an entry. The **Name, Title** fields can be used for addressing envelopes. If you want something different from the default value, click on the field and change it. The First Work Address fields are for the Name One person in the [Names property tab](#) and the Second Work Address fields are for the Name Two person.

You can select tabs by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

Phones Property tab (New & Edit Cur Entry Dialog boxes)

Use this property tab for phone numbers.

Description	Area Code	Number
Home:	303	123-4567
Home:	303	123-4567
Office:	303	456-7123

This property tab is used to enter telephone numbers. Add as many phone numbers as you want. When the dialog box is first displayed, it is ready add the next phone number. Just start typing in the description field and then tab to enter the area code and number. To add another phone, click on the **New** button and enter a description, area code and number. The new numbers will be added to the list boxes as you type in each of the edit boxes. The **Description** field can be any descriptive text you want such as Office, FAX, or Mobile.

To change an existing phone number click on the entry you want to change. The selected number will be highlighted and copied to the top row of edit boxes. Click on the edit box you want to change and then edit it. Your changes will also appear in the list boxes as you type. The **Delete** button deletes the currently selected number.

The **Local** and **L. D.** buttons change the local/long distance flag for the currently selected entry. Cards uses this flag when dialing phone numbers. See the [Dial menu](#) for more information about this feature.

When this property tab is being used to make a new entry, it will have a **Next** button on it. If you are entering a series of new cards, you can tab to the **Next** button and hit the Enter key to close the current card and start the next one. You can select tabs by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

Dates Property tab (New & Edit Cur Entry Dialog boxes)

Use this property tab for dated information.



Cards lets you enter dated information for each entry. This can be things like birthdays, anniversaries, and appointments. The text string associated with each date can be as long as you like, but both it and the date will appear on one line when a card is displayed on the screen or printed. Each entry can have as many dated fields as you need. The alarm field contains the number of days before the date to trigger the alarm. The alarm is turned on by selecting a dated field in one of the list boxes (it will appear in the top row of edit boxes when selected) and clicking on the **Alarm** button. Alarms are checked each time the program is started. When an alarm is triggered at program startup, Cards reminds you of the date by displaying the Alarm dialog box.

The **Recurring Event** checkbox is to designate a date as recurring or non-recurring. A recurring event happens every year. This is the default for a new date. Whether or not date is recurring affects whether or not alarms are reset after the date occurs and how dates are compared in the Search Dates dialog.

For a recurring date, the day of the week is not necessarily the day on which the date occurred or will occur. The displayed day of week is for the date on which the next anniversary of the date will occur. If you want to enter a date such as a birthday and do not know the year, or just don't want the year to appear, enter a zero (0) for the year. If the year is zero, PSA Cards will not use the year field when it displays or prints the date.

The **Delete** button deletes the currently selected dated field from the card. The **New** button is used to create a new dated field.

You can select tabs by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

Groups property tab (New & Edit Cur Entry Dialog boxes)

Use this property tab to enter or edit group membership.



To start a new group type the name of the new group in the top edit box and hit **TAB**. The group name must be unique and cannot contain any commas. The new group name will appear in the right hand list box.

To add the current entry to an existing group, select the group name in right hand list box and click the **Add** button. To remove the current entry from an existing group, select the group name in the left list box and click on the **Remove** button. **Add** and **Remove** will move the selected group name (or names) from one list to the other. The same group name cannot appear in both lists at the same time. You can also edit groups with the Edit Groups command in the Edit menu.

You can select tabs by clicking on them or use the keyboard to move from tab to tab by pressing CTRL+TAB. To move backwards through the tabs, press CTRL+SHIFT+TAB.

sort-string is a text string used determine the order of your card entries. For example, the sort-string for Bill Rogers is RogersBill.

