

## WinGDB Commands

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## **File Menu**

The file menu pulldown consists of five items, the Open, Import, Export, Status and Exit selections.

Open will allow you to create or select different files to use with WinGDB. You may select existing files (they will have the WinGDB file extension of ".ix") or create a new file. To create a new file type in a descriptive 8 character file name in the open file dialog box. The title bar will display the work file name on the top of your WinGDB screen.

Import will allow you to import data from other programs.

Export will allow you to export data to be used by other programs.

Status will display the number of records in your data file as well as the user number in network operation.

Exit does just what it implies, it closes the program and returns you to Windows.

## Records Menu

The Records menu pulldown, consists of four items, the Add, Search, Change and Delete functions.

These items may also be selected with "short cut keys". Following are the keys that will select these functions:

**Add** - the Ctrl+A combination.

**Search** - the Ctrl+S combination.

**Change** - the Ctrl+C combination.

**Delete** - the Ctrl+D combination.

Add will allow you to add records to the database using the "Add record" data edit screen.

Search will allow you to find a record by entering the last and first name of the person you are looking for. If there is no individual name you can enter the company name in the "last name" field. The search can proceed with only a partial entry, if you were looking for "Mayer", and just entered "May", it would find the first occurrence that started with "May".

Change will allow you to edit and change records that are already in the database.

Delete will allow you to remove records from the database.

## Print/paste Menu

The Print/paste pulldown has ten different items that perform envelope printing, pasting to the clipboard and label printing tasks.

Special note: The "Force CASE" selection in the configuration dialog will force upper case letters in the address, remove the comma and add two spaces between the city state and zip. This is the desired format of the US Post Office.

These functions may also be accessed by use of "short cut keys" for speed. Following is a list of these keys:

<b>Function</b>	<b>Action*</b>	<b>Style**</b>	<b>Key</b>
Run WinGRAB	Pause	Person first	F7
Run WinGRAB	Quick	Person first	Shift+F7
Paste to clipboard	n/a	Person first	Ctrl+F7
Run WinGRAB	Pause	Company first	F8
Run WinGRAB	Quick	Company first	Shift+F8
Paste to clipboard	n/a	Company first	Ctrl+F8
Run WinGRAB	Pause	ATTN:	F9
Run WinGRAB	Quick	ATTN:	Shift+F9
Paste to clipboard	n/a	ATTN:	Ctrl+F9

**\*Action defined:** **Pause** means that WinGRAB will pop up allowing you to make any changes, such as, read in a different style sheet or edit the address. **Quick** means that it will call WinGRAB and print in the background without stopping for changes.

### **\*\*Style defined:**

Person first:	Paul Mayer ZPAY Payroll Systems, Inc. 2526 69th Avenue South St. Petersburg, FL 33712 USA
Company first:	ZPAY Payroll Systems, Inc. Paul Mayer 2526 69th Avenue South St. Petersburg, FL 33712 USA
ATTN:	ZPAY Payroll Systems, Inc. ATTN: Paul Mayer 2526 69th Avenue South St. Petersburg, FL 33712 USA

The paste to clipboard action will allow you to insert the address into your word processor. If you print your envelope before entering your word processor, there is no need to use the paste facility as the address will already be in the clipboard after passing to WinGRAB.

The above covers the envelope addressing and paste facilities, next is the label printing feature.

If you select "Print labels" from the pulldown, you can print labels for all or selected records

in the database. See the section under operation for information on printing labels.

The label printing feature of WinGDB will allow you to print on the popular Avery labels for laser printers if you're using a LaserJet or DeskJet printer, or the one up, 6 lines per label type for impact printers.

There is a setup dialog that must be completed before printing labels. This consists of telling WinGDB what labels, the sort order, the print format (follows the F7-F9 format of WinGRAB) and start and end records for printing. The filtering of tags also selects records for you.

The standard "First Record" and "Last Record" will print all records in the file if the filter is off. If the filter is on, it will print all that are in the filter selection.

## Configure Menu

The configure pulldown, is where you tell WinGDB where your WINGRAB.EXE program is located on your computer. You should enter the full drive and path name in this entry. An example is, WINGRAB.EXE is located on your C: drive, in a directory named GRABPLUS, this would be entered as follows:

**C:\GRABPLUS\WINGRAB.EXE**

Note that we included the full program name including the ".EXE".

Network information. You should select one of the network options if you're using a network. These selections, both the location of WINGRAB.EXE, and the network selection, should be made before using WinGDB.

The "Force CASE" selection in the configuration dialog will force upper case letters in the address, remove the comma and add two spaces between the city state and zip. This is the desired format of the US Post Office.

**Save setup as default** - This selection should be taken after you have set the above items. This will insure that WinGDB knows the environment it will be operating in when it starts up.

You should exit the program and re-enter after you have changed the network selections and saved them.

It should also be pointed out, that the saving of the defaults will also save the settings for printing labels if you have changed those.

## Modem Setup

In order to use WinGDB to dial the telephone you may need to change the default configuration.

The default configuration is COM1 at 1200 baud, no parity, one stop bit and a 25 millisecond delay between character transmissions.

If you make any changes you should save them as with the above in your defaults.

## **Filter Menu**

The Filter pulldown will allow you to turn on or off the filtering of displayed records. This filtering also has an effect on what records are printed as labels as well as exported data files.

This is where you enter a filter character for selecting records. This character is what allows you to have different "data files" in one file. The filter is case sensitive, this allows you to have "a" different from "A", giving you more characters to use in setting up your filters. Each persons record may have up to six filter characters for selection. This will allow individual records to appear in different filter searches.

## Import Data

The first thing you need, is to tell WinGDB which file you want to import. This information will be entered by using a file pick list. The default file extension is ".ASC" which is the universal file extension for ASCII files. If your file was saved with a different extension, you can change this to search for your file.

The importing of data is possible if the files to be imported, are in the universal comma delimited format. The comma delimited format looks like the following example:

```
"Mr.,"Paul","Mayer","ZPAY Payroll Systems, Inc.,"2526 69th Avenue South","St. Petersburg","FL","33712","813-866-8233"
```

This represents one line from a typical file of the ASCII comma delimited file format. The import set up screen will allow you to tell WinGDB where each field is in the line from your data file. You will need to know how many items are in the row, as well as what order they are in.

If we look at our example, we would count the fields between the quote marks. The beginning of the line starts with a quote mark followed by Mr. which is the Salutation. That is your first field. Next we see a quote, comma and another quote and the second "field". Look above and see if you can count the fields.

Did you count nine? If so, good. Notice that we did not count the comma in the company name. The commas that separate the fields, are separated by quote marks.

That's all you need to know to get the necessary information from the file you want to import.



## **Export Data**

You can export data from WinGDB with the export function. This will export the data to a file in the universal comma delimited ASCII file format. The file will be named WINGDB.ASC when it is written.

You will also have control over what data is written by way of the sort order, Zip Code or name, the tag filter and a "start with" and "end with" record criteria.

## Browser Screen

The browser screen is the main screen that displays a "pick list" display of your records. This is useful when paging through to find records for printing.

If you type in a character, the browser will jump to the records that start with that character. An example is if you type in a "M" the browser pointer (the dark line across the screen), will jump to the beginning of the Ms in your database.

If you have the filter turned on, only the records matching the tag character will be displayed.

The Enter key or a double click, of the left mouse button on a record, will open the Edit Change screen, allowing you to view and edit the selected record if you desire. You can also drag the screen with the thumb buttons using the mouse. Holding down the left button and dragging the mouse pointer will move the marking pointer through the records.

The following keys are associated with the browser screen:

<Up>, <Down>

Move the browser pointer bar up or down one row.

<Ctrl+Home>, <Ctrl+End>

Move the browser pointer to the first or last data record.

<PgUp>, <PgDn>

Move one page up or down.

<Left>, <Right>

Scroll horizontally by one column.

<Home>, <End>

Scroll horizontally to the beginning or the end of the browser rows.

<Ctrl+Left>, <Ctrl+Right>

Scroll horizontally by one page.

<+>

Refresh the browser display. (Useful in multi-user or multi-tasking situations.)

## **Dial**

You must insure that your configuration is set up for your hardware. The modem configuration is located under the Configure pulldown.

You can dial the phone numbers of any of your entered records with the Dial menu selection. You need to move the browser pointer to the record that you want to dial a phone number for, then select Dial from the menu.

A dialog box will appear displaying all of the phone numbers for this record. Click or select the phone you want to dial and click dial or press enter to start the dialer. A small dialog box will appear telling you that the number is being dialed. After the person answers the phone, pick up the receiver and click Ok or press enter to return to the WinGDB main screen.