Word Database ©

*The easy-to-use program for managing contact
addresses and telephone numbers inside
Microsoft© Word for Windows 2.0.*

Word Database 1.2

Manual revision 1.2.1, March 9, 1993

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Prerequisites

Software/Hardware Requirements

Microsoft Word for Windows version 2.0
Any computer capable of running Microsoft Word for Windows version 2.0

If Word is running from file server

Care must be taken if installing this Software on a shared Word program running on a local area network (LAN). If everyone on the network wants to use the Software then the installation must be performed on all workstations. This will place the WORDDB.INI file in each persons WINWORD directory.

If the NORMAL.DOT template is shared among all of the users then the Software will be available to all users after the first installation process.

It is not recommended to share a single database file among network users since the file will be locked after the first person accesses the Software. It is, however, possible to open the database file as Read-Only to use the database records, but not to update or change the contents.

Answer following questions before beginning installation:

1. What floppy drive are you installing from (A:\ or B:\)?

2. Where is your NORMAL.DOT template file located (most likely in C:\WINWORD\)?

3. Where would you like to place the database file (Example: C:\WINWORD\FILES\)?

Warnings

1. Before attempting installation, you must know the exact location of the NORMAL.DOT file. This file holds the global macros and is required for running Word Database. Unless this file has been moved, you will find it in the WINWORD directory. File Manager is a good tool for finding this file.

2. If you have a global macro by the name of "WordDB" then you must re-name it before installing the software. Failure to rename an existing macro with stated name will result in the loss of the existing macro. To see the list of global macros use the Tools/Macro menu options in Word.

3. If you have a file with the name of "DATABASE.WDB" located in the same directory that you would like to place the database file, you must move or rename the old file with stated name. Failure to rename or move an existing file with stated name will result in the loss of the existing file. This situation applies if you are re-installing Word database and you have an existing DATABASE.WDB file with records in it. Failure to rename your old database file will result in the loss of all records contained in it. The installation process will warn you before overwriting existing files, but you should not rely on this feature, please take precautions before installation.

4. If you have a template file with the name of "LETTERDB.DOT" located in your WINWORD directory, you must move or rename the old template file with stated name. Failure to rename or move a template file with stated name will result in the loss of the existing template file. This situation applies if you are re-installing Word database and you have an existing LETTERDB.DOT that you have modified to fit your needs. Failure to rename your old template file will result in the loss of the old template. The installation process will warn you before overwriting existing files, but you should not rely on this feature, please take precautions before installation.

5. Never exit or stop the Word Database program by double clicking on the control box (top left-hand corner of window) or by choosing Close from the control box menu. For faster operation, Word Database freezes the screen of Word and if you exit improperly the screen will not be released.

6. While using the Word Database, the background screen will be "frozen" to speed up the process. It is possible that an unexpected error or action will interrupt the program without "un-freezing" the screen. While the screen is frozen, the menus are still operational. Save all of your files using the menu and then exit the Word program. After exiting Word you can re-start it and continue your work.

Installation

1. Carefully read the Prerequisites section, including all of the warnings.

2. Start the Word program.

3. Close all open documents.

4. Place the Software floppy in the A: or B: floppy drive.

5. Using the File/Open menu option, open the SETUPWDB.DOC from the floppy. You may have to change the drive in the File Open dialog box to be able to open the SETUPWDB.DOC. Refer to your Word User's Manual for more information on opening files located on a floppy disk.

6. On the first dialog box fill in the required information.
    1) Type in the name of the floppy drive that you are installing from, ending with a "\".
    2) Enter the drive and path of where you want the database file to be copied to, ending with a "\".
    3) Enter the drive and path of the NORMAL.DOT file, ending with a "\".

7. If you do not know the requested information then exit the installation by clicking the Cancel Installation button. Otherwise click the Continue Installation button to go on.

8. Two message will notify you that the DATABASE.WDB and LETTERWD.DOT files are about to be copied. If the installation process finds files with the same names, it will notify you and you will have the opportunity to Cancel the copy action or to confirm it.

9. After a few seconds you will be notified that the installation was successful. If you receive any other messages then review the following sections: Prerequisites, Warnings, and Troubleshooting.

8. Exit the Word program and if asked the following questions answer Yes to both:

9. You can now restart Word and use the Word Database by selecting the Tools/Word Database menu options.

Using the Database

If you intend to insert an address from the database into your current document, make sure that your cursor is located where you want the address to be inserted at.

Select the Tools/Word Database menu option to start the program. The first dialog box will ask you for a search string, assuming that you want to find a specific record. If you do not wish to search for a specific record then click the OK button to view the first record in the database. One occasion that you may not want to enter a search string is when you only want to add new records, but you have no need to insert an address into the document.

If you want to search for a specific record then type a word into the text box that will uniquely identify the record that you are looking for. The word that you type is called a *search string*. All fields of all records will be searched for this string until it finds one or until it reaches the end of the database.

After the initial dialog box, the **main dialog box** will appear. Depending on what search string you have typed into the first dialog box, the record displayed will either be the first record in the database or a record with a match of your search string.

Each record is composed of 16 fields. The 16 fields and their database labels are the following:

Field Description	Database Field Name
First Name of contact	FirstName
Initial of contact	Initial
Last Name of contact	LastName
Salutation or Dear field	Salutation
Title of contact	Title
Honorary title like Mr. or Ms.	BeforeName
Degree of contact like Ph.D.	Degree

Company Name of contact, if any	CompanyName
Address line 1	Address1
Address line 2, mainly for suite numbers	Address2
City part of address	City
State initials	State
Zip code	ZIP
Telephone number of contact	Phone
Fax number of contact	Fax
Notes for this contact	Note

Each piece of information contained in the fields are kept separately. None of the fields are required. For example, if you do not have or want to enter a company name for a contact, you do not have to.

When you first start the database you will see a sample record containing Charles Kerekes. If you want to delete this record, first you must add at least one other record to the database.

Adding A New Record

To add a new record you start by clicking the New button. This action will clear the dialog box for you so you may enter new information, changes the New button to the Add button, and changes the Done button to the Cancel button. Place the cursor in the proper field by pointing with your mouse to the field and clicking the left mouse button once. You must have a flashing vertical cursor in a field before you can type any information.

The information you are entering may be too long to fit in the text box provided. This is not a problem since the field will scroll horizontally to accommodate any number of characters. However, it is not a good idea to enter extremely long fields since it may slow the database down.

To easily move from one field to another in a sequence, simply hit the Tab key on your keyboard after you are finished entering the current field.

Once you have entered all of the required information, you must click the Add button to complete adding the new record to the database. After clicking the Add button, the new record is added to the beginning of the database and will become the first record.

If you do not want to add the record you have just entered then click the Cancel button.

Finding A Record

Searching for text.

To find a specific record you must provide a search string for the database to look for. This search string is any word or part of a word that the record you are looking for contains. There are two places that you may enter this search string: 1) When starting the database you may enter it in the initial dialog box or 2) once you are in the database you may click the Find button.

Once you have typed in the search string, click the OK button to start the search. The database will stop on the first record containing the search string. If the record displayed is not the one you want, you may repeat the search to find other matching records.

For example, if you want to find the record for Charles Kerekes you may define your search string as "kere". Notice that the search string doesn't have to match the contents exactly, but it must be contained in some part of the field. Since no other records have the "kere" sequence of characters in them, the first record the database will find is that of Charles Kerekes.

Stepping through

Once you sort your database on a field (discussed later) you may be close to the record you want, but for some reason can't define an accurate search string. In this case you can use the Next and Previous buttons to step through the database one record at a time.

Jump to First or Last record

You may have the need to quickly jump to the first or last record in the database. One use for this action is to verify the sorting of the database. Perform these actions by clicking the First or Last buttons.

Inserting An Address Into The Current Document

Now that you have found the record you were looking for, you can insert the address into your current document at the position of your cursor. Two things you have to check before inserting an address:
1) do you want a salutation inserted and 2) the formatting of the address.

If you wish the database to insert a salutation (Dear **John**:), you must first define a bookmark named "Dear" in the document into which you are inserting the address. You define bookmarks using the Insert/Bookmark menu options. If you have the Dear bookmark defined and you want the salutation inserted, make sure that the Include Salutation checkbox in the lower left hand corned of the dialog box contains an X. To toggle the X on or off simply point to it and click with your mouse. If you often create correspondence with a salutation, consider creating a template that contains the Dear bookmark. For more information refer to your Word User's Manual. To help you get started we have included a sample letter template that has the "Dear" bookmark all ready defined. To use this sample template click the File menu in Word and select the New option. From the list of templates shown on the dialog box choose LETTERWD. You may have to use the vertical scroll bar to move the list to see this template. Once you have a new document based on the sample template, place your cursor at the beginning of the line over the word Dear. Now select the Tools menu and choose the Word Database option. Find the

Proper cursor position before inserting address, shown in a document created using the LETTERWD sample template.
record you want, make sure that the Include Salutation checkbox has an X in it and click the Insert button.
New document dialog box. Shows selection of LETTERWD sample template.

To have the address format of your preference inserted, make sure that the correct option circle is selected at the bottom of the dialog box. Below are the three formats of addresses using the same record.

Business Address format

Mr. Charles Kerekes
Info AGE Computer Services
7760 McCallum Blvd.
Suite 20205
Dallas, TX 75252

Attn: Format

Info AGE Computer Services
Attn: Mr. Charles Kerekes
7760 McCallum Blvd.
Suite 20205
Dallas, TX 75252

Personal Address format

Charles Kerekes
7760 McCallum Blvd.
Suite 20205
Dallas, TX 75252

When you have the desired record, you have verified the Salutation check box, and selected the address format, click the Insert button to place the address into your document.

Deleting A Record

To delete a record you must select it first. In other words, the record you want to delete must be displayed in the dialog box. Once this condition is met, you click the Delete button. Before deleting the record from the database, the program will warn you with a dialog box in which you must confirm or decline the delete action. If you click the Yes button in the warning dialog box then the record will be removed from the database. If the record you have selected for deletion is the only record in the database, the delete action will be canceled. You must have at least one record in the database at all times.

Changing The Contents Of An Existing Record

On occasion you may need to add to a record or you may need to update existing information. To change the contents of a record you must first find it and have it displayed in the dialog box. Once displayed, you simply change the desired information using your delete or backspace keys on your keyboard. After typing in the new or corrected information, you must click the Update button to make these changes effective. If you do not click the Update button, as soon as you move away from the current record your changes will be lost.

Sorting Records

Word Database does not sort the records automatically. After adding new records you may need to sort the database. Also, if you want to change the sorting from one field to another, you must re-sort. Word Database allows sorting on five fields: Last Name, First Name, Company Name, City, State. All sorting is done in an ascending alphanumeric order. As an example, if the following five fields were contained in a database on which a Company Name sorting was perform, the order would be as follows:

> 123 Printing
> Big Bend Automotive
> Bob's Plumbing Supplies
> Homeowners Insurance
> Vegas Night Club

To start a database sort, click the Sort button on the main dialog box. You will be presented with a dialog box of five sort options. Select the field on which you want to sort by clicking in the circle in front of it with your mouse. Complete your selection by clicking the OK button.

If at any time you receive an error message stating that the Database bookmark is no longer valid then follow the instructions in the Troubleshooting section on recreating this bookmark.

Setting Default Preferences

Most likely you will find a preferred way of inserting addresses, sorting names, and including a salutation. Instead of having to select your preferred settings each time, Word Database allows you to set these three options as defaults. To access the options dialog box click the Options button on the main dialog box.

The options dialog box will present you with the three option categories that you may set as defaults. Make your selections by pointing and clicking with your mouse. When finished click the OK button. These defaults will be kept until you change them again. Your default settings are saved in your WINWORD directory in a file named WORDDB.INI. Do not move or delete this file!

If you ever need to select an option that differs from your default, simply make those selections on the main dialog box or the sorting dialog box.

Mail Merging

The database file that Word Database maintains may be used to merge the information into a mass mailing. The database file name is DATABASE.WDB and its located in the directory that you specified at installation time. This file is opened the first time you run Word Database and stays open until you exit Word or until you close the file.

When merging the database file using Word's merge feature, keep in mind that the last row (control row) contains some control text that the merge process will include unless you define a merge criteria. For more information on merging see your Word User's Manual.

It is not advised that you change any data within the database file directly. If you want to manipulate the data in a way that Word Database does not allow then please keep the following precautions in mind:

1. Never delete the header (first row) or the last row in the database table.

2. You may change the wording in the header row, but you cannot rearrange the order of the columns.

3. Never delete any of the columns from the database table.

4. In the top left-hand cell of the table there is a bookmark named "TopLeft". This bookmark cannot be deleted or moved for the database to function.

5. When inserting new record rows, make sure you insert it above the first record and below the header row.

6. Never delete all of the records from the database table. You should have at least the header row, one record, and the last row.

7. Do not change the contents of the last row.

8. Do not insert any additional rows after the last row.

9. In the bottom right cell of the table there is a bookmark named "LastLine". This bookmark cannot be deleted or moved for the database to function.

Troubleshooting

Did not receive "Installation Successful" message

It is likely that you have received additional error messages if the installation was not successful. Reinstall the Word Database and note any messages. With those messages in hand, review the following sections: Prerequisites, Warnings, and Troubleshooting.

The installation may have failed because of the following reasons:

1. You did not give the proper path of the installation drive, location of database file, or location of the NORMAL.DOT template. Verify these paths and reinstall. Make sure that you end all paths in the installation dialog box with a "\". Examples: "A:\", "C:\WINWORD\", "F:\PROGRAMS\WINWORD\"

2. You may have an existing DATABASE.WDB file in the same directory that the installation routine is attempting to copy it's database file.

3. If installing to a network, you may not have the necessary rights to finish the tasks. You must have read/write access to the following directories: location of WINWORD program files, location where database is to be copied, and the NORMAL.DOT file. Contact you LAN administrator for further instructions.

4. You may not have the proper Word version. It must be Word version 2.0.

Word Database option is not on the Tools menu.

The installation was not successful. Review above steps and reinstall Word Database.

Cannot find the WORDDB.INI or DATABASE.WDB files

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The DATABASE.WDB or WORDDB.INI files have been deleted, moved, or are not available. Any number of the following possibilities may have caused this condition:

1. The Word Database is running from a shared NORMAL.DOT template, but has not been installed on this computer.

2. One of the two files have been deleted.

3. The network drive mappings may have changed and no longer match the information in the WORDDB.INI file.

4. The DATABASE.WDB may have been moved to a different path or the file has been renamed, or deleted.

After receiving this error message, you will be asked to provide the exact location of the DATABASE.WDB file. Make sure you end this path statement with a "\". This action will recreated the WORDDB.INI file with the proper DATABASE.WDB file path. If the error persists then you must verify the existence of the DATABASE.WDB file and its exact location. You may use the File Manager for this task. If the DATABASE.WDB file cannot be found then restore a backed-up version from tape or archive disks. If no archives exist then copy the blank database file from the original installation disk.

This bookmark does not exist

Word Database looks for four distinct bookmarks. Three are located in the database file and one may be located in the document you are inserting an address into. The four bookmarks are explained below:

"Dear" bookmark:

If you would like word Database to insert a salutation into your document, in addition to the address, you must first define a bookmark named "Dear". To create this bookmark refer to your Word User's Manual and use the Insert/Bookmark menu options.

If you have an X in the "Include Salutation" checkbox on the main dialog box and you do not have the bookmark defined, you will receive this error message. This does not cause any damage.

"TopLeft" bookmark:

This bookmark, along with the "LastLine" bookmark, is the most often used bookmark by the database. If this bookmark is erased or moved, it will severely affect the database's operation. Since the only way this bookmark may be deleted or moved is by managing the DATABASE.WDB file manually, there is no specific warning referring to the "TopLeft" bookmark. If you suspect that this bookmark may be damaged, do the following to verify and recreate:

1. Open the DATABASE.WDB file and make it the active document.

2. Hit the F5 key on the keyboard and type in the word "TopLeft" (shown on the status line, bottom left hand corner of screen). If you receive the same massage, "This bookmark does not exist", then continue with the recreation of this bookmark. If the bookmark exists, your cursor will jump to that location. If the location of this bookmark is other than the leftmost cell in the first row, then continue with the recreation of the bookmark.

Recreation . . .
3. Place the cursor in the leftmost cell of the first row in the database table.

4. Click the Insert menu and select the Bookmark option.

5. Type in the word "TopLeft" in the text box and hit Enter.

6. Save the database file using the File/Save menu options.

7. You now have recreated the "TopLeft" bookmark. Go on to verify the existence of the other

bookmarks.

"LastLine" bookmark:

The "LastLine" bookmark is also essential for the operation of the database. To verify its existence and proper location, follow the steps below:

1. Open the DATABASE.WDB file and make it the active document (you should all ready have completed this step in verifying the previous bookmark).

2. Hit the F5 key on the keyboard and type in the word "LastLine" (shown on the status line, bottom left hand corner of screen). If you receive the same massage, "This bookmark does not exist", then continue with the recreation of this bookmark. If the bookmark exists your cursor will jump to that location. If the location of this bookmark is other than the rightmost cell in the last row, then continue with the recreation of the bookmark.

Recreation . . .
3. Place the cursor in the rightmost cell of the last row in the database table.

4. Click the Insert menu and select the Bookmark option.

5. Type in the word "LastLine" in the text box and hit Enter.

6. Save the database file using the File/Save menu options.

7. You now have recreated the "LastLine" bookmark. Go on to verify the existence of the last bookmark.

"Database" bookmark:

This bookmark is used strictly for sorting the records. It is not only important to have this bookmark, it is also important to have it in the right place. Two conditions may remove this bookmark or place it incorrectly: 1) By deleting all of the records from the table, you also delete this bookmark or 2) by inserting records manually (not using the Word Database) you may change the placement of this bookmark. Follow the steps below to test the existence and proper placement of this bookmark:

1. Open the DATABASE.WDB file and make it the active document (you should all ready have completed this step in verifying the previous bookmarks).

2. Hit the F5 key on the keyboard and type in the word "Database" (shown on the status line, bottom left hand corner of screen). If you receive the same massage, "This bookmark does not exist", then continue with the recreation of this bookmark. If the bookmark exists your cursor will jump to that location. The location of the "Database" bookmark spans all of the

record rows, excluding the header (first row) and the control line (last row). If all of the record rows are not highlighted then continue with the recreation of this bookmark.

Recreation . . .

3. With your mouse pointer starting in the left margin in-line with the first record row (second row of table), hold down the left mouse button and drag the selection, highlight down to the last record row (do not include last row in table) and let go of your mouse button. You should now have all of the record rows highlighted in the table.

4. Click the Insert menu and select the Bookmark option.

5. Type in the word "Database" in the text box and hit Enter.

6. Save the database file using the File/Save menu options.

7. You now have recreated the "Database" bookmark.

My screen is locked up and will not respond

Word Database freezes the screen to increase performance. In case of improper exit or an unexpected error, the Word Database program may end without un-freezing the screen. Keep in mind that even though the screen has been frozen, the Word program is still running and will respond to every keystroke or menu selection. The following steps will help you regain control:

1. Save your current work with the File/Save All menu option.

2. Click the File menu and select the Exit option. Your screen may still contain the remains of the Word window, but this should not effect anything.

3. Hit Ctrl+Esc to view the Task List and switch to the Program Manager by double clicking your mouse on the wording "Program Manager".

4. Minimize the Program Manager window and maximize it again to clear any parts of the Word window still being displayed.

5. Restart the Word program and continue.

No more records in the database

Under normal circumstances, the Word Database will not allow you to delete the last record from the database. If someone deletes all records from the database file manually then the above message will appear. To continue you must add at least one record to the database. Notice that the main dialog box is in the New record mode and the Add button is visible.

You cannot exit Word Database by pressing the Cancel button since you will be in an endless loop. You must enter at least a first name and press the Add button. Do not attempt to exit this loop by double clicking the control box. This action will exit the program and at the same time leave your Word screen frozen. If this happens refer to the Troubleshooting section under "*My screen is locked up and will not respond*."

Program Status Report

It may be helpful in troubleshooting a problem to view the status report. This report shows a dialog box containing the following information:

1. Exact version number and type of the Word Database macro program

2. The complete path where Word Database looks for the DATABASE.WDB file

3. The name of the window that you were in before running Word Database

4. The complete path of the WINWORD program files

To view this report start the Word Database by selection the Tools/Word Database menu option and type in the dialog box "show status" as a search string. You must type in the two words exactly as shown in the previous sentence, not including the quotation marks.

If you are receiving messages that may indicate a wrong file path name, verify the actual location of those files and compare them with the status report.

If the DATABASE.WDB path is not correct on the status report then you will receive and error message and will have the opportunity to correct the path. The path of your WINWORD program is automatically sensed and should always be correct.

Receiving Additional Help

If you are having problems with Word Database and after reviewing the Prerequisites, Troubleshooting, and Warnings sections and your Word User's Manual you do not find the solution then you may contact us at:

    Fax: (214) 248-5847 x 400
    CompuServe: 71035,405
    Phone: (214) 248-5847 x 201,   8:00 a.m. to 5:00 p.m. CST, on normal business days.

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It may be better for you to fax or send a message through CompuServe to receive technical assistance on Word Database. When sending a message, please give as much detail of the problem as possible. Also provide us with a number of ways to reach you, for example: phone number, fax number, mailing address, and of course your full name.

Registering Word Database

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Name:
Company:
Mailing Address:
City, State, Zip:
Phone (optional):
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Circle Media Desired:

5.25" disk   3.5" disk

Item	Price	Qty.	Extended
Word Database in quantities of 1 through 5 (each)	$19.95		
Word Database in quantities of 6 through 20 (each)	$16.95		
Shipping and handling of first product (first)	$2.75	1	
Shipping and handling of additional products (each)	$.50		
Sub Total			
Add 8.25% sales tax in Texas			
Total Enclosed			

Comments or special instructions:

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If Not Completely Satisfied

If, for any reason, you are not completely satisfied with your registered version of
Word Database, follow the steps below within the first 30 days of purchase to receive a refund:

1. Write a short note explaining your dissatisfaction with the product.

2. Include your full name and address on the note.

3. Send a copy of the original invoice, your note, the original software diskette, and all
    accompanying materials, no later than 30 days after purchasing the software, to:

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4. Discontinue using the Word Database.

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