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ReIndex Data Base

WinDial is using a dBase IV file format which does not remove deleted records but rather marks them inactive. Without packing and reindexing, it will, over time, become a rather large file even though you may have very few records active. Use this function when you feel it is time to reindex. **Note:** The total number of records indicates both active and inactive. Reindex to get the number of active records only.

Import

This function allows you to import delimited ASCII files. To begin, WinDial must know a few things about your delimited ASCII file. The first it must know is which number field goes with last name, which number field goes with first name, etc. Then it needs to know about end of field and quote characters. The two most commonly used characters for this are quotation marks and commas.

Example: "Kenneth","Hatcher","Orange","Texas","555-5555"

1 2 3 4 5

Last name = 2

First Name = 1

Comapny =

Address =

City = 3

State = 4

Zip =

Phone = 5

As you can see, if you do not have an entry for one of WinDial's fields, leave the corresponding field blank. It will then ask you for your file name.

Export

This function will allow you to export your database to either a delimited ASCII file or a fixed length ASCII file. All you must do is supply a file name.

Print

There are basically two options for printing. One is to print the selected record and the other is to print all records. The font used to print the records is the same as the selected font for the display. If you use a large font for the display, it may be necessary to use the landscape option when printing so that all information will appear on the page. You may also choose to re-select a smaller font temporarily while printing.

Printer setup

Use this command to select a printer and printer options. These options are identical to those in Windows.

Exit Alt+F4

This function will allow you to exit the program.

Copy

This selection will copy the current selected record to the clipboard. It can then be used to paste into word processors such as Windows Write, Word for Windows, etc. **Note:** Besides using this menu selection, you can also use the standard Windows key combination (**Ctrl + Insert**) to accomplish this.

Delete Record

Select this option to delete the current selected record. **Note:** You will receive a warning prior to deleting the record. If deleting many records, it may be advisable to reindex ([Alt+F,R](#))

Edit Record.

This option allows you to edit the current selected record.

Find Record

This option will find a record very quickly by using the field which is currently selected for the sort order. Example: If you sort by last name, the search will use the last names as the indexed field. When the last name of several records are the same, you can include all or part of the first name separated by a space to go quickly to the exact record. You then have the option to go to next if this is not the record desired. When no other string matches are found, it will beep. If your database is not very large, it may be easier to find a record by using the first key method.

Note: This function is not case sensitive.

Add record

This function allows you to add records to the current database. The add record option requires a minimum of two fields; last name and telephone number.

Attach note

Use this option to attach any notations to the current selected record.

View Log

This option allows you to view the log of all calls made if the log option is turned on. (Alt +S,L)
The log will display the last number dialed on top and sorted by date and time downward. While viewing the log, you have two options--one to print the log and one to flush the log. **Note:** When flushing log, all log entries are removed.

Sort

The sort option allows you to sort the displayed records five different ways. You may sort by first name, last name, company name, city and state. Default is last name.

Modem settings

This option allows you to set the parameters for your particular modem. The default modem init string (ATV1M1X4E0) should function on most modems or else modify to your particular modem. The communication port and baud rate should match your modem specifications. The prefix option allows you to add any prefixes that may be required for your PBX or special dial-in/dial-out prefixes.

Log On/Off

The log on/off function allows you to log all outgoing calls if this function is turned on. **Note:** Calls made with the manual dialer are not logged whether the option is turned on or off.

Add Record

This function allows you to add records to the current database. The add record option requires a minimum of two fields; last name and telephone number.

About WinDial

This option, among other things, informs you about the program version and to whom it is registered.

Search

This option will find a record very quickly by using the field which is currently selected for the sort order. Example: If you sort by last name, the search will use the last names as the indexed field. When the last name of several records are the same, you can include all or part of the first name separated by a space to go quickly to the exact record. You then have the option to go to next if this is not the record desired. When no other string matches are found, it will beep. If your database is not very large, it may be easier to find a record by using the first key method.

Note: This function is not case sensitive.

Setup

This option allows you to set the parameters for your particular modem. The default modem init string (ATV1M1X4E0) should function on most modems or else modify to your particular modem. The communication port and baud rate should match your modem specifications. The prefix option allows you to add any prefixes that may be required for your PBX or special dial-in/dial-out prefixes.

Edit record

This option allows you to edit the current selected record.

Print

There are basically two options for printing. One is to print the selected record and the other is to print all records. The font used to print the records is the same as the selected font for the display. If you use a large font for the display, it may be necessary to use the landscape option when printing so that all information will appear on the page. You may also choose to re-select a smaller font temporarily while printing.

DIAL

This selection dials the current selected record number. A double click with the left mouse button on the current selected record will accomplish the same as well as a carriage return.

Display

The display menu item offers five categories.

Window Size and Location

If the User Defined option is selected, the program will remember the size and location it was last displayed. The next time it is started it will have the same location and size. If the Windows Default option is selected, the program will start as a standard Windows program.

Stay on top

This function allows this program to stay on top of other programs whether or not it is active. This function is particularly useful if you are using full screen Windows and this screen is minimized.

Display Time and Date

These options will or will not display the time and date whether it is minimized or maximized. However, when it is minimized only the time will show.

Phone List Display

The single column option will display last name, first name, telephone number, company name, address and city, depending on screen resolution, font size and window size. If you, with the single column option, also select the horizontal scroll (H-Scroll), you will also be able to display the state and zip code by scrolling to the right. The multicolumn option will display only the last name and first name of each record which enables you to display more records at one time.

Caption Info

This option will allow you to turn on or off the information bar at the bottom of the window. **Note:** Clicking the right mouse button to the right of the manual dial button, will display the number of records in the current database.

Background

There are two options with this function; color or pattern, which will change the background color or pattern of the records list to your desire. To change the text colors, select the Font option.

([Alt+O,F](#)) or ([Ctrl+F](#))

Manual Dial

Use this option to manually dial a telephone number not in your phone list. **Note:** These calls are not logged regardless if the log function is on or off.

New File

With this command you can create a new file which will enable you to have multiple telephone books. For example: Private, business, white pages, yellow pages, etc.

Note: The file extension should be **WDB**. If you omit the file extension, WinDial will add it to the file name.

Open File

Use this option to Open existing file. File extension must be **WDB**.

Color

Use this option to change the colors of the phone listing.

Fonts

Use this option to change the font type, size and color of the phone listing text. Printing is effected by this option also but only in the font type and size.

Version

WinDial Version 2.1

WinDial Setup Version 2.1

WinDial Help Version 2.1

Copyright

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Extended Help

The default database file name for WinDial is WINDIAL.WDB you can overwrite this by using the command line option.

Example: (Alt+F,P) C:\WINDIAL\WINDIAL.EXE OTHER.WDB

Keys Help

F1	F1 will give you help in the active location you are in.
Shift + F3	<u>Key</u>
Ctrl + Shift + F12	<u>Key</u>
Ctrl + A	<u>Key</u>
Ctrl + D	<u>Key</u>
Ctrl + E	<u>Key</u>
Ctrl + F	<u>Key</u>
Ctrl + M	<u>Key</u>
Ctrl + N	<u>Key</u>
Ctrl + O	<u>Key</u>
Delete	<u>Key</u>
Insert	<u>Key</u>
Home	Will return you to the first record in the display
End	Will take you to the last record in the display
Page Up	Moves up one page
Page Down	Moves down one page
Enter	Dials selected record <u>Key</u>

Pressing the letter keys A through Z will go to the first record of the particular search order. For example: Pressing H with the search order set to last name will take you to the first record of which the last name begins with an H. Pressing H again will take you to the next record starting with H, etc.

