

# The QRZ/32 Online User Guide

Rev: October 29, 2000



Help is available at any time by pressing the F1 key.

## The Basics...

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## The Basics: Searching the Database

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The QRZ database can be searched in several different ways. All searches are performed using a similar procedure which is best demonstrated by trying a simple search for a callsign.

To perform a callsign search, follow these three steps:

1. **Click on the Callsign tab**
2. **Type in the callsign you wish to search for in the Callsign box**
3. **Click on the Search button**

If the callsign you specified is in the database, it will be displayed in the main [Text Editor](#) panel that is right above the panel shown here.

Searching on Name, City, Zip or Street is performed in exactly the same way except that different search key boxes are presented.

For a step-by-step review of how to use each type of lookup see:

[Looking up Callsigns](#)

[Looking up Names](#)

[Looking up Cities and States](#)

[Looking up Zip Codes](#)

[Looking up Street Addresses](#)

## The Search Control Buttons

In many cases, the key that you search for will return more than one match. This is especially true when you search for a City and/or a State name. In such cases the database may actually locate thousands of matching records, or maybe just a few if it's a small town.

The same thing is true for common names. Suppose for example that you wanted to display all of the John Smith's in the database. First, you would select the Name tab that would then present you with a Last Name and a First Name keybox. Next, you must enter **Smith** in the Last Name keybox and then **John** in the First Name keybox. Then you click on the Search button.



Shortly after you click on Search, the first John Smith shows up in the Text Editor. In a few moments, the **Total Match Hits** counter (which is part of the Status Bar, begins to count upwards as more and more John Smiths are found. While the database is counting the total number of matching records, the Stop button (shown above but grayed) will be enabled (in black letters) telling you that although the system is still busy counting, it can be interrupted if you click on the **Stop** button. When the stop button returns to gray (as shown above), the count is finished and the total is displayed at the bottom of the screen.

At this point, only the first matching record (known as a **hit**) is shown in the text editor. To see the next John Smith hit, you can simply click on the Next button. Each time you click on the **Next** button, the next matching record is added to the text that is already in the text editor. When you have displayed all of the hits that are available, the **Next** button will turn gray.

If you just want all of the matching records dumped into the text editor at once, you can use the Continue Button. The **Continue** button is really just a shortcut for pressing the **Next** button until it goes out.

Sometimes, when the total number of hits is large, it may take several minutes to dump them all out to the display. You will also notice that nothing is shown until the dumping is complete. You can interrupt the dumping at any time by clicking the **Stop** button and the total dumped thus far will be shown. You can then resume the data dump by clicking on the **Continue** button again. Like the **Next** button, the **Continue** button turns gray when all of the matching records have been shown.

Note that there is a Properties option in the General category called **Single Line Display** which when selected, causes each record returned by the database to replace the current contents of the Text Editor. If you want **all** of the records to be

placed in the Text Editor, you must keep this option **off**.

The Card button can be clicked at any time to display a custom QSL card for the current callsign. Sometimes, the word "Picture" will appear on the button indicating that a digital QSL card image exists for this callsign.

The Clear clears the contents of the current key box.

## Looking up Callsigns

Callsign lookup is the easiest function to access with QRZ/32 and when looking for a single, individual callsign look under the [Basics](#) topic heading. To start a Callsign lookup, begin by clicking on the **Callsign** tab on the [Search Mode Selection Panel](#).

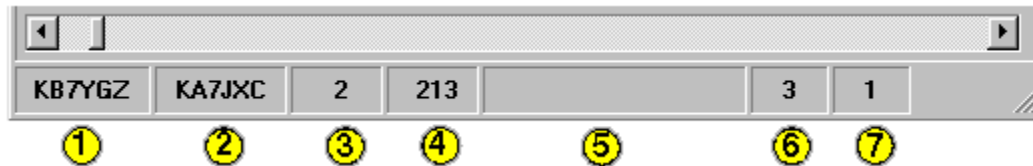
Callsigns may be looked up either by their [suffix](#) or by the whole callsign. When you specify a suffix (as opposed to a whole callsign), chances are that several matching records will be found. When multiple matches are found, the lettering on the [Continue](#) and [Next](#) buttons will turn from gray to black indicating that more matching records for the given key exist.

The number of records that match the current key is always displayed in the [Status Bar](#) at the bottom of the screen, as is other information relating to the search.

A callsign **suffix** is the part of the callsign that includes the area number and the letters that follow it. For example, a, ab, abc and 7abc are all valid **suffixes**. Using a suffix of just the letter **A** will match callsigns like: AA7A, NR2A, WU7A, etc.. Using a suffix of '7ABC' finds all callsigns which end in **7ABC** such as: N7ABC, W7ABC, KB7ABC, and so on. *You cannot use a number (such as '7') by itself as a suffix*

## The Status Bar

The Status Bar, located at the bottom of the QRZ/32 screen, contains several important pieces of information. The bar is divided into seven small panels, each of which performs a particular function.



1. **Last Callsign Searched** - this is the last specific callsign that was searched for. If you click on this panel, it will bring this record back into the Text Editor .
2. **Last Callsign Displayed** - this is the last callsign that was displayed in the Text Editor. You can click on this panel to bring back the record shown.
3. **Current Match Number** - this shows the match number of the last record that was placed in the Text Editor. Panels 3 and 4 show which match out of all matches is currently being shown. In this example, it was record number 2 out of 213 possible.
4. **Total Match Hits** - this is the total number of records which match the current search key. When you search on a key which finds a large number of records, this number will slowly grow larger. If you don't want to wait for it to finish counting, hit the Stop button.
5. **Message Panel** - this panel is used to show various messages while the program is running. Sometimes this panel says **E-mail**. When it does you can click on it to fetch the e-mail record for the currently displayed callsign.
6. **Current Line \*** - this is the current line number that the cursor is on when editing in the text window. The total number of lines per page depends on the size of the font that is currently being used. You can choose the font and colors you want using the Properties dialog from the main menu or by clicking on the **Properties** toolbar button.
7. **Current Page \*** - this is the current page that the cursor is on when editing in the text window. This many pages would be printed if you decided to print the current text window. The number of pages for a given number of records depends on the size of the font that is currently being used.

\* **Note:** The **Current Line** and **Current Page** numbers are based on the number of pages that would go to the printer. If you don't have a default printer setup under Windows, these numbers could be misleading.

## Looking up Names

The procedure for looking up names is very similar to that used for [Callsign lookups](#). To begin, you must first click on the **Name** tab on the [Search Mode Selection Panel](#). Next, two [key boxes](#) will appear with one labeled **Last Name** and one labeled **First Name**. When searching for names, remember that typing in a key for the Last Name is *required* and for the first name it is optional. In the key box labeled **Last Name**, type in the last name of the person or persons that you wish to look up. Last and first names may contain spaces in them such as "VAN HORN", "MARY JANE" or "JEAN LUC".

When you use the star (\*) at the end of a last name, you can match a whole range of names. For example, a last name specified as **L\*** would return all callsigns of people whose last name begins with the letter **L**. You can also type several characters before the star as in: **SMI\***, which would match all names beginning with **SMI** as in: SMITH, SMITTY, SMIGEL, SMILEY and so on.

By default, the star is always added internally by the program to the last name even though you don't see it. This is a feature of the [Properties](#) dialog under the **General** category called **Approximate Matches**. When Approximate Matches is on, all Name and City lookups act as if the star were typed. If you turn off Approximate Matches, the lookup routine will look for the name exactly as typed and the star can then be used as desired.

After you've typed in the **Last Name**, you may then enter a desired **First Name** and optionally a **Middle Initial**. All first names are considered 'wild' and are treated as if a star had been typed at the end, regardless of the setting of the Approximate Matches option. For example, entering **FRED** as the First Name will return all records whose last name field matches the given Last Name key *and* whose first name begins with the letters **FRED** such as FRED, FREDERICK, FREDERICO, etc..

**Middle Initials** may be entered in after the first name such as "**FRED L**", or "**RODNEY J**", etc.. If the first name is a two-word name like "PEGGY SUE" then there can be only *one space* between "PEGGY" and "SUE". There can be only one middle initial.

**Note:** Name lookups may not work properly for some non USA callsigns. In particular, the Canadian database is not separated into first and last names and as a result, the entire name is found only in the First Name field.



## Looking up Cities and States

The procedure for looking up cities and states is very similar to that used for [Callsign lookups](#). When searching for cities, remember that typing in a key for the state is *required*. Typing in the city name is optional, in which case all records for a given state are returned.

To begin, first click on **City** in the [Search Mode Selection Panel](#). In the key box labeled **City**, type in the name of the city or town that you wish to look up. City names may contain spaces in them such as 'SAINT LOUIS'. Be careful not to type two spaces between the parts of the city names since in the database, they appear and are located only if they match *exactly*, including the number of spaces.

In the key box labeled **State**, type in the two-letter state code. The State code is required. Note: two-letter state codes are not available for Canadian callsigns.

After typing in your keys, click on the [Search](#) button to start the search. Once a match is found using any of the above methods, the [Next](#) and the [Continue](#) buttons can be used in the same manner as described under the [Search Control Buttons](#).

**Note:** *City and State lookups may not work properly on non USA callsigns due to differences in the database structure obtained from other countries*

## QSL Card Images

To browse the digital QSL Card Image collection, select **View->Images** from the main menu.

### Adding your image to the collection:

If you would like to see your QSL card in an upcoming edition of the QRZ CDROM, there are several ways you can do it. All hams are invited to get their cards into the collection and we will continue to add cards as space permits.

Your card or picture can be of just about anything that you would like as a picture to represent your callsign to the world. It can be a scanned image of your QSL card, a photo of your shack, your favorite antenna, etc.

*We reserve the right to refuse to publish any image that we deem inappropriate.*

### Getting your card or picture to us:

#### Digital Images

We will gladly accept your digital picture in a variety of formats. Our system will convert all images to .JPG format for publication and we will resize your image as necessary. Our standard image size is 400 wide by 300 high (landscape) and 350 high for portrait images.

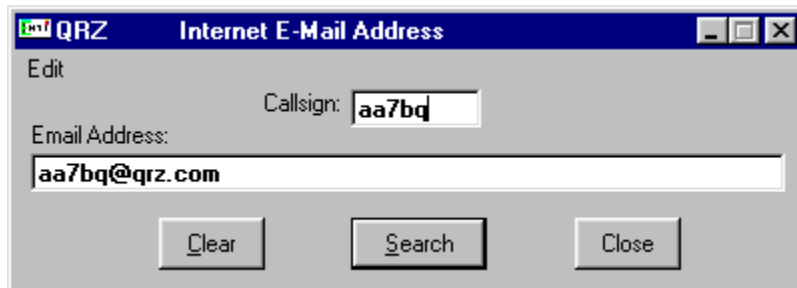
#### Online Picture Updates

You can upload your picture to us online by visiting the QRZ.com website at <http://www.qrz.com> Just pull up your callsign and click on the link that says [Update This Listing](#)

**Please do not send us any image, photo or other item that is or may be copyrighted.**

## Looking up Email Addresses

This version of the QRZ database contains the e-mail addresses of over 180,000 amateur radio operators worldwide.



To lookup email addresses only, choose **View -> Email** from the main menu. In the Callsign box, enter any callsign and then click on the **Search** button. If the email for this callsign is known, it will be displayed in the email address box. Don't be surprised if only a few addresses can be found. Although we have nearly a million callsigns, only a few of them (by comparison) are in the e-mail database.

To add your email address to the QRZ master database so that it appears in the next edition of the QRZ CDROM, please visit our website at <http://www.qrz.com> and pull up your callsign. Click on the link that says [Update This Listing](#).

*Due to the potential for abuse by persons who would use the e-mail information to send out unwanted mass mailings, QRZ stores the e-mail information in an encrypted format on the CDROM. To further protect our users, we provide no direct way to scan or directly dump the e-mail addresses as a list. In addition, it is our strict policy not release the details of the encoding method to any party.*

## Looking up Zip Codes

The procedure for looking up zip codes is very similar to that used for [Callsign lookups](#). To begin, you must first click on the Zip tab. Next, two [key boxes](#) will appear with one labeled **Zip From** and one labeled **Zip To**. The Zip From key is *required* and the Zip To key is optional.

The Zip From key is the key to begin matching zip codes from, which will return all zip codes that are equal to Zip From. When the Zip To key is used, matching continues up to and including all those records that match the Zip To key. ***The Zip To key, if used, may not be less than the Zip From key.*** After entering in the Zip From key and the optional Zip To key, click on the [Search](#) button and proceed with other operations as desired.

Once a match is found using any of the above methods, the [Next](#) and [Continue](#) buttons can be used in the same manner as described under [The Search Control Buttons](#) topic.

Note: *Zip Code lookups are available for USA callsigns only.*

## Looking up Street Addresses

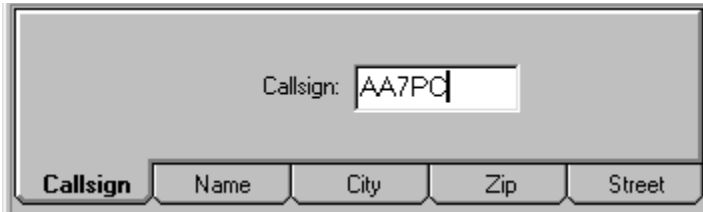
The procedure for looking up street addresses is identical to that used for Looking up Cities and States except that a third key box, the **Street** key, is included. As with the city lookup, the State field is *required*. All other fields are optional. It is possible to look up a street name without specifying the city in which case all streets in the state matching the given street name are returned.

The method used for looking up street addresses is to first perform a city/state match and then check to see if the record contains the given street key. Because each record is individually scanned, the street search can take a great deal longer than any other type of lookup under QRZ.

When choosing a **Street** key, try and be as least specific as possible since a great many street names are misspelled and/or spelled differently across the database. For example, a street name might be CALLE PORTAL but may be found in the database under both CALLE PORTAL and CALLEPORTAL (one word). Your best bet is to look for the word PORTAL and hope for the best.

Attempting to lookup a specific numbered street address will be nearly hopeless in all cases since there is such a great variety in the way addresses are written. For example, if a person lives on 1234 West Main Street, the database (and the FCC records) might contain "1234 W MAIN STREET", "1234 WEST MAIN ST", or "1234 W MAIN ST", all of which are unique as far as the computer is concerned.

## The Search Mode Selection Panel



Callsign: AA7PC

**Callsign** Name City Zip Street

There are 5 main database searching modes. To select the searching mode, click on the corresponding tab control:

- Select: To search for...**
- Callsign** A particular callsign or range of callsigns
  - Name** A particular or similar name
  - City** All callsigns within a given city and / or state
  - Zip** All callsigns within a given zip code or range of zip codes
  - Street** A street address or street within a given city and / or state

## **Key Boxes**

The Key Box area is a multi-tab control used to select the current search mode and to provide input for the desired search key. Depending upon the current tab setting, different key boxes will appear.

The Key Boxes can be emptied by clicking on the Clear button. As you move about the database, the Key Boxes may be automatically filled with the contents of the current record.

See also: [Setting Program Options](#) and the [Search Mode Selection Panel](#)

The **Search** button is always used to begin a lookup after a key has been entered. If the Search button finds more than one match then the Next, and Continue buttons will become active.

See also: [The Basics](#) and [The Search Control Buttons](#).



The **Card (Picture)** button is used to activate the image viewer window. When an image file exists for the callsign currently being displayed, the Card button changes it's name to Picture showing that an image is available.

The **Next** button fetches the next record which matches the current key, after the Search button has found the first record.

See also: The Basics and The Search Control Buttons.

The **Stop** button stops a Search count operation or may be used to interrupt the [Continue Button](#)

See also: [The Basics](#) and [The Search Control Buttons](#).

The **Continue** button acts just as if the Next button were repeatedly pressed until the last record matching the given key(s) has been displayed. The Continue button is not active until the Search button has found the first match.

See also: The Basics and The Search Control Buttons.

The **Clear** button clears all of the Key Boxes

## Using the Scroll Bar



The **Scroll Bar** located beneath the Key Boxes is used to casually browse through the database. When you use the Scroll Bar, the current search is *anceled* and you enter into the database browsing mode. Due to the large number of records available and the low resolution of the Scroll Bar, it's movements tend to be approximate, especially when moving in the Back (left) direction.

Using the Scroll Bar is **not the same** as using the Next or Continue buttons. The **Next** and **Continue** buttons look for the next **match** while the Scroll Bar simply returns the next **record**, which might not match the current key at all. To see the next match for the current search key, use the **Next** button. *(Sorry, but there is no way to view the previous match to the current search key, although sometimes the Scroll Bar may show it to you.)*

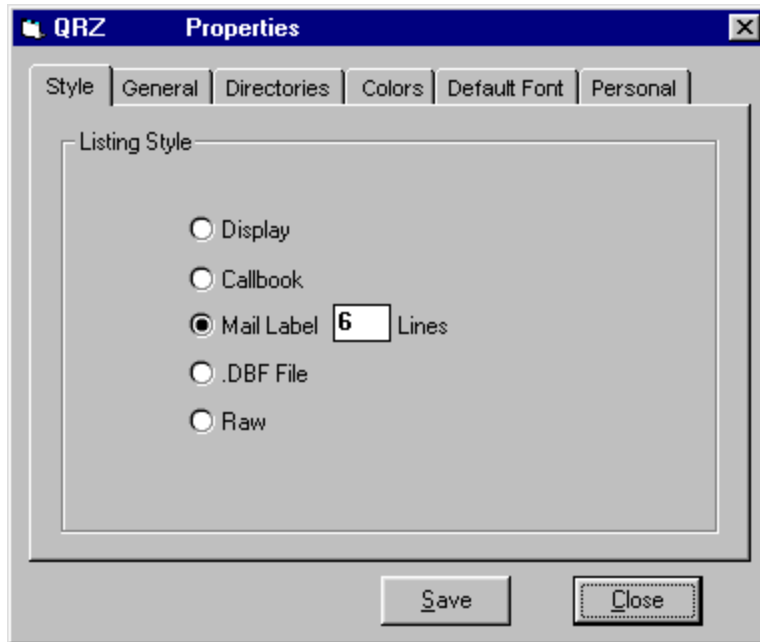
Clicking on the arrows at the left or right of the Scroll Bar moves the database back or forward by one record in either direction. Clicking on the inside of the scroll bar moves the database in jumps of 100 records. Dragging the scroll bar button moves the database by huge amounts.

## History

The **History** menu contains the last 24 callsigns that were returned by a successful hit by the Search button. Only the first match is saved, all other matches returned by Next and the Continue and are ignored. The history list can be cleared using a button in the General category of the Properties dialog box.

## Setting Program Options and Properties

By clicking on either **Edit->Properties** from the main menu or the Properties toolbar button, you can bring up the Properties dialog box. The Properties box contains settings for a wide variety of system preferences and other information. All of the data in the Properties box is saved when you exit QRZ32. For convenience, there is a Save button on the properties box which can be used to save the settings immediately.



There are 5 main categories of properties you can set, which are selected by clicking on the appropriate tabs.

### Style Settings

Style settings affect how the callsign data is read into the text editor. There are 5 main settings:

<b>Display</b>	Complete callsign information
<b>Callbook</b>	One line per callsign, in catalog format
<b>Mail Label</b>	Formatted as a mailing label
<b>.DBF</b>	Formatted in the .DBF database style
<b>RAW</b>	Exactly how it appears in the database

Next to the mail Label selection, you can indicate how many text lines there are on a per-label basis. Since the label itself is three lines, the lowest number you can set this to is 3.

### General Settings

General settings are for things that control the operation of the program.



These include:

**Approximate Matches** sets whether exact or “close” matches will be found

**Clear on new search** sets whether the text editor is cleared on every new database search

**Confirm before Clear/Load/Exit** asks you whether you want to save the current file before exiting or loading another file.

**Save History** sets whether or not the program will remember the last 24 callsigns the next time you run the program.

**Show Startup Banner** sets whether the initial introduction picture screen comes up or not.

**Single Item Display** controls whether the text editor is cleared every time a new callsign is displayed.

The **Clear History** button clears the contents of the history buffer so that it “forgets” the last 24 callsigns that you’ve looked up.

The **Max Hits** box allows you to specify the maximum number of callsigns that will be returned from any search. You may set this number as large as you like, depending on the amount of disk and memory that your system has. The author’s system runs on a 133Mhz Pentium system with 32 Mbytes of RAM and has found that 5000 is a pretty good limit for reasonable performance.

## Directories Settings

This box is used to set which directories get used by QRZ.

**CDROM or Database Drive:** This should show the drive letter of your CDROM drive. By setting this to your CDROM drive, QRZ will be able to startup faster by not having to search for the location of the database.

**Default Save Directory:** This is the directory that is called up by default when you elect to save a file from within the text editor.

**Temporary Files Directory:** During normal operation, QRZ uses some space on the hard disk to serve as a cache when formatting the text editor. The size of the cache file (qrz.tmp) will tend to be the same size as the number of characters in the text buffer. This means that if you look up very large lists of callsigns, this file could be big. Each time the program is run, this file is erased and rewritten several times. It may be removed at any time with no ill effects to the program.

## Color Settings

This page is used to set the foreground and background colors for the text

editor. This box sets the colors for all the text that is currently in the text editor. To set the colors of individual characters, first highlight them and then click on the right mouse button and choose Selection Color...

### Default Font Settings

This page allows you to choose a font that will be used on all the text in the text editor. You may choose any font that you like. To set the font of individual characters, first highlight them and then click on the right mouse button and choose Selection Font...

### Personal Settings

This page is for your own address and station information. It is used by the automatic QSL card generator to fill in your part of the card. If you just type in your callsign and click on the **Get Data** button, it will fill in all of the name and address fields for you. You must fill in the **My Station** box yourself with any additional information that you wish to appear on the cards. This data, like all of the Properties information, is saved when you exit the program.

## Printing

Printing is very straightforward in QRZ/32. The first thing that you must make sure of, however, is that your printer is already installed and works properly under Windows with other applications. Once you've determined that your printer is working fine, you can follow the steps below.

You can only print data which is in the Text Editor. The first step is to fill the text editor with the information you wish to print. You can edit the data if you like, and change the fonts and colors (if you have a color printer).

When the contents of the text editor are formatted to your satisfaction, you need only click on the printer Tool Bar button. You may also click on **File->Print** from the main menu.

Note: When you print from QRZ/32, the contents of the text editor are sent directly to the printer using the same fonts and text colors that are displayed in the editor (except the background). No page numbers, headers, footers, or any other page formatting are provided. You must use a word processing program (not included with QRZ/32) if you need these additional features.

To work with a word processor, you must first save the contents of the text editor to a file. When you are prompted for a file name, if you give a name which ends in .TXT, the file will be saved as a plain text file. If your file name ends in .RTF, it will be saved as a Rich Text Format file. When you save in plain text (ASCII) format, none of the font or color selections are preserved. When you save to Rich Text Format, however, all of the font type, size color and formatting information are saved with the file.

Once you have saved the file you then simply open it in your favorite word processor to make any further changes you need.

# Troubleshooting

## General Tips

QRZ/32 always stores the information saved by the Properties dialog in your system's **WINDOWS** directory in a file called **QRZ32.INI**. If ever there is any doubt about the operation of the program, especially when it was running fine before, just delete the \windows\qrz32.ini file and try again. A new file will automatically be built from the factory defaults which should restore the program to normal operation. Note that if you select **Add/Remove Programs** from the **Control panel** to remove QRZ/32 that the QRZ32.INI file **will not** be removed. You must remove this file by hand if you want a fresh factory-default startup.

## Frequently Asked Questions about the QRZ Database

### Q. Why isn't my callsign in the database?

- . It takes about two months to produce the QRZ CDROM. Your callsign or upgrade may have not reached QRZ in time to make the most recent edition. The date on the most recent edition is the date that it was released, not the date of the last database update which may have been several weeks before. In addition, there can also be errors or omissions in the FCC's master copy of the database. The QRZ Callsign database is as complete as we can make it at the time it is published, but we cannot guarantee that it is free of errors.

### Q. Why aren't there more foreign callsigns?

- . In many countries, the callsign data is copyrighted or otherwise restricted on privacy grounds. In some countries, the exclusive rights to the data has been sold to private companies and/or to radio clubs. When this is the case, it is impossible for QRZ to obtain legal copies of the information since others (competing callbooks) already hold the exclusive rights. In some countries, no computer readable form of the data exists anywhere and may well be nothing more than an old notebook in some remote government communications office.

At QRZ we're always looking for more callsign data. If you can provide us with a listing of all the hams in a particular country, we will reward you with a free subscription to QRZ , or, any single title from the Walnut Creek CDROM catalog.

### Q. The data shown for my callsign is incorrect. Can QRZ change it?

- . No, not if you are a US amateur radio operator. The information shown on the QRZ CDROM for USA callsigns comes directly from the FCC's data files. If your name, address, license class or expiration date is incorrect, you will need to file an update with the FCC. QRZ.COM, in association with the W5YI-VEC offers online updates at <http://www.qrz.com/renewals>

If you are a non-US amateur, you can update your information online at the

QRZ.Com website.

**Q. One or more of the callsigns listed belonged to a Silent Key. Why are these callsigns still in the database?**

- A. When an amateur passes away, the FCC must be notified so that the record can be removed from the database. Sometimes it can take several months or perhaps a year or more depending on whether the family notifies the FCC. Typically, the FCC will not accept notification from non-family members. Since we at QRZ have no way of knowing when hams pass away, we cannot be responsible for tracking the data.

**Q. I can locate some individuals by callsign but not by name, why?**

- A. This happens frequently with non-US callsigns. The reason is that the information that we were provided with for some countries did not come with the first and last names separated into two parts. It is more difficult than one might think to separate full names into two parts. Some people have four or five words in their name (e.g. Jean Luc St Pierre) and our computer program is not smart enough to figure out where the first name ends and the last name begins. In fact, sometimes I can't figure it out either, especially when the names are in a language that I can barely read.

**Q. Are there any known bugs in this version?**

- . None known at this time. On the other hand, although we've made every reasonable effort to design and test QRZ/32 to insure that it's as reliable as possible, we realize that there is probably something that was missed. If you find a problem with QRZ/32, please let us know about it so that we can fix it before next edition comes out. Send e-mail to Fred, [flloyd@qrz.com](mailto:flloyd@qrz.com) or write to:

**QRZ  
PMB159  
8711 E. Pinnacle Peak Road  
Scottsdale, AZ 85255 USA**

Please use e-mail if at all possible since we're very bad about returning written correspondence. We do answer all of our e-mail.

From time to time, we will post updates to the QRZ32 program on our Internet server for downloading at <ftp://ftp.qrz.com>.

## Setting up and QRZ32.EXE

If you have installed QRZII on your hard disk using the SETUP.EXE program provided on the CDROM, an icon will have been installed for you in the Start menu. Only the QRZ/32 program is stored on your hard disk while the actual callsign data has been left on the CDROM. (See below if you'd like to copy the contents of the QRZ CDROM to your hard drive)

Since the CDROM can appear on different drive letters depending on your PC, the QRZ software must search for the drive upon startup. The search starts with drive C: and proceeds upward toward drive Z: looking for the first drive that contains a directory called \callbk and a file called callbk.dat. There is an option setting under the Edit->Properties menu item in the Directories category which will allow you to enter in the drive letter for your CDROM drive. Once you have done this, QRZ32 will start searching from that drive which in most cases will allow the program to start up a bit more quickly.

There are two other directories on your hard disk that QRZ/32 will need to use. One is used for temporary files and the other is the default save directory which gets picked when you choose Save from the File Menu. You can choose the defaults for these directories by using the Properties box screen and selecting the Directories category. You can pick any directory you want for these two items as long as it is writeable. If you pick an invalid or non-writeable directory for the temporary files item, the Continue control button will operate very slowly.

Initially, both of these directories are set to C:\. During normal operation, a file called QRZ.TMP will be stored in the temporary files directory. You can remove this file at any time with no adverse affects to the program. A new file will be created as necessary.

### How to copy the QRZ Database to your Hard Drive

Follow these steps if you would rather load the QRZ database onto your hard drive, freeing up your CDROM drive for other uses. Note that this will require nearly 600 megabytes of disk space on your hard drive if you want all of the QSL pictures and about 300 megabytes if you don't.

1. Exit any programs that you may currently be running (you can leave these instructions open).
2. On the Windows desktop, double-click on the My Computer icon to open up a new window.
3. Double-Click the C: drive in My Computer to open up a window that displays the C: drive
4. Go back to the desktop and double-click on the My Computer icon *again* to open up a *second* My Computer window. You should now have two My Computer windows open on your desktop.

5. In the second My Computer window, double-click on the drive letter that contains the QRZ CDROM. On most systems this is the D: drive, but it might be some other drive on your system.
6. Verify that you now have two My Computer windows open and that one of them shows the contents of the C: drive and the other one shows the contents of the QRZ CDROM.
7. Using the mouse, click and hold down on the [callbk](#) folder in the QRZ CDROM. While holding this button down, drag the folder icon into the My Computer window showing the C: drive and release the mouse button.
8. The system will now create a \callbk folder in your C: drive and it will copy all of the files from the CDROM:\callbk directory into it.

Note that the target directory for the database files must be \CALLBK. This can be on any hard drive (D:, E:, F:, etc.), but it must be in the root directory of a drive and not in any subdirectory.

Once the copying is finished, you may remove the CDROM from its drive and start QRZ as usual. The software will find the data in the C: drive and will not prompt you for a CDROM.

If you want to forgo the QSL pictures and save 300 megabytes of disk space you can delete the C:\callbk\gifs directory.

## How to Contact QRZ

QRZ can be found on the Internet with the following services:

### Anonymous FTP

<ftp://ftp.qrz.com> carries a large collection of amateur radio shareware.

### World Wide Web

<http://www.qrz.com> is an Interactive web server with online database lookups with image and biography display, ftp archives, email and DX callsign registration.

### Email

QRZ maintains the following email addresses for user correspondence. Except for the author's, each of the addresses below are automated response servers:

Publisher / Author	<a href="mailto:aa7bq@qrz.com">aa7bq@qrz.com</a>	Fred Lloyd, AA7BQ
Email database lookups	<a href="mailto:lookup@qrz.com">lookup@qrz.com</a>	Auto. database lookup system
Product Info	<a href="mailto:info@qrz.com">info@qrz.com</a>	Press Releases

### By Mail

**QRZ**  
**PMB 159**  
**8711 E. Pinnacle Peak Road**  
**Scottsdale, AZ 85255 USA**

### By Fax

**(480) 515-9908**



## Using the Text Editor



**The QRZ/32 Text Editor**

QRZ/32 includes a basic, no frills text editor which is designed for short notes, mailing lists, etc.. The QRZ/32 text editor is by no means comparable to a big word processor but it does perform quite a few handy tasks, offering several ways to edit, search and format your data for printing or saving to files. It can read or write both ASCII (.TXT) and Rich Text Format (.RTF) files.

If you need editing features that are not provided by the QRZ/32 text editor, your best bet is to simply save the data to a file and then use a typical word processing program like Microsoft Word.

The QRZ/32 text editor can hold an almost unlimited number of text lines, depending only on the amount of memory and disk available on your computer. If you get a very large number of lines in the file, say perhaps 50,000 or more, the editor will really start to slow down. Don't be alarmed, this is normal and it only means that your computer working harder to handle the large amount of data. Buying a fast Pentium might help but it's a lot cheaper to simply work with reasonably sized files.

Text is entered into the editor either by 1), using the File->Open menu option, 2) looking up callsign data, or 3) typing text in by hand. The text that you type in is displayed in the current font, font size and screen color. All of these items are adjustable by going to the Edit->Properties menu, or by clicking on the Properties toolbar button.

There are three text alignment buttons available on the toolbar. These buttons apply to the currently highlighted text, or to all new text if none is currently highlighted.

Clicking on the right mouse button when the cursor is in the text editor will bring up a quick edit menu which allows you to cut, copy, paste and change the font and/or color of the currently highlighted text. Note that to set either the color or the font for ALL the text, you must use the Properties toolbar button.

## **Searching for Text**

One of the handy things about the text editor is that you can fill it up with data and then start searching it. To search for text which is already in the editor, you can simply click on Edit->Find from the main menu, or, you can highlight the text and then press the F3 key.

## Automatic QSL Cards

AutoQSL allows QRZ to automatically generate a custom QSL card that you can print out and mail to any callsign in the database. To use the AutoQSL feature, you can select either the **Edit->AutoQSL** menu item or the AutoQSL toolbar button.

**Note:** In order for the QSL card to display your name and address, you must first setup your **Personal information** in the Properties window.

QRZ AutoQSL

QSL To: AA7PC  Pse QSL  
 Trx QSL  
Get Data

Name: WILLIAM C. WHITING

Address Line 1: 8735 E CHOLLA

Address Line 2: SCOTTSDALE, AZ 85260

Date: 4/13/96 Time: 14:15 Mode: SSB MHZ: 3,725 R-S-T: 5-9-9

Remarks: Really enjoyed the QSO

Create Postcard Close

In most cases, the callsign information will already be filled in for the person whose callsign is currently in the display. You may type any callsign into the **QSL To:** box and then press the **Get Data** button to have the system fetch the correct name and address for you.

You then fill in the relevant date, time, mode, etc., information and any Remarks that you would also like to appear on the card. When you're finished editing the information, click on **Create Postcard** to display the new card.

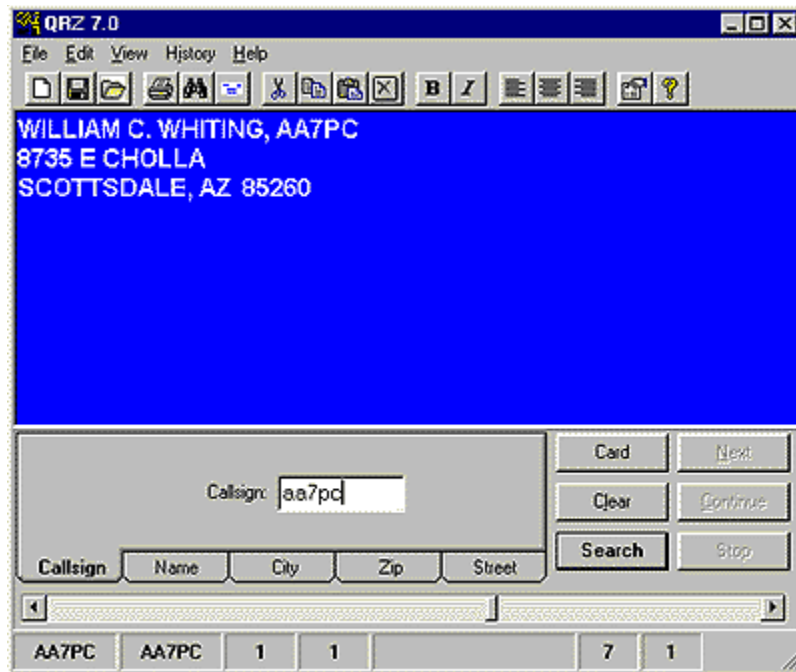
When the new postcard appears, you may send it to the printer using the **File->Print** menu item. You may either fold and tape the printer page to make a card,

or, you can print on heavier paper to make a 'real' postcard. Be sure and put a stamp on the card if you decide to actually mail it.

The screenshot shows a window titled "QRZ AutoQSL" with a menu bar containing "File" and "Close". The main content area is a QSL card template with the following fields and text:

- Sender:** FRED L. LLOYD, AA7BQ  
8215 E WOOD DR  
SCOTTSDALE, AZ 85260
- Receiver:** Kenwood, TS  
850
- Confirming:**
  - Date: 4/6/96
  - Time: 07:47
  - Mode: SSB
  - MHZ: 3,725
  - RST: 5-9-9
- To:** WILLIAM C. WHITING, AA7PC  
8735 E CHOLLA  
SCOTTSDALE, AZ 85260
- Message:** Really enjoyed the QSO!
- Options:**  Psc QSL,  Trnx QSL
- Stamp:** A box labeled "stamp" is located in the top right corner.
- Footer:** Printed using QRZ!

## Guide to the QRZ/32 Main Screen



### The QRZ/32 Screen Controls

(click on the various parts of the picture for more info):

## The Main Menu

The Main Menu has the following Categories:

### File

<b>New</b>	Clears the <u>Text Editor</u>
<b>Open</b>	Opens an existing file into the Text Editor
<b>Save</b>	Save the contents of the Text Editor
<b>Print</b>	Print the contents of the Text Editor
<b>Exit</b>	Exit the program

### Edit

<b>Cut</b>	Cuts the selected text and places it on the clipboard
<b>Copy</b>	Copies the selected text to the clipboard
<b>Paste</b>	Pastes the contents of the clipboard into the Text Editor
<b>Delete</b>	Deletes the selected text (does not go to the clipboard)
<b><u>AutoQSL</u></b>	Opens the Automatic QSL Card screen
<b>Find</b>	Search for a specific text string
<b>Find Next</b>	Searches for the next occurrence of a given text string
<b>Select All</b>	Selects all the text in the Text Editor
<b><u>Properties</u></b>	Brings up the Properties window

### View

<b><u>Email</u></b>	Brings up the Email Search window
<b>Images</b>	Browse the on-line QSL card images
<b>Explore QRZ</b>	Browse the entire QRZ CDROM, shareware, files, etc.

### History

<b>&lt;callsigns&gt;</b>	Menu of the 24 last searched callsigns
--------------------------	--

### Help

<b><u>Contents</u></b>	The main QRZ/32 Help menu
<b>Data Info</b>	Displays version and size of the current database
<b><u>What's New</u></b>	Release Notes for this edition of QRZ/32
<b>About</b>	About QRZ/32

## The Tool Bar



The Tool Bar provides quick access to several commonly used functions. Most of these buttons have a corresponding function in the [Main Menu](#)

- |                         |   |
|-------------------------|---|
| 1. <b>New File</b>      | Clears the Text Editor  |
| 2. <b>Save File</b>     | Saves the current contents of the <a href="#">Text Editor</a>     |
| 3. <b>Open File</b>     | Loads an existing file into the Text Editor                       |
| 4. <b>Print</b>         | Print the contents of the Text Editor                             |
| 5. <b>Search</b>        | Search the data in the Text Editor                                |
| 6. <b>AutoQSL</b>       | Create an Automatic QSL Postcard                                  |
| 7. <b>Cut</b>           | Cut the selected text to the system clipboard                     |
| 8. <b>Copy</b>          | Copy the selected text to the system clipboard                    |
| 9. <b>Paste</b>         | Paste the contents of the system clipboard into the Text Editor   |
| 10. <b>Delete</b>       | Delete the currently selected text (does not go to the clipboard) |
| 11. <b>Bold Text</b>    | Makes the selected text Bold *                                    |
| 12. <b>Italic Text</b>  | Makes the selected text Italic *                                  |
| 13. <b>Align Left</b>   | Aligns the selected text to the left *                            |
| 14. <b>Align Center</b> | Centers the selected text *                                       |
| 15. <b>Align Right</b>  | Aligns the selected text to the right *                           |
| 16. <b>Properties</b>   | Activates up the <a href="#">Properties</a> screen                |
| 17. <b>Help Menu</b>    | Brings up this help file  |

Items marked with an asterisk (\*) are not available from the Main Menu.

