INFO,C,77
TOPIC : PROGRAM DESCRIPTION

StarSearcher(tm) is a CONTACT MANAGEMENT/PRODUCTIVITY system designed for professional entertainers. With StarSearcher, you have instant access to the names, addresses, and phone numbers of hundreds of booking agents and industry contacts both American and International. The Shareware Version of StarSearcher comes with a database of 500 industry contacts. Registration only costs $35.00 US, and with it, the REGISTERED USER receives the latest version of StarSearcher along with a database containing an ADDITIONAL 3500 names of Talent & Booking Agents, and other industry contacts.

StarSearcher is much more than just a database!

StarSearcher contains a built in PHONE DIALER, a TEXT EDITOR for creating letters, and the ability to MERGE DATA from your database to these letters. Letters sent are automatically logged to the contact, as are phone calls, when made using the built in phone dialer.

A Full Featured APPOINTMENT SCHEDULER, with the ability to PRINT 6 MONTH BOOKING CALENDARS, and a TO DO list provide additional functionality. With StarSearcher, keeping track of you career has never been easier!

TOPIC : PROGRAM DESCRIPTION (Cont.)

Additional features of StarSearcher include :

* Two separate Databases. Industry Contacts and a Personal Database

* Export Data to ASCII , SDF, .WKS, or .DBF format

* Tickler Reports based length of time since your last contact

* Add/Edit Notes to any contact record, and print notes by date range

* Expense Tracking & Reporting

* Phone Log Reports by Date Range

* Calendar Views showing days with Appointments, Bookings, Tentative Bookings, or any days with activity.

* Special fonts for VGA monitors (with standard fonts for CGA, EGA, or Hercules (tm) graphics) provide a `Graphical' or `GUI' look.

TOPIC : PROGRAM DESCRIPTION (Cont.)

Anywhere within this program, extensive help may be called by pressing the {F1} key. Once in the HELP SYSTEM, the operator may page through the help manual, or may select a specific help topic to review. The {ESC} key will exit help and return the operator back to the program.

StarSearcher will run on any IBM (tm) compatible computer with at least

640K of RAM and a harddrive. Floppy Drive installation is possible, but is NOT RECOMMENDED, as this will limit the size of your databases and will reduce the system's performance. StarSearcher will run on both color and on monochrome displays. While this program will run on an 8088 machine (XT) it is recommended that it should be run on an 80286 (AT) or faster machine.

StarSearcher will automatically detect the presence of a color monitor, and may be run in any of 5 color palettes (WHITE/BLUE/RED/CYAN/MONOCHROME) which may be selected from the CHANGE SETUP menu selection under the UTILS pulldown menu. If EMS memory is available, StarSearcher will take advantage of this additional memory.

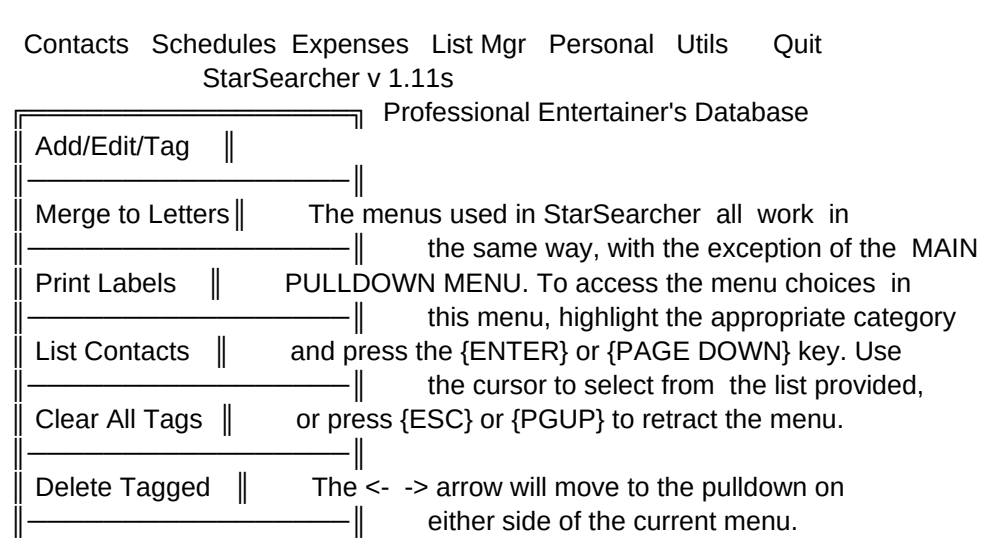
StarSearcher uses standard DBASE (tm) compatible datafiles and indexes and was written in DBXL 1.3 (tm) and compiled with QUICKSILVER 1.3 (tm).

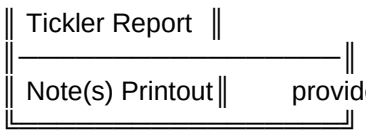
TOPIC : SPECIAL KEYS

The following are shortcut keys to speed data entry and navigation.

KEY PRESS	RESULT
FUNCTION KEYS {F1}	Calls up CONTEXT SENSITIVE HELP.
	Note : Help access is restricted while the operator is actively entering information into datafields & during screen refreshes.
{F8}	Inserts current DATE into a date field
ESCAPE KEY {ESC}	Exits out of MENUS, HELP SCREENS, or LOOKUP BOX
	While in an EDIT SCREEN pressing {ESC} abandons all changes made to that screen
ARROW KEYS	ARROWS moves cursor up/down one line in LOOKUP BOX
{PGUP} {PGDN}	PGUP/PGDN pages forward/backward in LOOKUP BOX
	PGDN will also jump to the bottom of a data screen
	On some screens, PGUP/PGDN will skip records.

TOPIC : MENUS





Pressing {F1} while a menu is displayed will provide a description of each menu selection.

TOPIC : MENUS (Cont.)

{PGUP}/{PGDN} SKIPS StarSearcher (tm) v. 1.11s {ESC} EXITS

All other menus are either horizontal buttons (shown above) or vertical Check Boxes. The operator may use the UP/DOWN or LEFT/RIGHT ARROWS to move from button to button. When the appropriate selection is highlighted, the operator may press the {ENTER} key to select that item. Each menu selection has a Highlighted PICK CHARACTER which may be entered on the keyboard to go directly to that selection.

All menus, with the exception of the MAIN MENU, may be exited by pressing the {ESCAPE} key.

The third type of menu is a Check Box. The Up/Down Arrow keys will move the ¹ from option to option. Pressing {ENTER} selects the option with the ¹ in it. Pressing {ESC} abandons the check box with no selection.

TOPIC : EXITING THE PROGRAM

As with any database system, it is very important to exit StarSearcher properly. Files must be closed and data must be written to the hard drive upon exiting the system. Therefore it is important that the operator always exit StarSearcher by Selecting the QUIT Pulldown menu and then QUIT.

FAILURE TO USE THIS METHOD CAN RESULT IN LOSS OF DATA.
NEVER TURN OFF THE COMPUTER WHILE THE SYSTEM IS RUNNING!

Some computers utilize a disk caching system that delays the writing of data to the harddrive (Ie. SMARTDRV) until the cache is full. Most of these caching programs allow the operator to turn this feature off. There is a known problem with MS-DOS 6.0 (tm) where some files are not written after exiting an application.

In the event that a power failure occurs while in StarSearcher some index files may become corrupted. If this occurs, run the UTILS - INDEX REBUILD. WE STRONGLY URGE ALL USERS OF STARSEARCHER TO MAKE FREQUENT BACKUP ENCOURAGE THE USE OF AN UNINTERRUPTABLE POWER SUPPLY (battery backup).

TOPIC : INSTALLATION & START UP

StarSearcher comes with an installation program called STARINST.EXE that will copy the appropriate files to the drive and directory of your choice.

You may manually install StarSearcher by creating a subdirectory on the desired drive (we recommend C:\STAR) and then creating a sub-subdirectory called \DATA where all data and index files must be placed.

All .EXE , .COM, .CFG , .FRM, and .LBL files must reside in the C:\STAR directory. Additionally, your config.sys file should contain the commands;

FILES = 40 (or greater)
BUFFERS= 32 (or greater)

Once installed, StarSearcher may be started by entering the C:\STAR sub directory and typing STAR {ENTER}.

Custom setup of the StarSearcher system is accomplished by entering the CHANGE SETUP module in the UTILS pulldown menu.

TOPIC : VGA FONTS & CGA `SNOW'

VGA monitor users may start StarSearcher by typing STARVGA {ENTER} to use the special VGA FONTS (Note: Some EGA monitors may also work).

The VGA font program (STARFONT.COM) may be used when using other programs although no guarantee of compatibility is made by CDC. This VGA font is removed upon exiting StarSearcher, but may be re-activated by typing STARFONT {ENTER}. To deactivate this font issue any video mode (Ie. MODE CO80) DOS command.

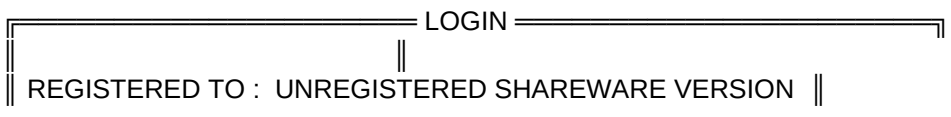
Some early CGA monitors may produce `SNOW' during screen writes. This is a common problem, and if you have a CGA monitor, you probably already know if this will be a problem.

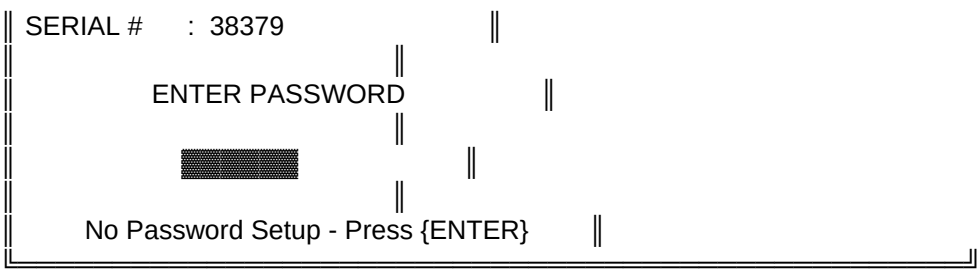
If your monitor is plagued with snow you can set the [SNOW ON CGA] to YES in the CHANGE SETUP menu. This will eliminate this snow, but will reduce the speed of screen draws.

TOPIC : STARTING STARSEARCHER

The first time StarSearcher is started after it is installed it will Create all of it's index files. This will only take a minute or two.

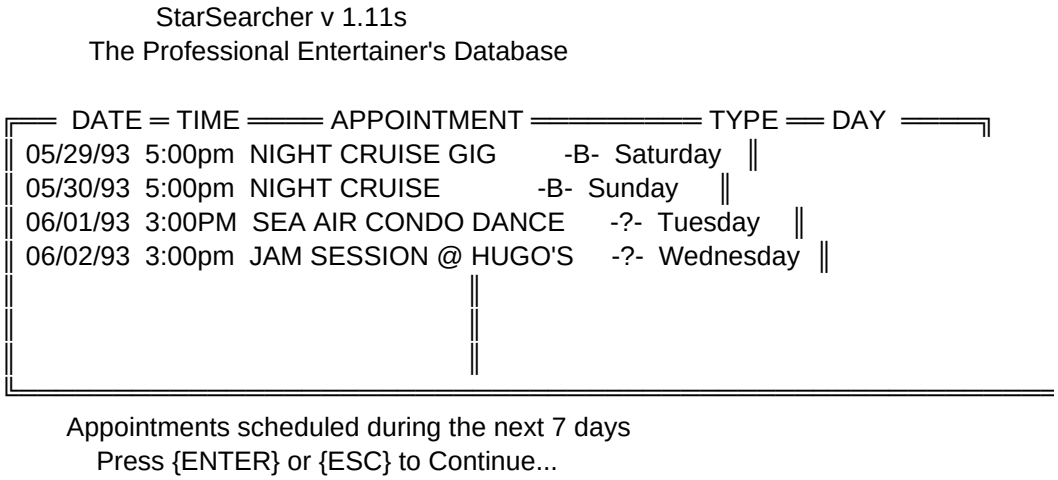
Upon starting StarSearcher, a brief loading screen will appear, followed by the log in screen. When first used, no password is setup, and the operator need only press the {ENTER} key. You may define a password in the UTILS CHANGE SETUP menu.



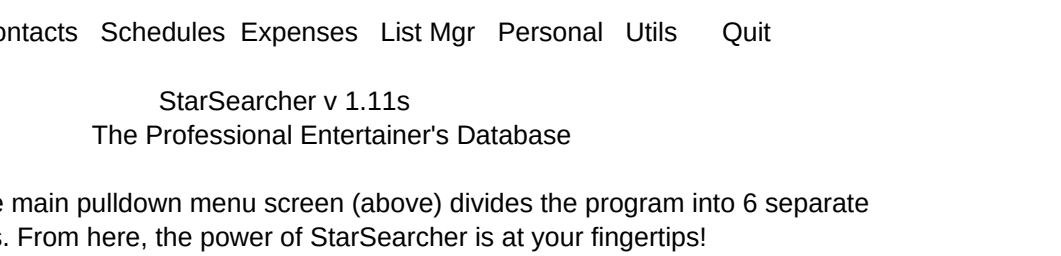


TOPIC : STARTING STARSEARCHER (Cont.)

A list of all appointments scheduled for the coming week are displayed upon startup (this feature may be turned off under the CHANGE SETUP menu).



TOPIC : STARTING STARSEARCHER (Cont.)



The main pulldown menu screen (above) divides the program into 6 separate parts. From here, the power of StarSearcher is at your fingertips!

CONTACTS - Industry contacts (Ie. Agents, Club Owners,etc.)

SCHEDULES - Appointment Calendar & Booking Calendar

EXPENSES - Daily Expense log, Reports, Phone Log Reports

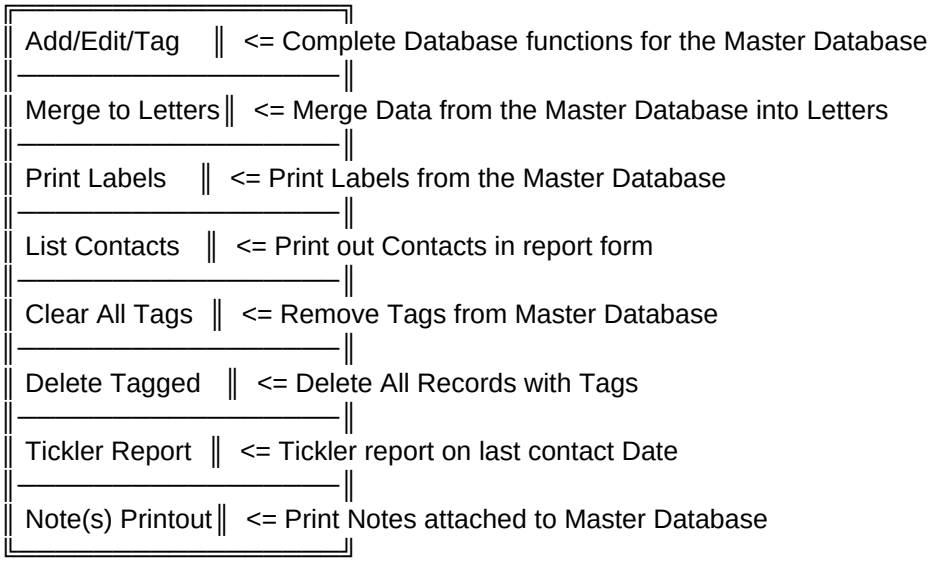
LIST MGR - To Do Lists and Misc lists

PERSONAL - Address Book

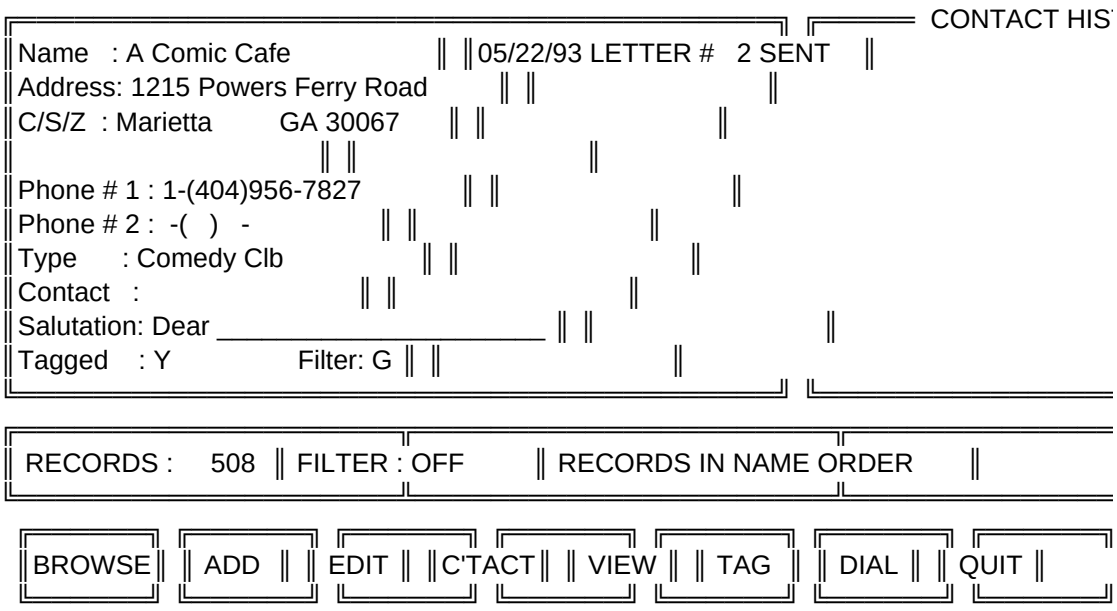
UTILS - Index Rebuild, Change Setup, Export Data, Etc.

TOPIC : CONTACTS PULLDOWN MENU

The first Pulldown menu is the Contacts Menu. Here you will find the Main Industry database.



TOPIC : ADD/EDIT/TAG - CONTACTS



NOTE: Contact history records ARE NOT MAINTAINED for the PERSONAL ADDRESS BOOK. All other functions are identical to the Master Database.

TOPIC : ADD/EDIT/TAG - CONTACTS (Cont.)

As shown on the previous page, the CONTACTS screen consists of three windows, plus a pushbutton menu. The UPPER LEFT window holds the CURRENT ADDRESS RECORD. Beside it is listing of contacts with this addressee, with the most recent shown first. The window above the menu indicates the STATUS of your database, including the total # of records, the order (NAME or ZIP-CODE), and the status of any FILTERS in use.

BROWSE - Pops up a Browse Box (over the CONTACT HISTORY BOX)

ADD - Add one or more records to the Master Database

EDIT - Edit currently displayed record

C'TACT - Add/Edit/Del Contacts manually (Not Avail. on ADDRESS BOOK)

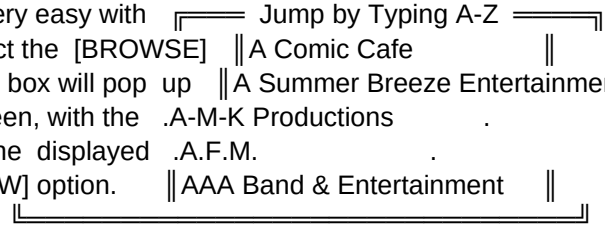
VIEW - Turn ON/OFF History Display, Change Display Order, Set Filter

TAG - TAG or UNTAG currently displayed record

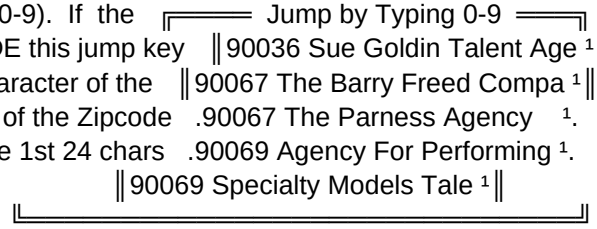
DIAL - Pop up Telephone Dialer (Req. MODEM) and Logs Phone Contacts

TOPIC : BROWSING RECORDS

Finding the right record very easy with StarSearcher. Simply Select the [BROWSE] Menu button and a Browse box will pop up on the right side of the screen, with the current record on the top line displayed in the order set by the [VIEW] option.

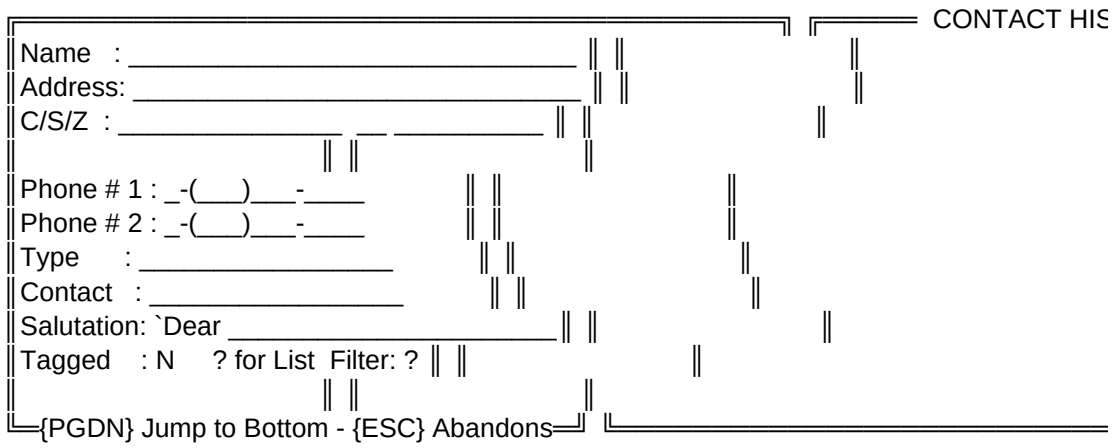


To Jump to any area of the database just press the key of the first character of the record you desire (A-Z,0-9). If the current order is by ZIPCODE this jump key will be based on the 1st character of the Zipcode. The 1st 5 Chars of the Zipcode are displayed along with the 1st 24 chars of the Contact's name.



The UP/DN arrows move the selection cursor within the box, while PGUP/PGDN advance or backup one full screen. To Select, HIGHLIGHT and press {ENTER}. To abandon the browse without making a selection press {ESC}. The previous record will remain on screen. Tagged records have a ¹ next to them.

TOPIC : ADDING or EDITING RECORDS



New records may be added to the database by selecting [ADD]. A blank input screen will appear where you may enter record information. IF [EDIT] is

selected, the current record's datafields may be edited.

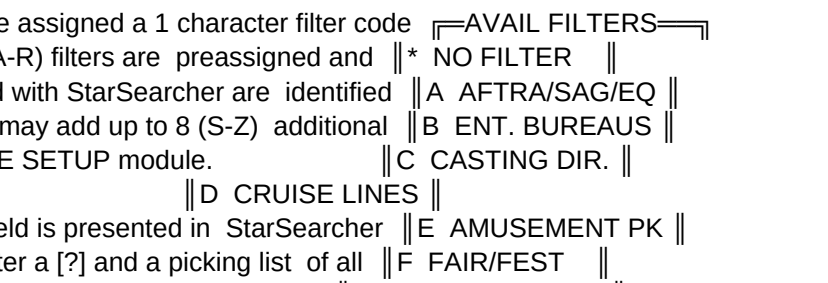
Pressing {ESC} while adding a record ABANDONS this record entry. Pressing {PGDN) while Adding or Editing will jump to the end of the record.

TOPIC : FILTERS

Each record may be assigned a 1 character filter code (A-Z). The first 17 (A-R) filters are preassigned and the records included with StarSearcher are identified by these filters. You may add up to 8 (S-Z) additional filters in the CHANGE SETUP module.

Whenever a filter field is presented in StarSearcher the operator may enter a [?] and a picking list of all available filters will appear. Highlight the filter desired and press {ENTER}. The filter code will be entered into the field for you. The first selection in this list is always NO FILTER. You may also directly enter the filter code (A-Z).

Filters may be used to VIEW specific types of records and in the generation of REPORTS or in the EXPORTING of data.

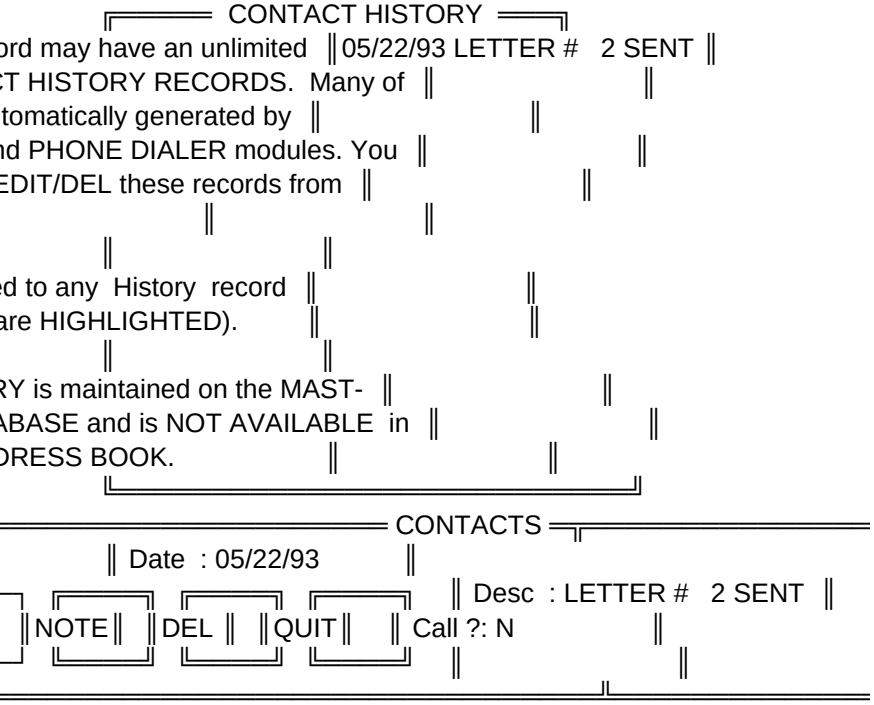


TOPIC : CONTACT HX - [C'TACT]

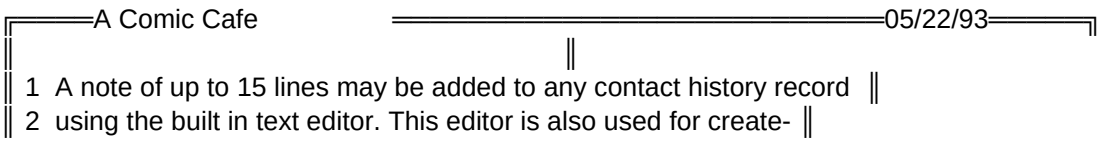
Each database record may have an unlimited number of CONTACT HISTORY RECORDS. Many of these records are automatically generated by the MAIL MERGE and PHONE DIALER modules. You may manually ADD/EDIT/DEL these records from the [C'TACT] menu.

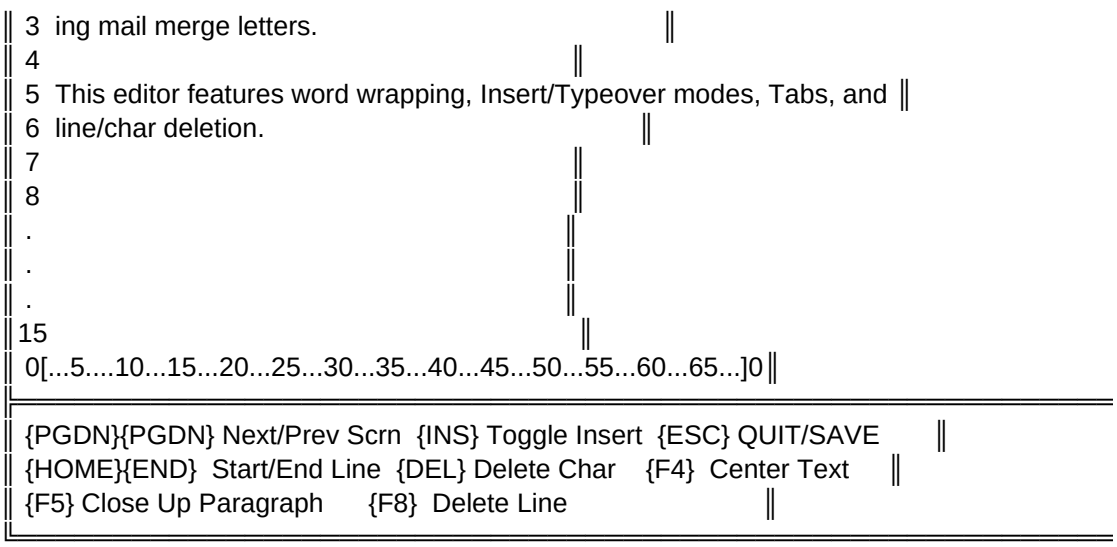
Notes may be added to any History record (records with Notes are HIGHLIGHTED).

CONTACT HISTORY is maintained on the MASTER CONTACT DATABASE and is NOT AVAILABLE in the PERSONAL ADDRESS BOOK.



TOPIC : NOTES

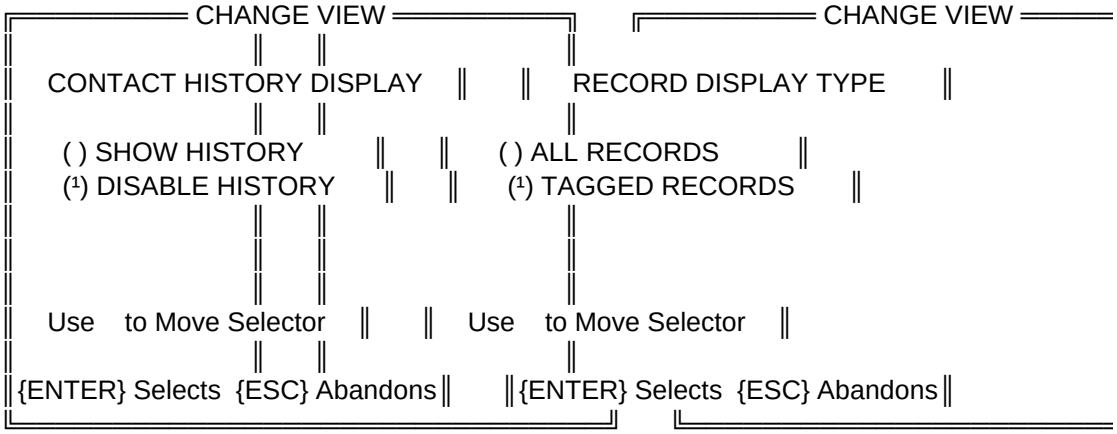




Typeover mode NOTE EDITOR Screen 1 of 1

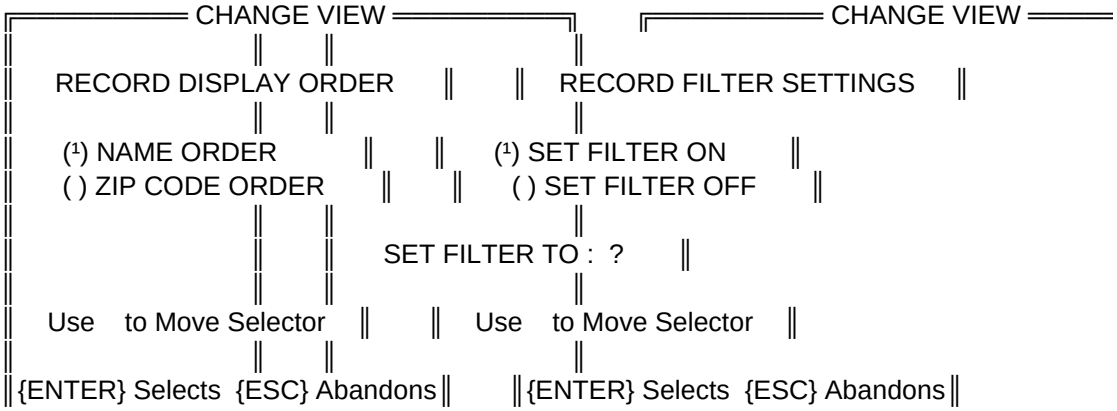
TOPIC : VIEW

The [VIEW] option provides a way to alter the way in which records are displayed. Four option screens will appear. You choices are : SHOW/DISABLE HISTORY, ALL/TAGGED RECORDS, NAME/ZIPCODE ORDER, and FILTER ON/OFF.



NOTE : The SHOW/DISABLE HISTORY option does not appear when using the PERSONAL ADDRESS BOOK as the CONTACT HISTORY OPTION is not available.

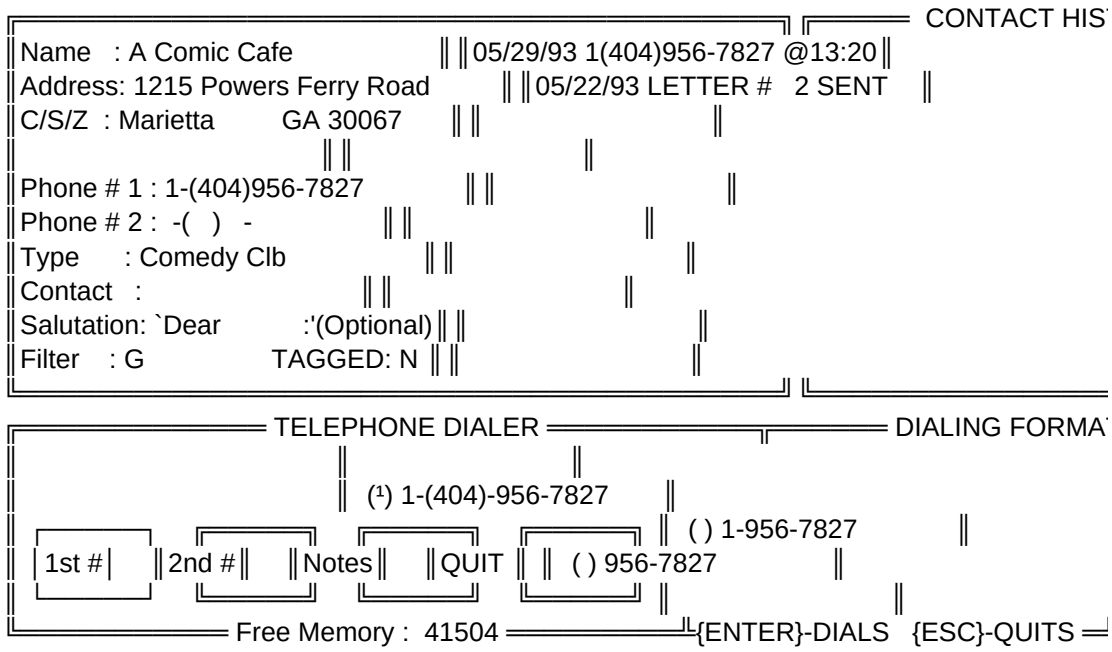
TOPIC : VIEW (Cont.)



Setting the FILTER ON and SET to [A] will allow only records with the [A] filter to be displayed

Views may be changed as often as desired. All view options reset to their default values (CONTACT HISTORY ON/NAME ORDER/NO FILTER) when you exit this module.

TOPIC : DIAL



TOPIC : DIAL (Cont.)

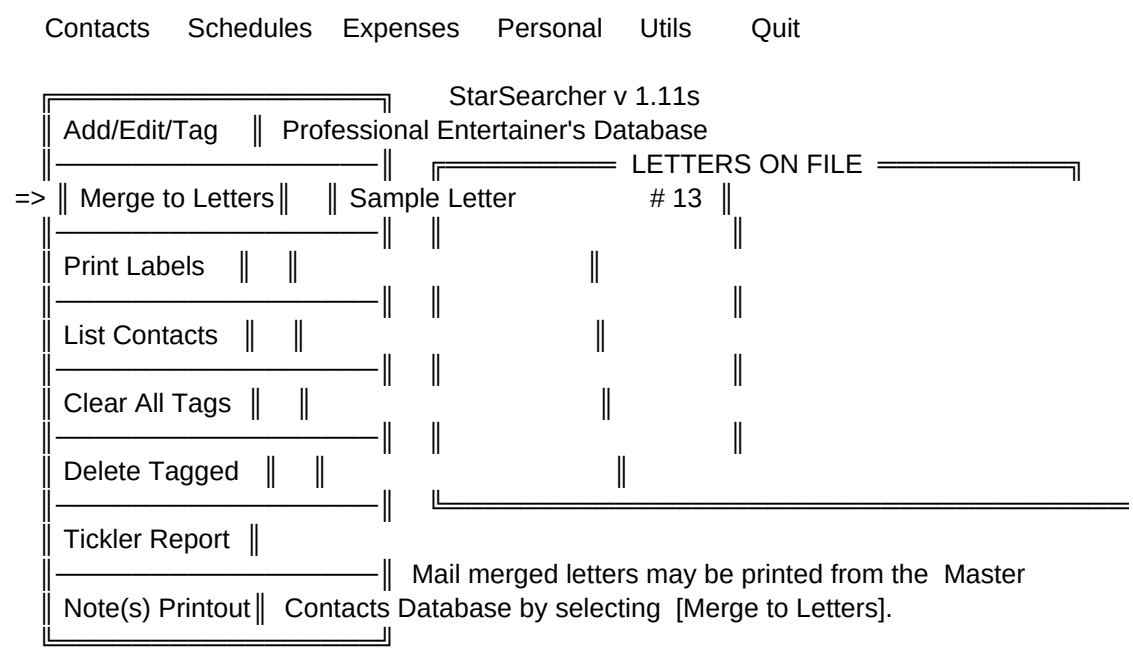
The Dialer function places some demands upon the memory resources of your computer system that must be addressed. First, you must have a Hayes (tm) compatible Modem (1200 baud or faster) attached to either COM1 or COM2, and you must set your COM port using the CHANGE SETUP menu.

Second, you must have either approximately 600K of RAM free when entering StarSearcher (this will depend upon the version of DOS) OR you must set the SWAPPING OPTION ON. Swapping allows StarSearcher to copy it's memory image to disk before attempting to dial. You must have roughly 640K of free disk space available to SWAP OUT. This setting is found under CHANGE SETUP.

SWAPPING OUT slows down the dialing procedure, but allows users with less memory to use the dialer.

When Selecting a number to dial, three formats are displayed. Use the keys to select the proper format. This feature enables the program to dial local or long distance numbers.

TOPIC : MERGE LETTERS



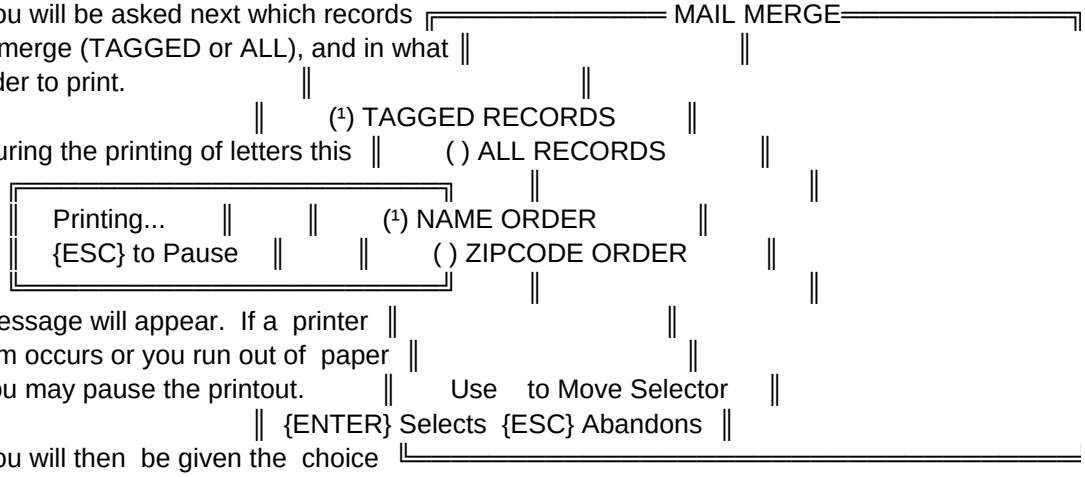
A series of questions will be asked, starting with which letter template to use.

TOPIC : MERGE LETTERS

You will be asked next which records to merge (TAGGED or ALL), and in what order to print.

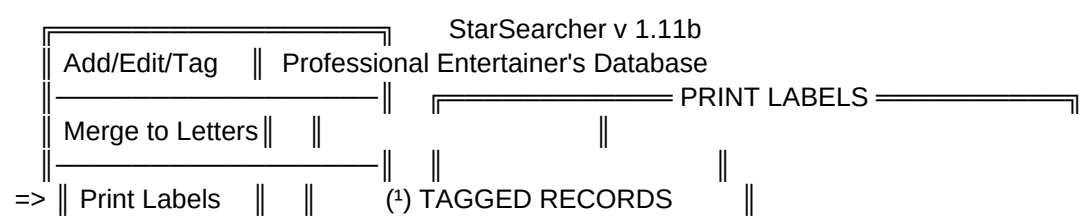
During the printing of letters this message will appear. If a printer jam occurs or you run out of paper you may pause the printout.

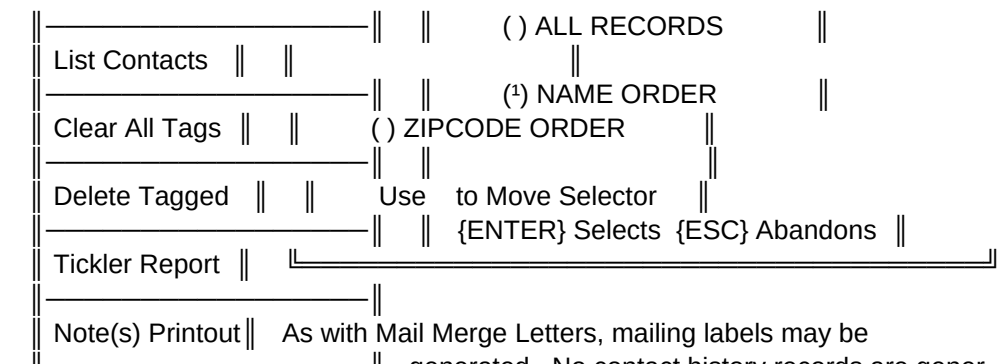
You will then be given the choice of Resuming this printout, or of quiting. If you elect to quit, you will have the option of re-starting this printout without reprinting previously printed letters.



NOTE : A contact history record with the Date and Letter # will be created for each letter generated.

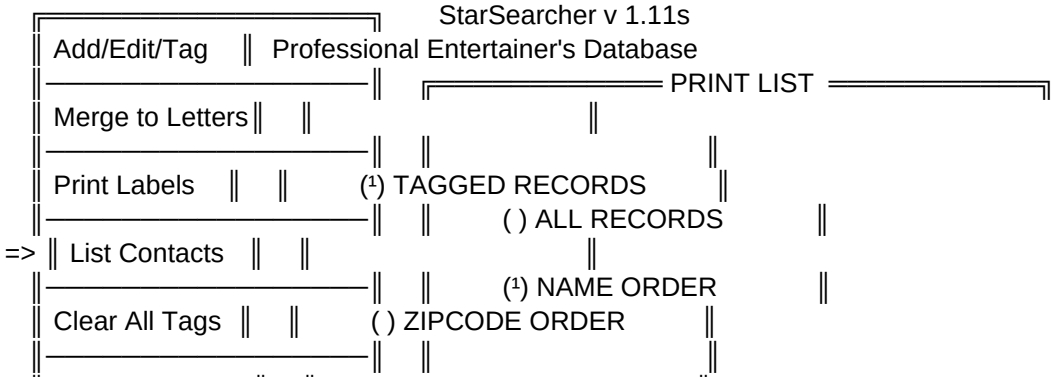
TOPIC : PRINT LABELS





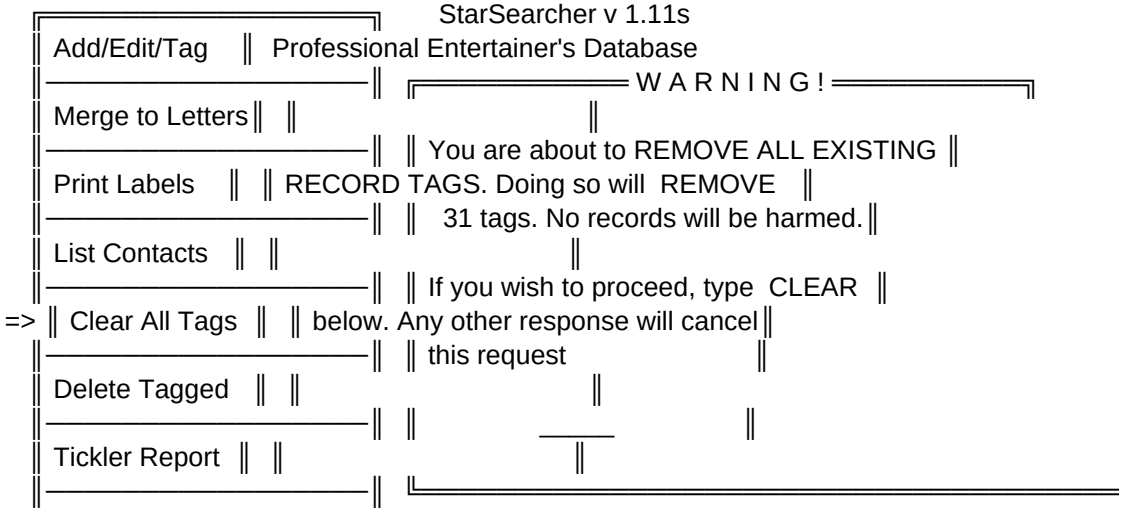
TOPIC : LIST CONTACTS

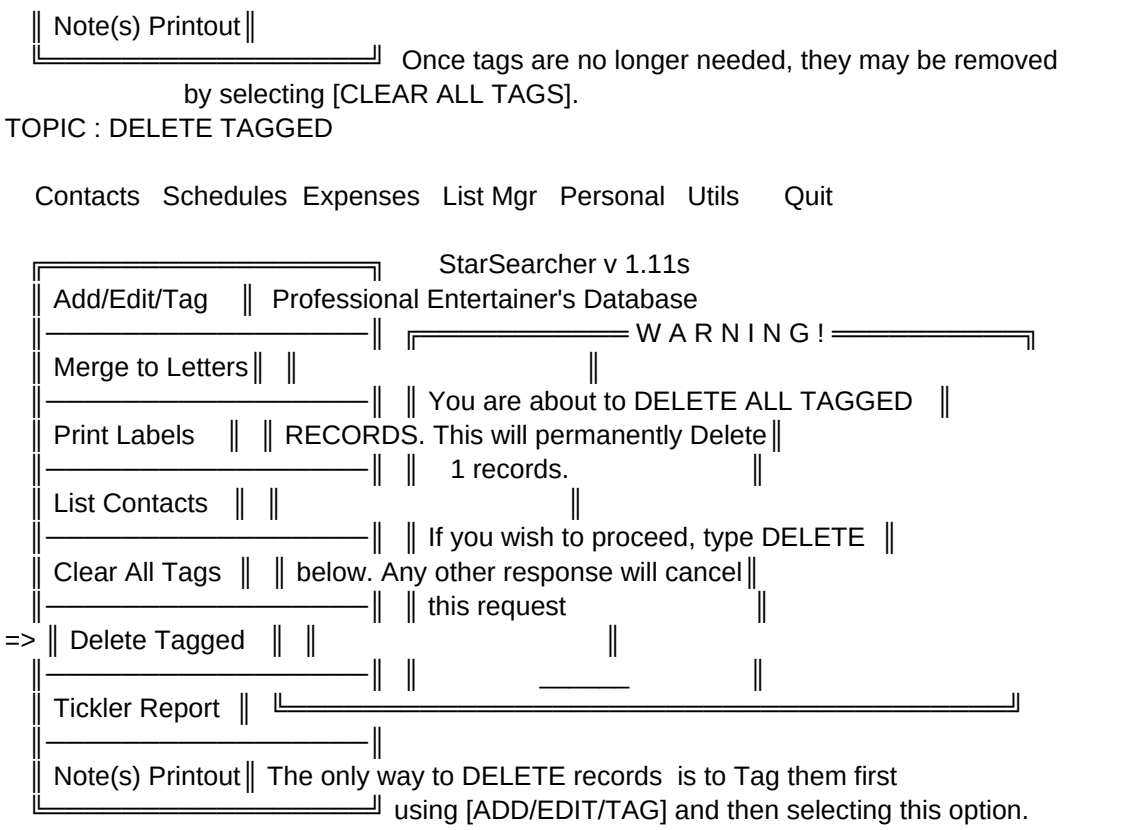
Contacts Schedules Expenses List Mgr Personal Utils Quit



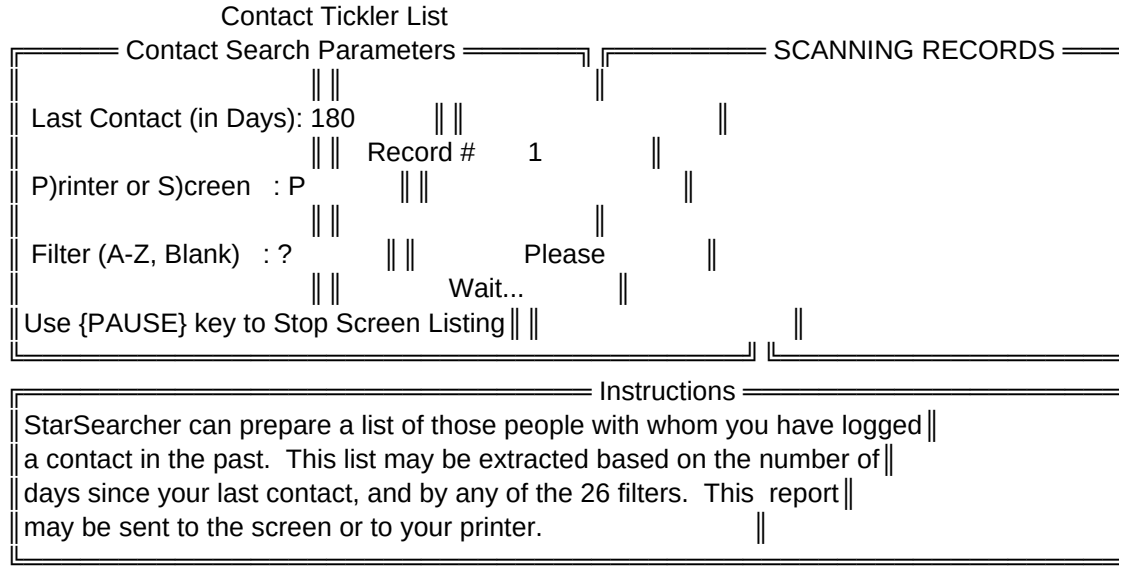
TOPIC : CLEAR ALL TAGS

Contacts Schedules Expenses List Mgr Personal Utils Quit



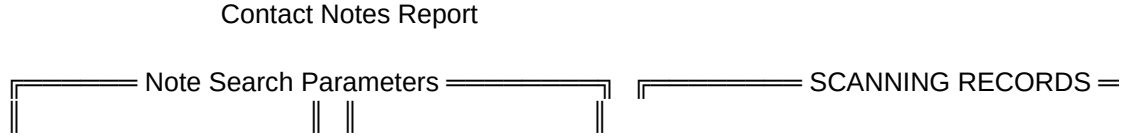


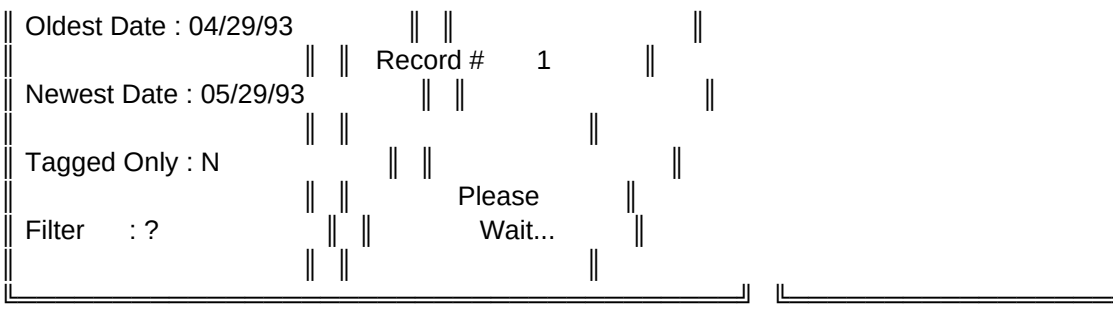
TOPIC : TICKLER REPORT



This tickler report provides the Contact Name, Last Date Contacted, Type of Contact (Letter/Call/Etc.) and the # of days since the last contact.

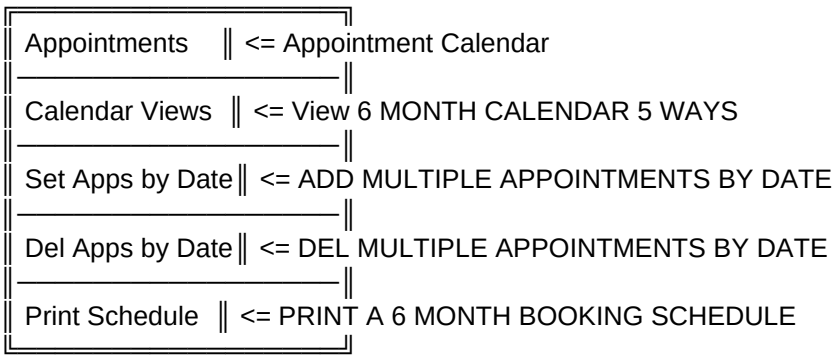
TOPIC : NOTES PRINTOUT





TOPIC : SCHEDULES

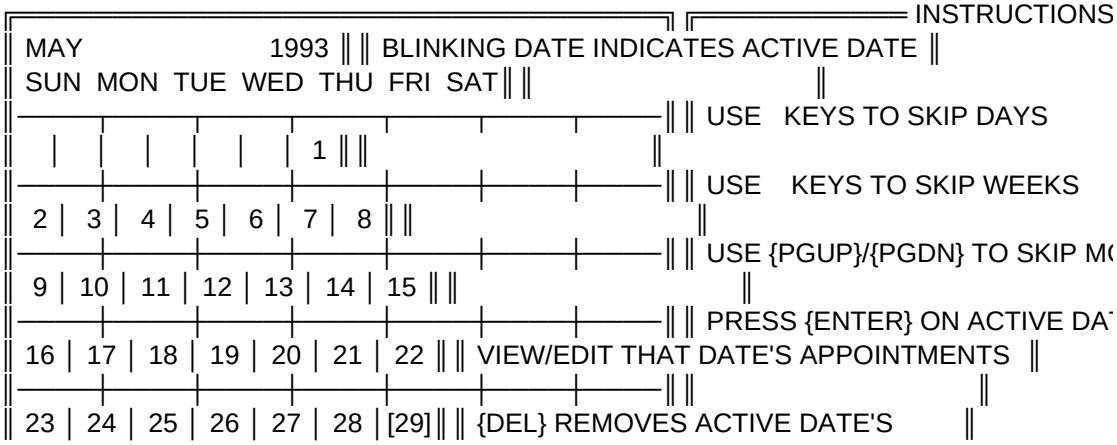
Contacts Schedules Expenses List Mgr Personal Utils Quit

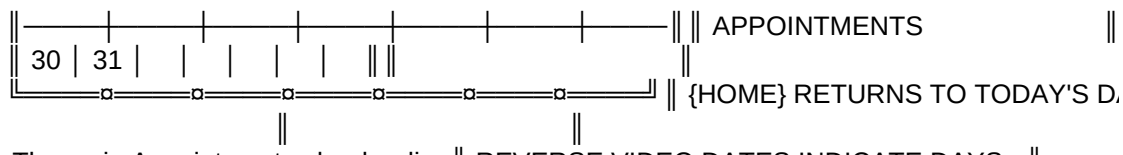


All appointments and scheduling tasks are handled using the second pull down menu.

TOPIC : APPOINTMENTS

APPOINTMENT CALENDAR

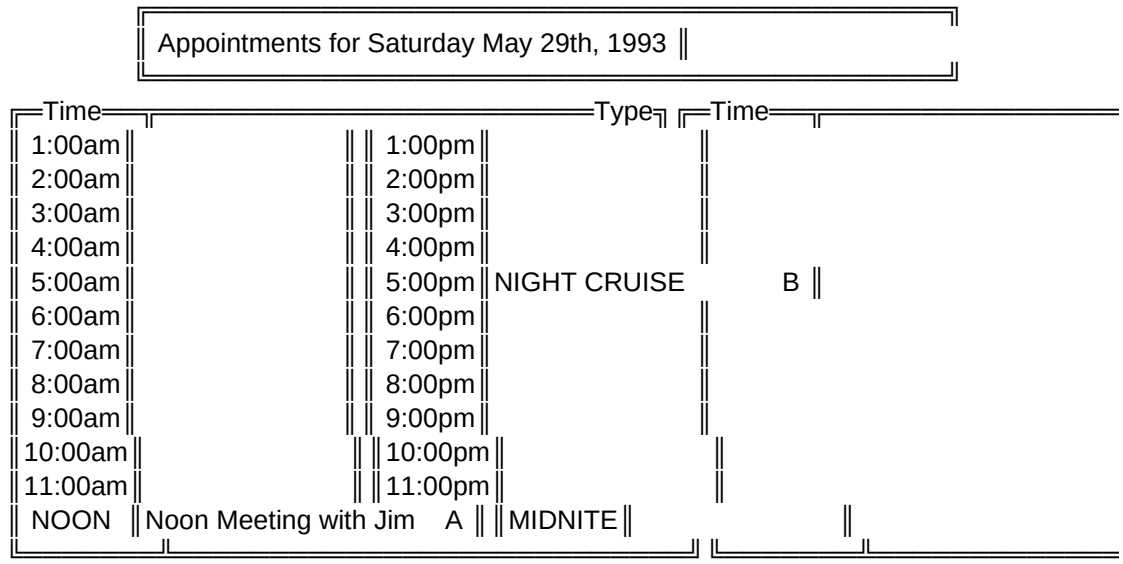




The main Appointment calendar display shows days with appointments 1 month at a time.

REVERSE VIDEO DATES INDICATE DAYS WITH SCHEDULED ACTIVITIES

TOPIC : APPOINTMENTS (Cont.)



Types: [A] APPOINTMENT [B] BOOKING [?] TENTATIVE BOOKING or [BLANK]
or {TAB} SELECTS SLOT {HOME} CLONES PREV SLOT {DEL} DELETES {ESC} EXITS

TOPIC : APPOINTMENTS (Cont.)

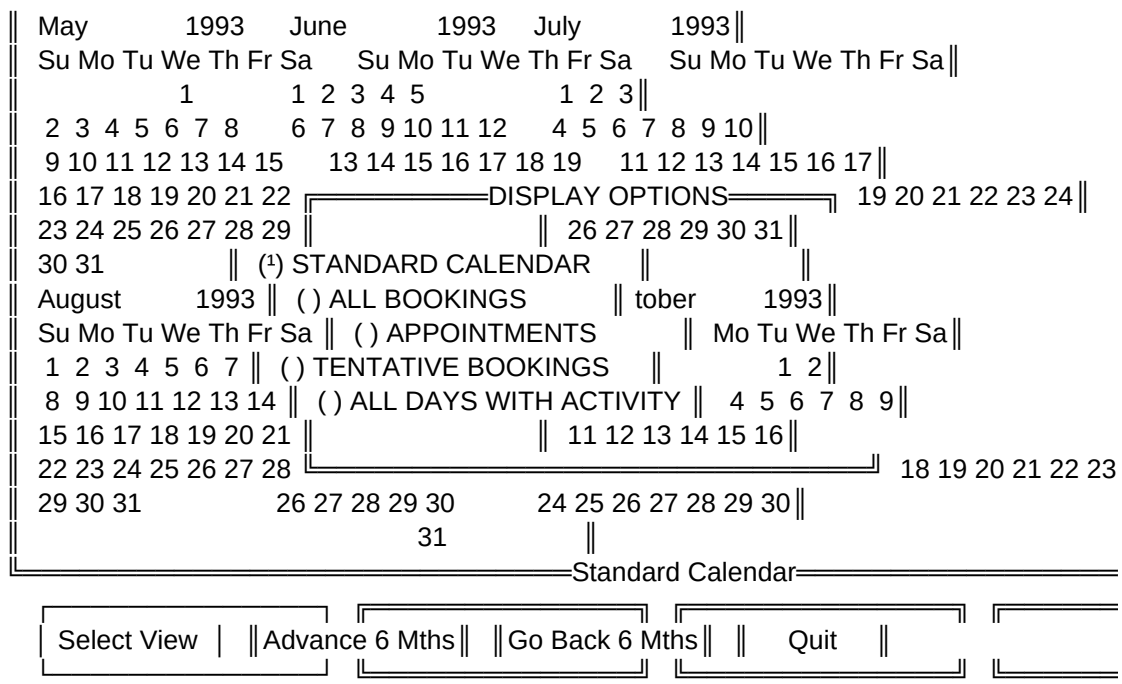
Entries in the Appointment Calendar may be classified by 1 of 4 codes. Code [A] is reserved for APPOINTMENTS while Code [B] is reserved for BOOKINGS. A [?] signifies a TENTATIVE BOOKING. This should be used when you do not wish to completely rule out scheduling a booking for this date, but may have plans that could be changed. Finally, a Blank Code is used when an entry is none of the above. This is particularly useful for putting notes or reminders in the calendar.

These Appointment codes are used when generating Calendar Views or when printing a BOOKING SCHEDULE.

Adding or Deleting Appointments that span more than one day are easily handled using the [SET APPS BY DATE] and [DEL APPS BY DATE] menu selections in the [SCHEDULE] pull down menu.

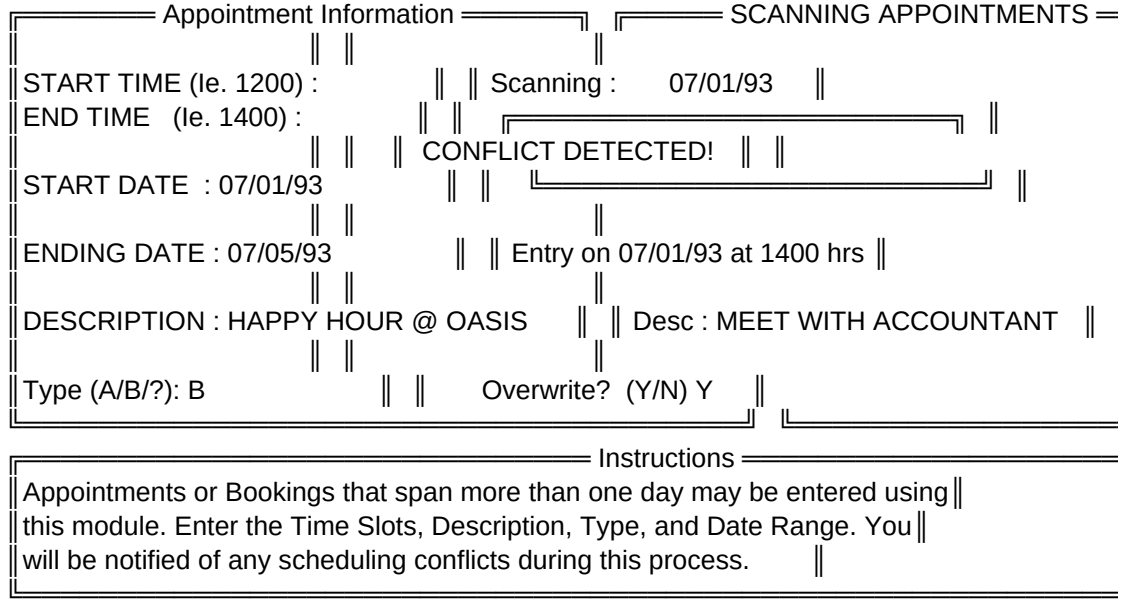
When working in this Daily appointment mode, the {HOME} key Clones the previous time slot's contents to the current slot. The {DEL} key deletes a time slot's entry. The {TAB} key moves from the AM to PM side of the book. Pressing {ESC} returns to the Monthly Appointment Calendar Screen.

TOPIC : CALENDAR VIEWS



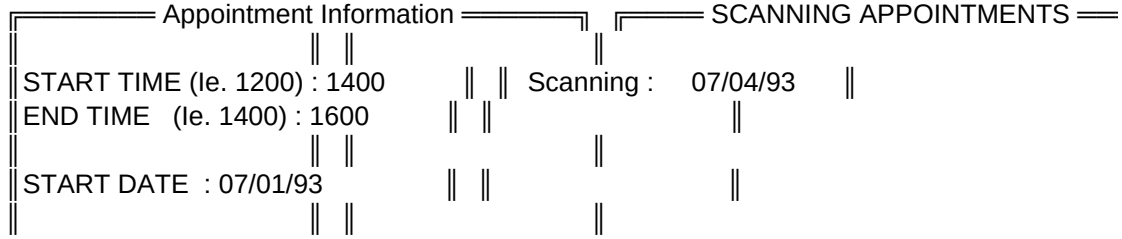
TOPIC : SET APPS BY DATE

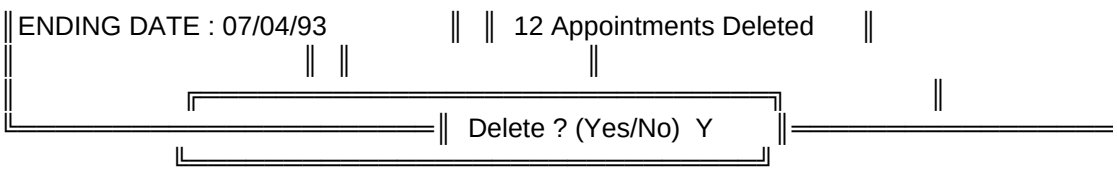
Set Appointments by Date Range



TOPIC : DEL APPS BY DATE

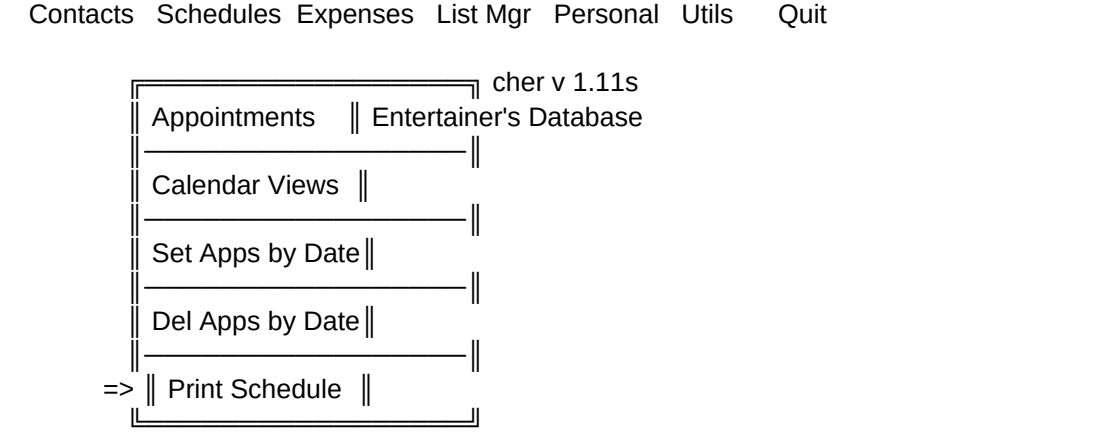
Delete Appointments by Date Range





Appointments or Bookings that span more than one day may be DELETED using this module. All appointments on file between the time Slots and on the dates you specify will be Deleted. You may wish to make a BACKUP first.

TOPIC : PRINT SCHEDULE



TOPIC : PRINT SCHEDULE (Cont.)

One of the most useful facets of the StarSearcher appointment calendar is the ability to print out BOOKING SCHEDULES that span 6 months at a time.

This booking schedule displays, at a glance, those dates where you are already booked by placing a block on that date. On Days where a TENTATIVE BOOKING exists, a double question mark [??] appears.

With this feature you can send an updated availability schedule to your agent (or family) every month. Armed with this schedule, you will always know if you are available for a booking. NOTE : APPOINTMENTS ARE NOT SHOWN, ONLY BOOKINGS or TENTATIVE BOOKINGS.

Two versions of this report are available. The standard version uses the extended ASCII character set to produce boxes and lines, while a second version uses only the lower ASCII character set. Not all printers support this extended ASCII set. If your's does not, use the CHANGE SETUP menu selection to change to the NON IBM ASCII printer setting.

TOPIC : PRINT SCHEDULE (Cont.)

YOUR NAME GOES HERE
YOUR ADDRESS GOES HERE

Jul 1993		Aug 1993
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa

1 2 ▒ 1 2 3 4 5 6 ??

▒ ▒ ▒ ▒ ▒ ▒ ▒ 8 9 ▒ ▒ ▒ ▒ ▒

▒ ▒ 13 14 15 16 17 ▒ ?? ?? ?? ?? ?? ??

18 19 20 21 22 23 24 22 23 24 25 ▒ ▒ ▒

25 26 27 28 29 30 31 ▒ ▒ ▒

(Note : The complete printout covers 6 months per page)

TOPIC : EXPENSES

Contacts Schedules Expenses List Mgr Personal Utils Quit

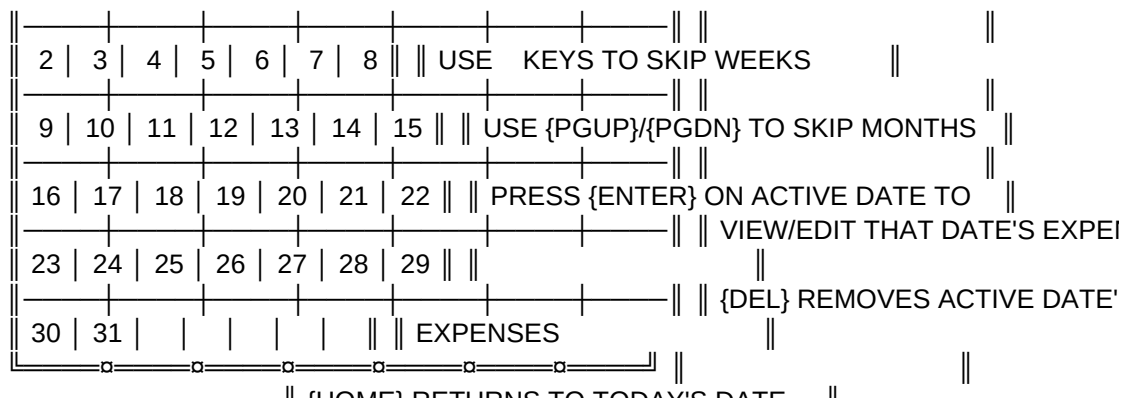
S
The Profes Log Expenses Database
Expense Report
Phone Log

The tracking and reporting of travel related expenses are handled using the third pulldown menu. From here you can enter daily expenses, print the expense report, and produce a telephone log report.

TOPIC : LOG EXPENSES

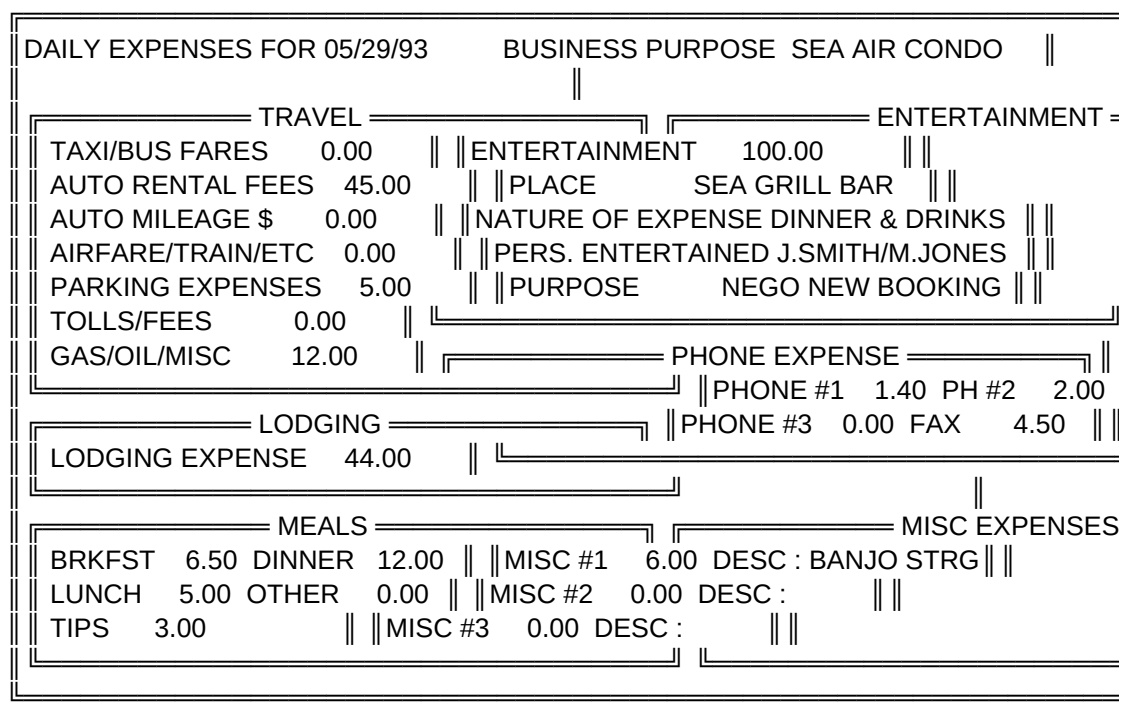
EXPENSE DATA ENTRY

MAY 1993		INSTRUCTIONS
SUN MON TUE WED THU FRI SAT	BLINKING DATE INDICATES ACTIVE DATE	
1	USE KEYS TO SKIP DAYS	



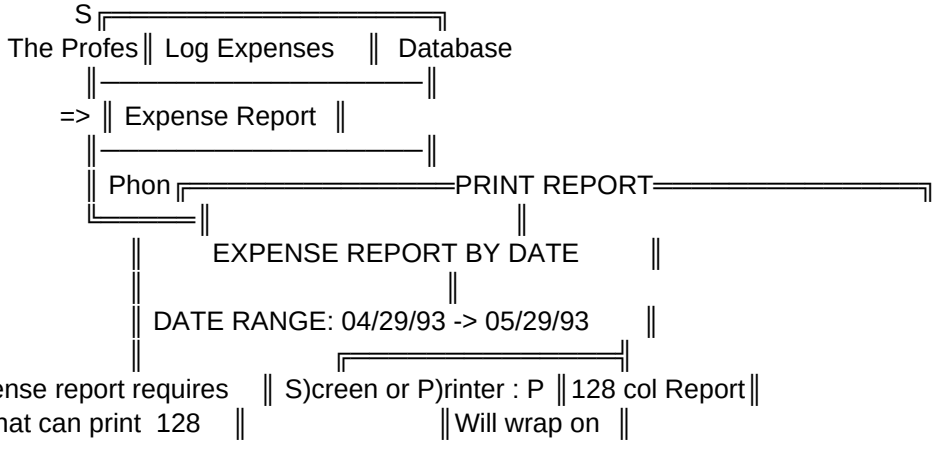
To log expenses, move the blinking cursor to the date desired and press {ENTER}

TOPIC : LOG EXPENSES (Cont.)



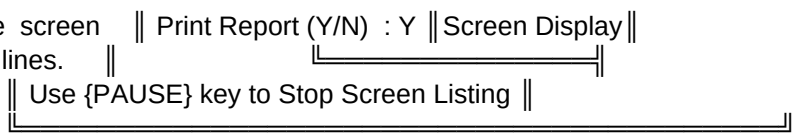
TOPIC : EXPENSE REPORT

Contacts Schedules Expenses List Mgr Personal Utils Quit



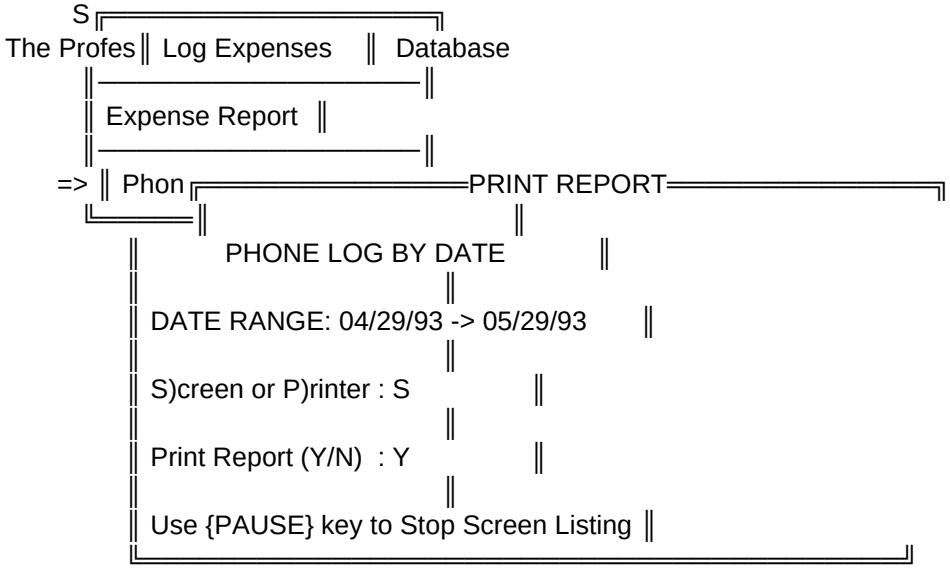
This expense report requires a printer that can print 128

columns of text. The screen report will wrap long lines.



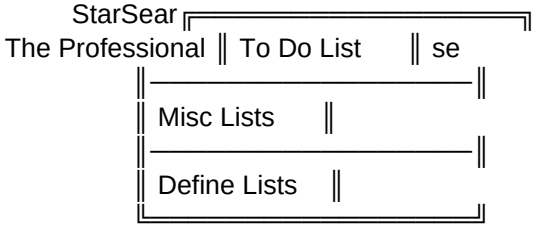
TOPIC : PHONE LOGS

Contacts Schedules Expenses List Mgr Personal Utils Quit



TOPIC : LIST MANAGER

Contacts Schedules Expenses List Mgr Personal Utils Quit



This fourth pulldown menu provides access to StarSearcher's list manager modules. Two different types of lists are supported.

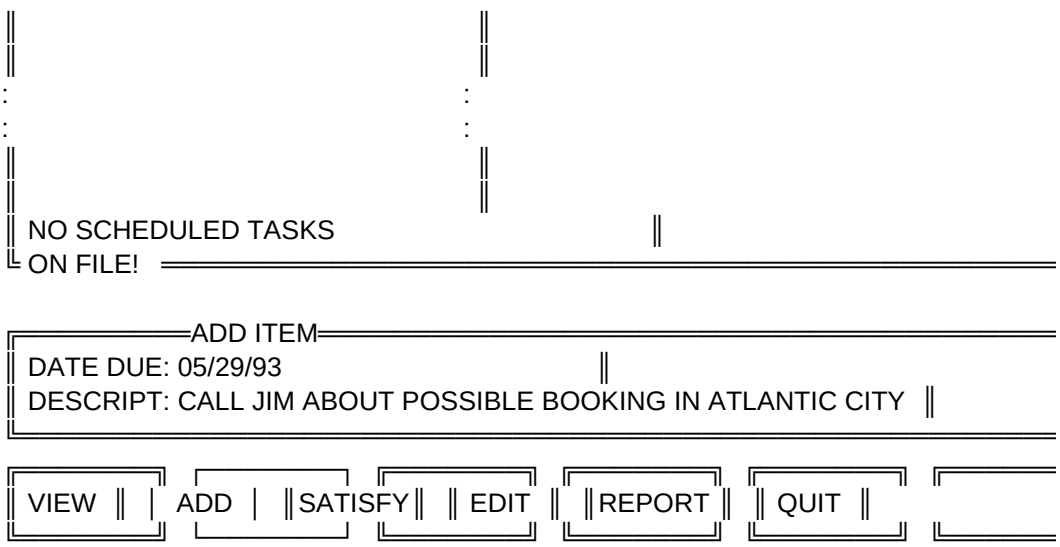
First, the TO DO list allows the operator to maintain a date sensitive list of items to be accomplished. As items are satisfied, they are removed from the list.

The second type of list is a generic list of items, such as packing lists or song lists. Up to 26 different lists may be maintained.

TOPIC : TO DO LIST

TO DO LIST

DATE DUE ═══ DESCRIPTION ═══



TOPIC : TO DO LIST (Cont.)

The TO DO list has two views. The first is for UNSATISFIED ITEMS DUE ON or BEFORE THE CURRENT DATE and the second is for ALL UNSATISFIED ITEMS. To change the current view select [VIEW]. This will toggle the view.

To add an item (see previous screen) select [ADD] and fill in the date & description.

Items may be satisfied (or just deleted) by selecting [SATISFY] and highlight the desired item. Press {ENTER} to satisfy. If you decide not to Satisfy an item, press {ESC}.

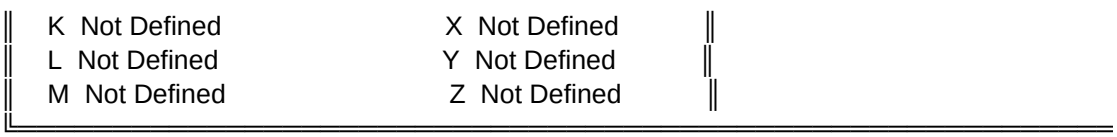
Items may also be edited using the same highlight & select procedure.

A TO DO LIST report may be printed by selecting [REPORT].

When exiting this module, all items satisfied are removed.

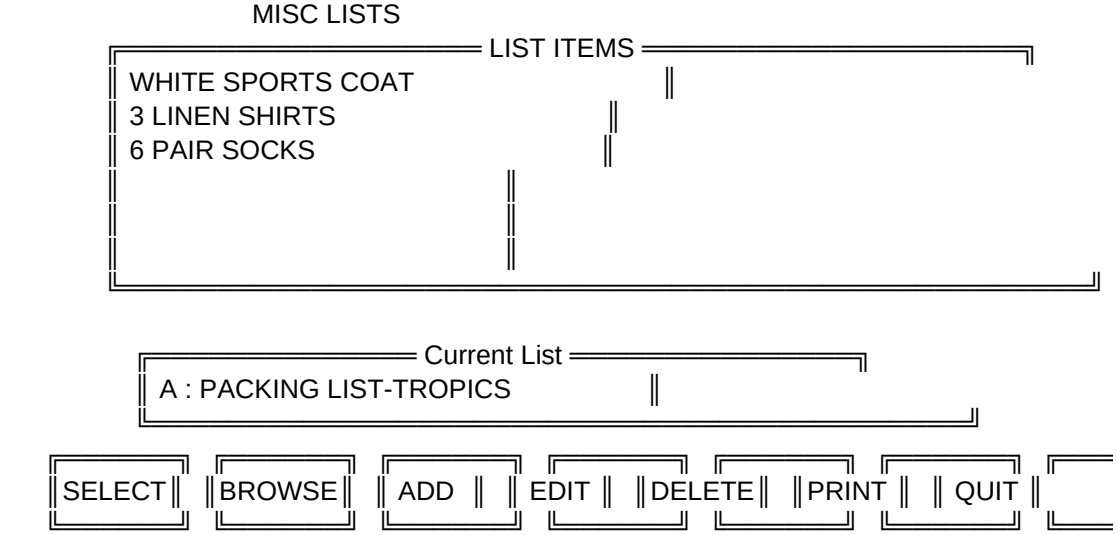
TOPIC : DEFINE LISTS

A Not Defined	N Not Defined
B Not Defined	O Not Defined
C Not Defined	P Not Defined
D Not Defined	Q Not Defined
E Not Defined	R Not Defined
F Not Defined	S Not Defined
G Not Defined	T Not Defined
H Not Defined	U Not Defined
I Not Defined	V Not Defined
J Not Defined	W Not Defined



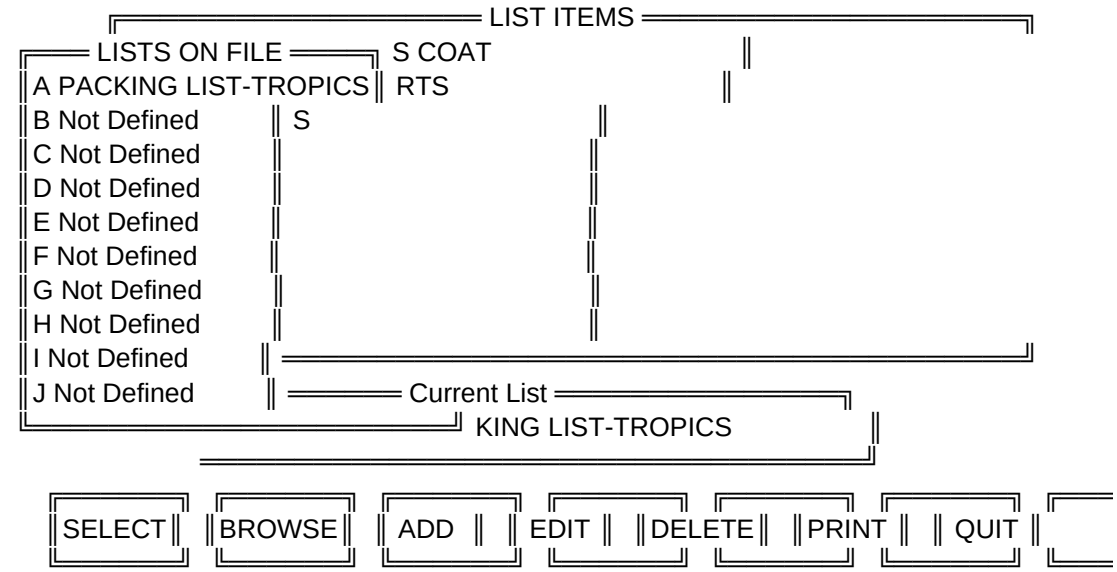
You may define up to 26 different lists within StarSearcher. These lists can contain any information you desire. Some possibilities include packing lists for various climates, equipment check lists, or song sets for different acts. Each list may contain an unlimited number of items.

TOPIC : MISC LISTS



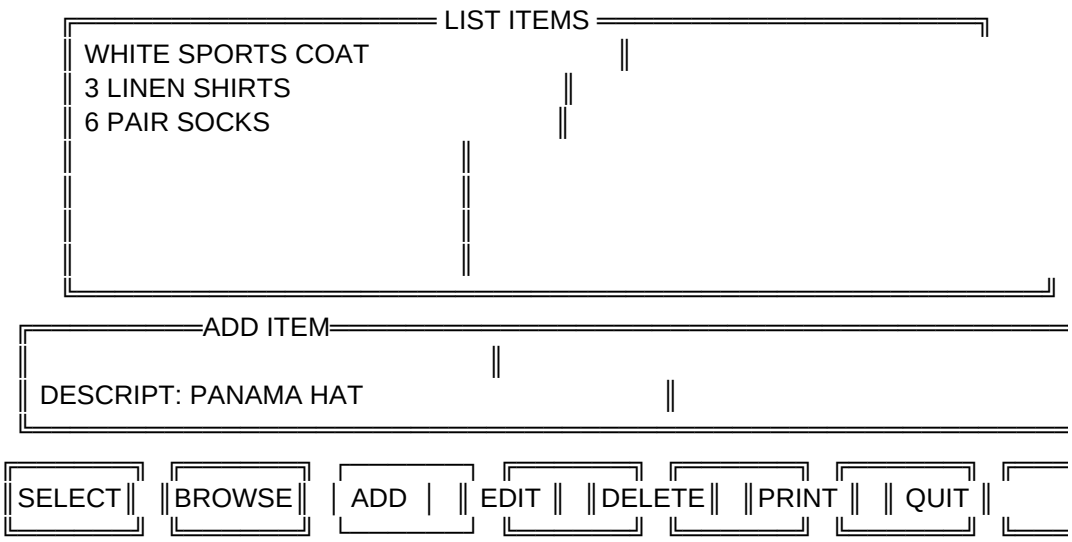
A typical list is shown above. The current list is displayed in the middle box, while list items are displayed in the upper box. The [BROWSE] selection allows the viewing of those items that are not displayed

TOPIC : MISC LISTS



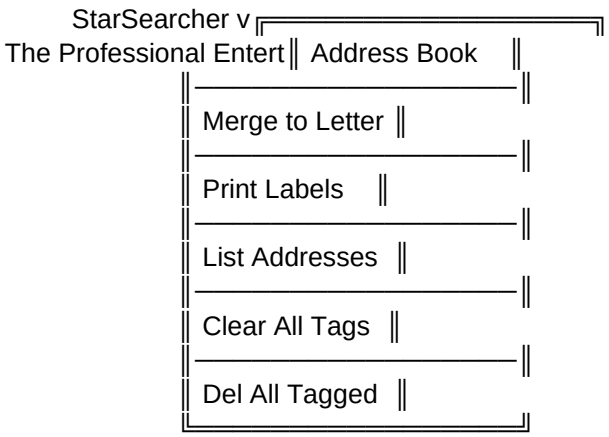
The active or current list may be selected by using the [SELECT] menu item. A browse box will appear. Highlight the desired list and then press

{ENTER} to select.
TOPIC : MISC LISTS



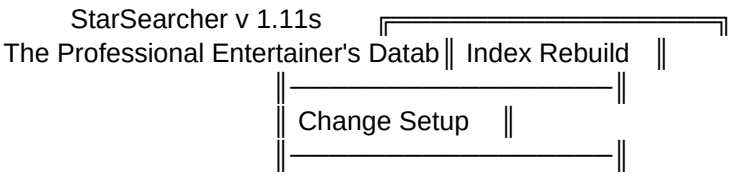
Items may be added, edited, or deleted to any of the 26 lists.

TOPIC : PERSONAL
Contacts Schedules Expenses List Mgr Personal Utils Quit



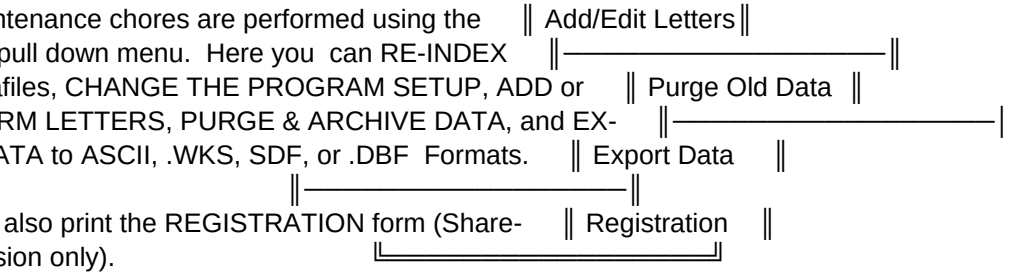
The fifth pulldown menu contains a personal address database. With the exception of logging Contact history, the operation of the ADDRESS BOOK, MERGE to LETTER, PRINT LABELS, LIST ADDRESSES, CLEAR or DELETE TAGGED are identical to those found under the [CONTACT] menu.

TOPIC : UTILS

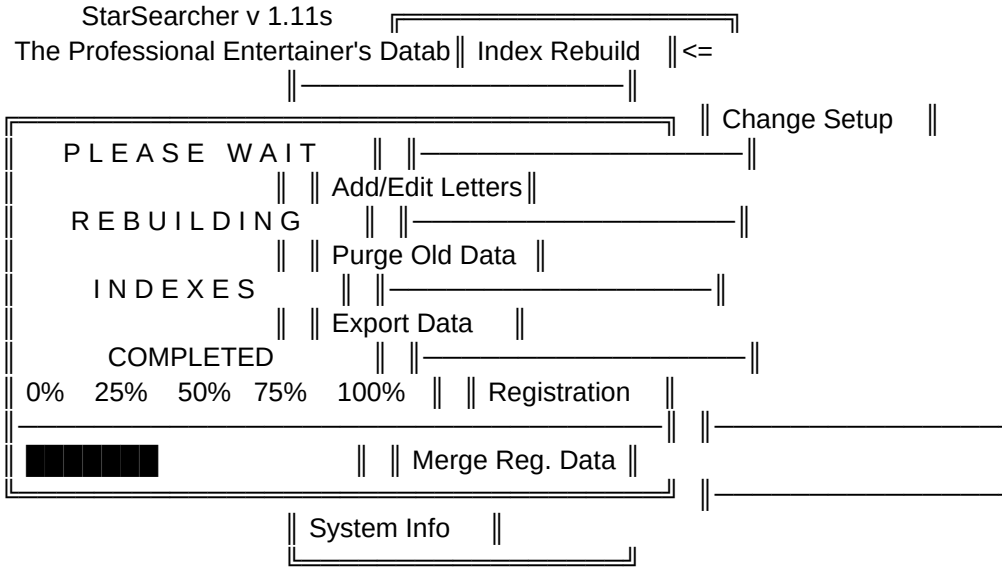


File maintenance chores are performed using the [UTILS] pull down menu. Here you can RE-INDEX your datafiles, CHANGE THE PROGRAM SETUP, ADD or EDIT FORM LETTERS, PURGE & ARCHIVE DATA, and EXPORT DATA to ASCII, .WKS, SDF, or .DBF Formats.

You may also print the REGISTRATION form (Shareware version only).



TOPIC : INDEX REBUILD



If your files are damaged by a power outage or any other cause they may often fixed by Rebuilding the indexes.

TOPIC : CHANGE SETUP

CHANGE SETUP

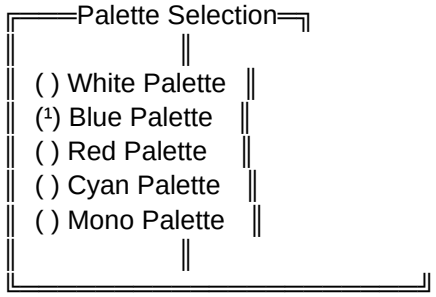
This module will allow the user to change certain setup information, to allow StarSearcher to work on your computer. Each selection is explored on the next five screens.

F1 - Help StarSearcher (tm) v. 1.11s {ESC} EXITS

TOPIC : [CHANGE SETUP] - MISC

PASSWORD	_____	May be left Blank or Any word up to 6 Chars
PRINTER PORT	LPT1	{LPT1/LPT2/COM1/COM2}
USE IBM CHAR SET	Y	`N' if print does not support the IBM extended Character Set (ASCII 129 -255)
COMM PORT (0/1/2)	2	Set to 0 if you do not have a modem! Otherwise 1 for COM1 or 2 for COM2
TOUCH TONE? (Y/N)	Y	Answer `N' if your phone uses PULSE DIAL
SWAPPING ON (Y/N)	N	Answer `Y' is you have less than 600 K FREE RAM and wish to use the PHONE DIALER. You must have a MINIMUM OF 640K FREE DISK SPACE

TOPIC : [CHANGE SETUP] - PALETTE

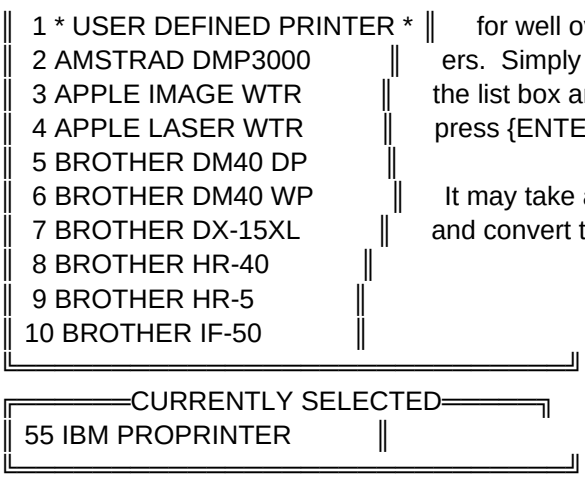


StarSearcher has five separate color palettes to choose from. The default is WHITE. When used on a MONOCHROME monitor system the program will usually detect this & switch to MONO PALETTE on it's own. It may be fooled by some MONO CGA LCD laptops, and you may need to set the palette manually.

Palette changes made here do not take effect until your exit StarSearcher and then return.

TOPIC : [CHANGE SETUP] - SELECT PRINTER

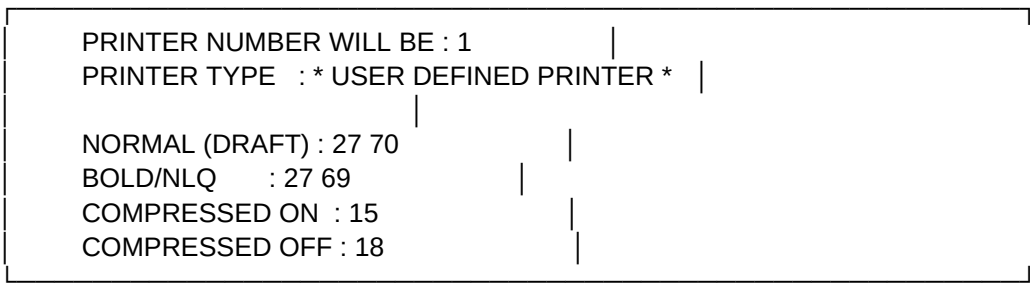
AVAILABLE PRINTERS StarSearcher has built in support



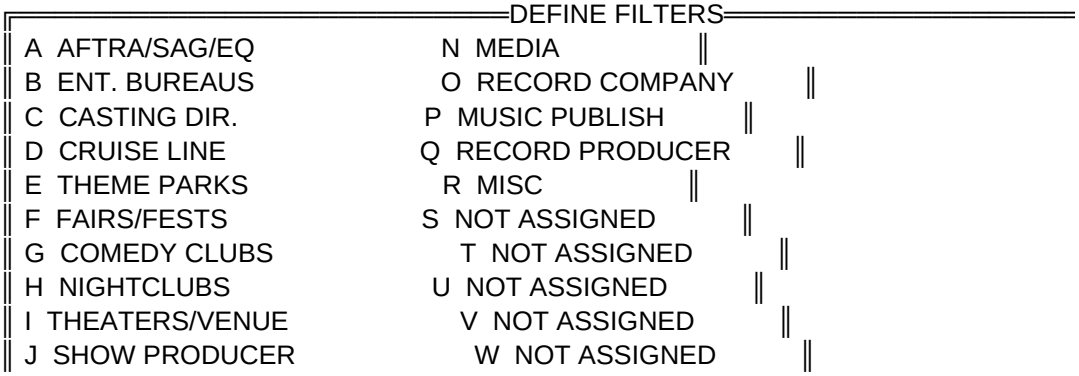
TOPIC : [CHANGE SETUP] - DEFINE PRINTER

If you were unable to find your particular printer in the printer list you have two options. First, you should check your printer manual to see if your printer EMULATES any of the printers listed. Most printers emulate IBM or EPSON printers. If so, select one of these. Failing that, you can define your own printer setup by entering the printer strings found in your printer manual for the following printer functions;

STANDARD PRINT - COMPRESSED ON - COMPRESSED OFF - NLQ / BOLD



TOPIC : [CHANGE SETUP] - DEFINE FILTERS



```
K  PERF ARTS                    X  NOT ASSIGNED
L  PERSONAL MGR                   Y  NOT ASSIGNED
M  CASINOS                      Z  NOT ASSIGNED
```

NOTE : The database supplied with StarSearcher already have these filters assigned. We recommend that you do not change filters A-Q.

TOPIC : CHANGE SETUP [OPTIMIZ]

```
═══════════════════════OPTIMIZE PERFORMANCE═══════════════════════
Disable Record Refresh During Browse (Y/N)   : Y
Snow of CGA Screens (Y/N)                    : N
Display Appointments on startup (Y/N)        : Y
{ENTER} Required to Confirm Data Entry (Y/N) : Y
Time Delay (in seconds) for Dialer Connect   : 10
```

StarSearcher has been optimize to work on 80286 or faster computers. When used on slower machines some steps may be taken to optimize it's speed.

1. Turn off record refresh during browse
2. If your CGA monitor produces `snow' answer `Y'
3. Turn off Appointment display during startup.

Other options available are ;

4. Require pressing {ENTER} after each field entry
5. Adjust delay for Dialer Connect. Pulse phones require a longer delay.

TOPIC : ADD/EDIT LETTERS

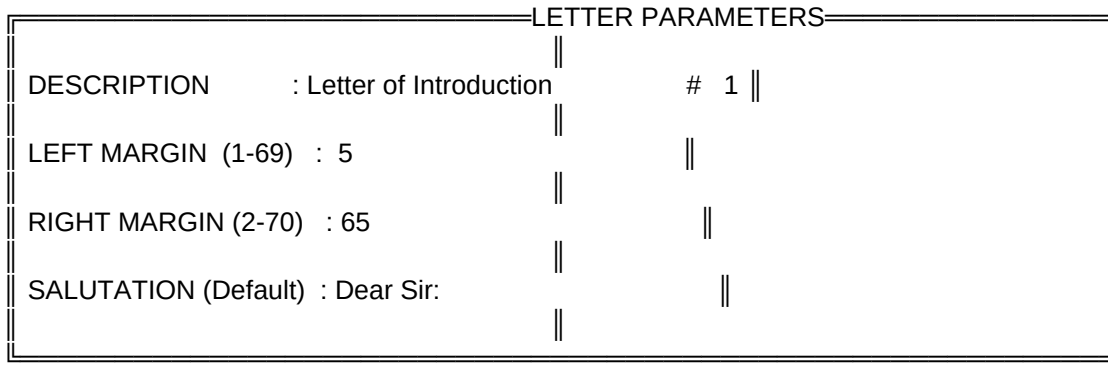
ADD/EDIT LETTERS

```
═══════ LETTERS ON FILE ═══════
Letter of Introduction      # 1
```

```
Edit    Add    Delete    Quit
```

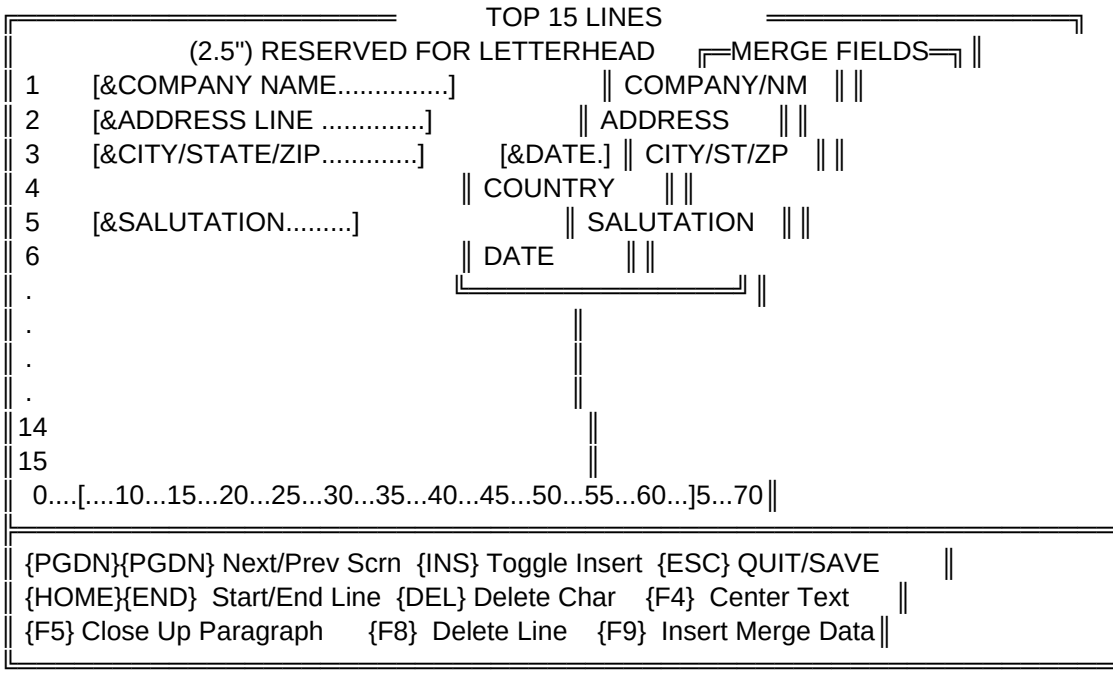
Any number of 1 page letters may be stored (limited by diskspace) with StarSearcher. These letters may be used to merge with the data in either database.

TOPIC : ADD/EDIT LETTERS (Cont.)



When Adding or Editing a letter you must first supply the description and margins, along with a default Salutation. When mail merging from your data base, any custom salutation stored in a record is automatically substitut-ed for the default salutation.

TOPIC : ADD/EDIT LETTERS (Cont.)



TOPIC : ADD/EDIT LETTERS (Cont.)

Merging data from your database into a letter is as simple as pressing the {F5} key and selecting which of the data fields you would like to insert in to the letter.

This text editor puts heavy demands on slower computers (although it runs well on a 16Mhz 386sx) and a fast typist may type faster than the editor can handle. If this occurs a beep will sound. Pause typing for a few sec-

onds to let your computer catch up.

Word wrapping is supported, as are tabs & text centering. The Insert key toggles between Insert & Typeover modes.

Deleting text on one line does not cause the following lines to close up, as this slows down the editor. After deleting text you may close up these spaces by placing the cursor at the end of the line and pressing {F5}.

The {F4} key will center the text of the current line.

The {F8} key will delete the current line.

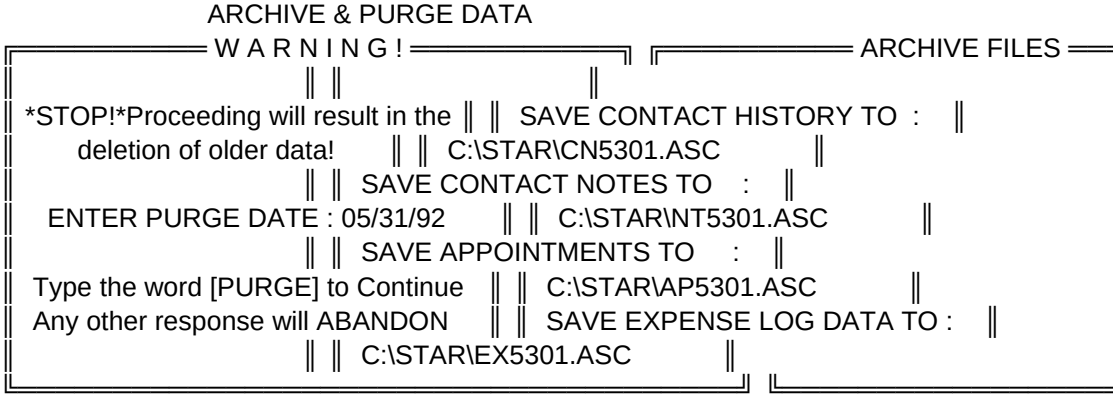
TOPIC : PURGE & ARCHIVE DATA

As older data builds up in your databases (Appointments, Notes, or Contacts) the demands upon your hardware increase. After the first year of use some of this data may have little use to you, and you should then elect to ARCHIVE & PURGE this older information. You may perform this archiving and purging periodically thereafter. StarSearcher will only purge data older than 365 days.

Archiving saves this data to ASCII files which you can then copy to diskettes. This data may be viewed by any ASCII text editor (or most word processors).

You may elect to export this data to .DBF format files using the EXPORT DATA option, to allow it's use in a DBASE (tm) environment. The archive format may also be imported into .DBF files under most XBASE environments.

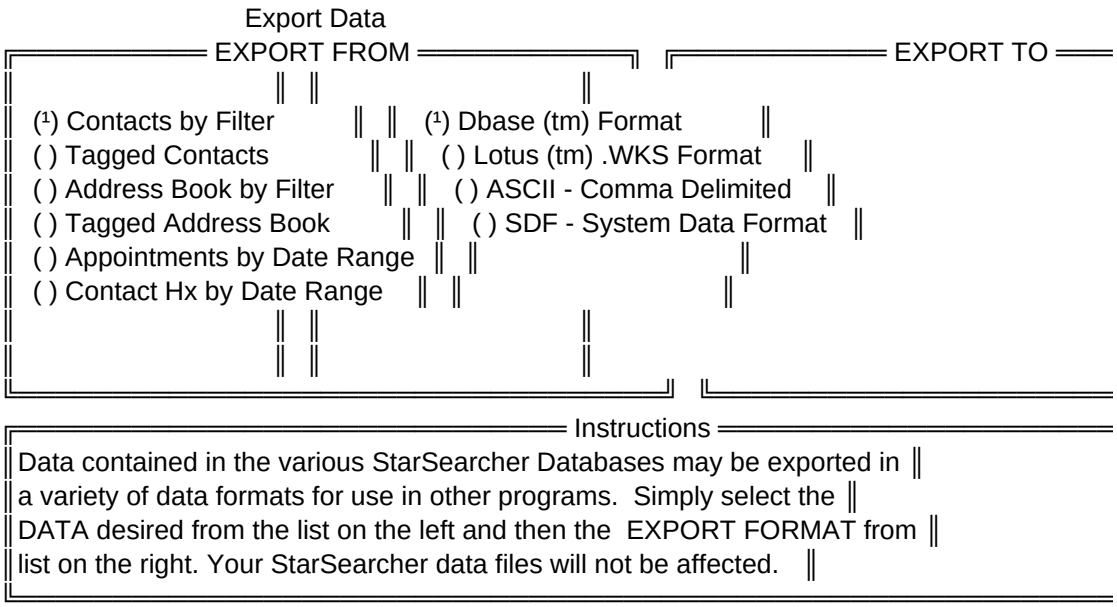
TOPIC : PURGE & ARCHIVE DATA (Cont.)



In order to reduce the size of your databases and increase the performance of StarSearcher, it is recommended that you ARCHIVE and PURGE older data every 6 to 12 months. Archived data will be saved to an ASCII text file.

<<<<< YOU SHOULD MAKE A BACKUP OF YOUR DATA FILES BEFORE PROCEEDING! >

TOPIC : EXPORTING DATA



TOPIC : OTHER SOFTWARE FROM CDC

Coston Dev. Corporation is actively working on specialized versions of StarSearcher for specialty acts, such as musicians, magicians, writers, and songwriters.

Additionally, a JobSearcher version is available that provides a database of hundreds of personnel directors from around the country. You can create multiple resumes and track who you sent them to, and when. An Activist version, with all members of Congress, is available for those who would like to make their voice heard in Washington.

Other programs available from Coston Development include;

* DOSSIER : A unique `People' Database that J.R. EWING would LOVE!
* PRO-EST : Powerful Contractor's Estimating System (Avail Fall 93)
* PAYTAXX : Federal Payroll Tax Calculator
* MKLABEL : A label maker with database
* MINSTOR : A complete Mini Storage Management System (Avail Fall 93)
* INTOUCH : A multiple Database system similar to StarSearcher but designed to handle up to 8 different databases.

TOPIC : COMMON QUESTIONS ANSWERED

Q. My CGA monitor shows `snow' when I run StarSearcher.

A. Change the [SNOW ON CGA (Y/N):] in the CHANGE SETUP to `Y'

Q. I get a strange group of characters in some of the message boxes.

A. You have started StarSearcher with the VGA switch without first loading the STARFONT.COM program into memory. Use the STARVGA.COM startup program for VGA machines and STAR.COM for all others.

Q. I have EMS memory. Can I use it?

A. Yes. Up to 64 K of EMS memory is automatically utilized by StarSearcher.

Q. My printer seems to print `garbage' when I print the BOOKING SCHEDULE.

A. Your printer does not support the extended ASCII character set. Change the [USE IBM CHAR SET] to `N'. Also, you may need to change the printer setup. The default is for an IBM PROPRINTER.

TOPIC : COMMON QUESTIONS ANSWERED

Q. My computer lock's up when I attempt to dial a phone #.

A. Make sure that you have a modem attached to the specified COM port. If yours is an external modem, make sure that it is turned on. You can break out of a lockup by pressing {CTRL-BREAK}. You will have to issue this command twice if no modem is present. The first time to break out of the dialer and the second time to break the HANGUP.

Q. The phone dialer does not complete dialing a number or call does not go through.

A. Increase the TIME DELAY for DIAL CONNECT under the CHANGE SETUP menu. Pulse dialers may require as much as 20 seconds. DO NOT PICKUP THE RECEIVER UNTIL THE NUMBER HAS BEEN DIALED.

Q. I get an error when using the phone dialer.

A. Change the SET SWAPPING ON to Y in CHANGE SETUP or remove some TSR's before loading StarSearcher. You may also need to include a the line SHELL=C:\COMMAND.COM /e:512 /p command to your config.sys file.

TOPIC : ABOUT COSTON DEV CORP

Coston Dev. Corp has been providing custom database software for IBM & COMPATIBLE computers for more than a decade. Working in DBXL/QUICKSILVER (tm) Wordtech, CLIPPER 5.2 (tm) Computer Associates, and QUICKBASIC (tm) Microsoft, we have produced dozens of applications programs.

Michael Coston, the owner and President, is a boat bum who lives aboard his 32 foot Sailboat with his wife in Florida, while providing consulting and software development for a variety of customers. A licensed building contractor, along with being a Mortgage Broker, and (long ago) a para-medic, his knowledge of business practices has proven invaluable in the creation of new software applications.

`Banjo' Jim Coston, is a professional entertainer, with a long list of credits both in the United States and abroad. When not on tour, Jim lives in New Orleans and frequents the major BBS's.

We just thought you might like to know....

TOPIC : CONTACTING COSTON DEV

For the foreseeable future, our address is :

COSTON DEVELOPMENT CORPORATION
P.O. BOX 66281
ST. PETERSBURG, FL 33736

We may also be contacted via E-Mail on GENIE. My address is M.COSTON

We are also available for custom programming projects.

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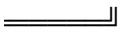
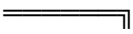
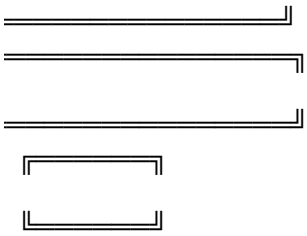
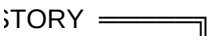


TORY 

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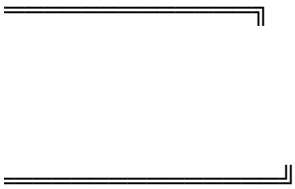
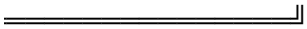
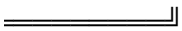
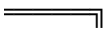
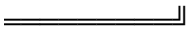
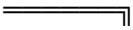


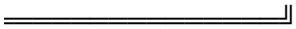


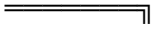


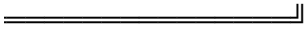


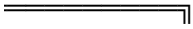


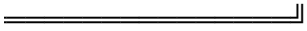
TORY 

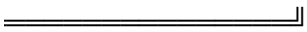


T 









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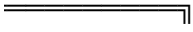

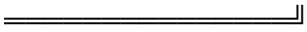

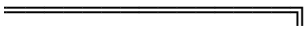

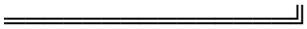

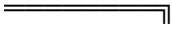

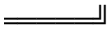

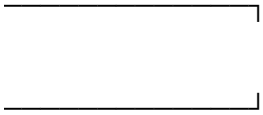

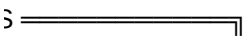

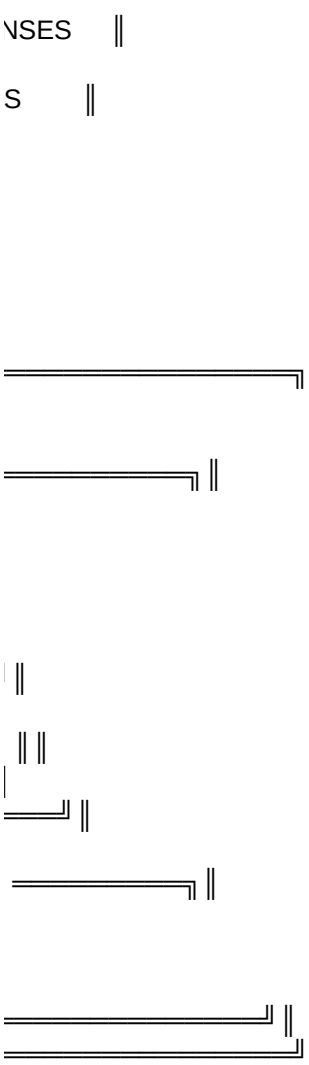

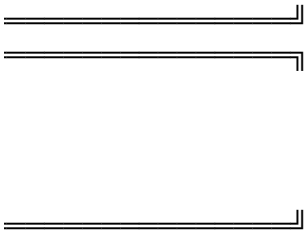

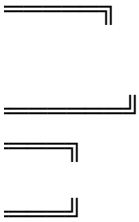

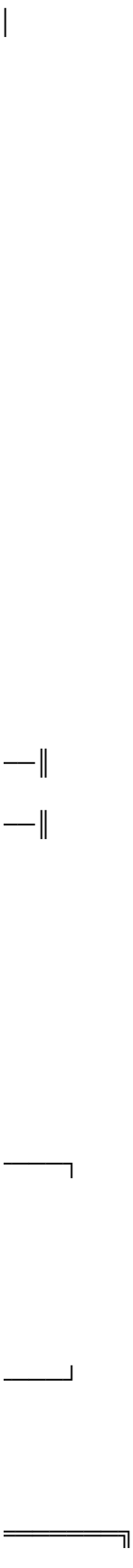

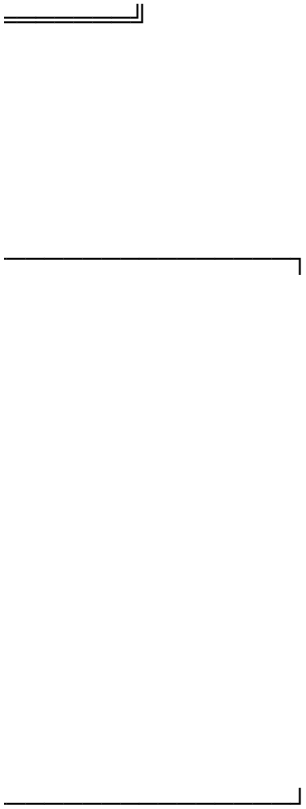

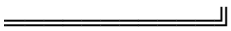

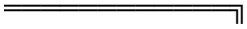

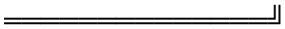

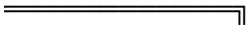

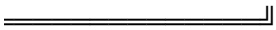

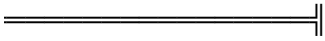

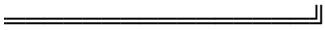

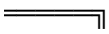

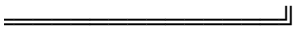
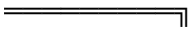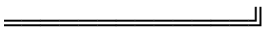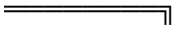
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