

# U-Net Phone Book Help

This file was updated 12/08/96

**U-Net Phone Book 2.04**

Contact Name: Bob Goodguy  
Business Name: The Good Guy Store  
Street: 127 Street Way, Ste 1705  
City | State: Goodville City CA  
Zip Code: 99999-99999

Office: 999-111-1196 ext  
Fax: 999-999-0000  
Home: 999-909-1234  
Cell Phone: 999-333-9999  
Pager: 999-393-9966  
URL: 123456  
E-mail: bg@good.net  
Comments: Sales Department

Web Browser  
click WWW below  
World Wide Web

Find Word << >> Add New  
Next Match Copy/Paste Del Page  
Addr Copy Paste

Select Book Delete Book About Help Quit

CLICK HERE FOR THE HOME PAGE OF  
**U-Net Phone Book**  
PhBook, Record 12 of 149

This is a Phone Book Page.

## The First Time:

The First time you re-boot your computer after installing U-Net Phone Book, you can activate the program by "CLICKING" on the U-Net ICON located on the Windows Task Bar. U-Net does NOT reside in memory. The Task Bar ICON only points to the phone book program, and uses very little memory. When you are finished with the phone book, close it and use the U-Net ICON to call it back when you need it.

## PHONE BOOK MANAGEMENT

U-Net Phone Book has one default Phone Book named "PhBook". You can create as many additional phone books as you wish, using long file names. Here is how to create, select, and delete additional phone books.

### Create a new phone book:

- Click the <Select Book> button.
- In the field called "File name:", enter the name of the phone book you wish to create, and press <OK>. Example Name... *The Goodguy Stores*
- The name of the current phone book in use, is displayed at the bottom of the phone book page.

### Select an existing phone book:

- <Click> the <Select Book> button.
- <Click> the desired phone book in the *list* window, then <OK>.

### Delete an existing phone book:

- If you are not currently using the phone book you wish to delete, select it using the <Select Book> button.

- <Click> the <Delete Book> button. You will be asked TWO times if you want to delete the current phone book. If you spent allot of time entering data into a phone book, we want you to be sure.

**NOTE:**

- The primary phone book "PhBook" will not delete. However, all the data in it WILL be deleted.
- Never use a phone book in a different directory, with the *same name* as the current phone book in the current directory.

## PHONE BOOK PAGE FEATURES

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**Add New...** Press the <Add New> button to add a new page to the Phone Book. Enter the data. i.e.: Contact Name etc. When completed, press <Add New> again to process the update.

**Del Page...** Press the <Del Page> button to delete the current page from the Phone Book.

<< >> ... Press these buttons to move back<< or forward>> through the pages in your Phone Book.

**Find Word ...** Press the <Find Word> button to search through the Phone Book looking for the "Key Word" you entered when you pressed Find Word.

EXAMPLE: By entering the key word "Goodville" will display the first Phone Book Page with the word "Goodville".

I use the "Find" feature when someone pages me, and I want to lookup who the person is. I look for the phone number in U-Net Phone Book.

**Next Match ...** Press the <Next Match> button to find the next page with the keyword used when you pressed the *Find* Button. In the example above, pressing the <Next Match> button will find the next page with the word "Goodville", and display it.

## COPY/PASTE FEATURES

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**To copy** a single field on the page, position the cursor in the desired field and click the right mouse button. Then select copy from the popup window to copy the field into the "Window Clip Board".

**Addr ...** Press the <Addr> button to copy the address data to the "Windows Clip Board". If you pressed the <Addr> button in the example page above, the following data would be copied to the clipboard formatted as follows:

The Goodguy Store  
333 Street Avenue  
Goodville, CA 99999

ATTN.: Bob Goodguy

**You can use the Windows "Paste" command (<Ctrl> V)** to paste the clipboard into your favorite word processor document as an address header. To see how it works, select a completed phone book page, like the one above, and click <Addr>. Open Windows Notepad and select Edit/Paste or press <Ctrl> V to insert the address information into your document at the current cursor location.

**Copy ...** The <Copy> button serves two functions:

- Copy an entire page of data into the "Windows Clip Board" for your use with other programs. Use the "Windows Paste" feature (<Ctrl> V) to insert the data into the desired document.
- Copy the entire page of data from the current phone book page, to be inserted into a different phone book. See <Paste> below.
- To **MOVE** a page from the current phone book to another, click <Copy>, then wait for conformation of the copy, then click the <Delete> button. Click <Select Book> and the desired phone book. Now click paste.

**Paste ...** Click the <Paste> button to paste the data copied from a previous phone book into the current phone book. The paste command will NOT overwrite the data displayed in the current phone book. It will add a new page using the previously copied data.

## **DIAL / FAX / AND E-MAIL FEATURES**

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**Dialer Features ...** Press the Office, Home, Cell Phone, or Pager buttons next to any of the phone numbers on the displayed page, and U-Net will open the Microsoft Dialer and insert the number to be dialed.

NOTE: The "Microsoft Dialer" is NOT sold with, or is in any way, part of U-Net Phone Book. The dial buttons on the U-Net Phone Book page open the Microsoft Dialer, if it exists in your windows directory, and inserts the phone number to be dialed. See "Microsoft Dialer Help" for proper setup of the Dialer product.

**Fax ...** Press the <Fax> button to open your favorite fax program. Once opened, position the cursor in the fax telephone number field, and press the keys <Ctrl> V. This action will insert the fax phone number from the U-Net Phone Book page into the fax program.

**URL ...** Press the <URL> button to open your Web Browser and link to the Web site noted in the U-Net Phone Book URL field. The proper format for the URL field is as follows: **http://www.site.com**

**E-mail ...** Press the < E-mail> button next to the E-mail address will activate Internet Mail and insert the E-mail address for you. If you use a Web Browser other than Microsoft or Netscape, the following process should be used:

Press the "E-mail" button to run your favorite Web Browser or E-Mail software. When you have selected the "send mail screen" in your browser, position the cursor in the "Sent mail to:" field, and **press keys <Ctrl> V to insert** the E-mail name@address.xxx from the U-Net Phone Book page.

- **NOTE:** The Dial, Fax and E-mail buttons **require pre-existing software** for Dialing, Faxing, and E-Mail. These products are not included with U-Net Phone Book. U-Net Phone Book lets you use existing software, interfaced through U-Net Phone Book. Hence the name "U-Net". The developer of U-Net Phone Book does not sell, promote, or otherwise have any affiliation with any manufacturer of Dialer, Fax, Mail, or Web Browser Software, and does not imply any warranty relating to the functionality of U-Net Phone Book with other software products.
- **You should run U-Net Phone Book Configuration** if you have any problems using Fax or E-mail features.

**Quit ...** Press the "Quit" button to exit out of U-Net Phone Book.

## **U-NET PHONE BOOK CONFIGURATION:**

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### **FIELD #1:**

Enter the drive Letter:\Path\ProgramName.exe for your Fax program.  
i.e.: c:\faxdir\program.exe <== This is an example only, not a default.

### **FIELD #2:**

Before you make an entry in this field, try clicking the E-mail button in U-Net Phone Book AFTER you have entered a valid E-mail address on the phone book page. If you are using Microsoft Internet Explorer Ver. 3.0 or better, and/or Microsoft Internet Mail, then NO entry in this field is necessary.

If you are using Netscape 2.0 or better, enter the following 8 letter word in this field: **netscape**

For other methods use the following description for Field #4 entry:

Enter the DriveLetter:\Path\ProgramName.exe for your E-Mail or Web Browser programs. And example follows:

- c:\netscape\program\netscape.exe <== This is an example only, not a default.

### **FIELD #3:**

Enter your U-Net Registration number. Please see the "Readme" file in your U-Net Directory for instructions on "How to Register U-Net Phone Book". Visit the U-Net Phone Book "Home Page" at [www.syix.com/tfarnow](http://www.syix.com/tfarnow) for updates. Remember, updates are FREE to registered users of U-Net Phone Book. You can register at the U-Net Phone Book Home Page at: **<http://www.syix.com/tfarnow>**

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