

Address Database Version 1.1
User's Help Guide
April 1993

**For IBM 286 or Higher Compatibles
Running Microsoft Windows 3.0 and Higher**

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Introduction

Address Database is a extremely powerful electronic name and address book. Since it is a Windows program, it is simple to use.

Features of Address Database

Address Database allows you to:

- > Store all your names and addresses
- > Store notes about each person in your address book
- > Change and delete information in your address book; Quickly find a particular person in your address book
- > Undelete (restore) names previously deleted; once you are sure you will never need them, you may purge your undeleted names
- > Maintain a list of people you generally send holiday cards and gifts to; print a report of the holiday list
- > Print a phone list or address book of names in the address book; print them on standard paper or in Day-Timer Jr. size
- > Print an address book of the names; print them on standard paper or in Day-Timer Jr. size
- > Print mailing labels of people you choose; print multiple copies of these labels
- > Keep a list of your file folders; print file folder labels
- > Copy a single field and paste it to another field; or copy all information for a person and paste it into another application (such as Notepad, Write, Word, etc.)
- > Filter your address book so that only certain people appear (based on their category)
- > Keep a "To Do List" to help you get more organized

- > Import names and address from other applications
- > Export names and address from Address Database to other applications
- > Merge two files together to create a consolidated address book
- > Send Pragmatic Software suggestions for future releases

How to use Address Database

The main screen for Address Database contains a Summary List which gives you a preview of the names and phone numbers in Address Database. Each time you click on a name in the Summary List, the detailed information is displayed on the bottom half of the screen. The total number of names is displayed along with the total number of names that have been deleted but not purged.

Finding a Name

To find a name in the Address Database, click EDIT / FIND or press CTRL + F. The cursor will be placed on the "Find this Last Name" field on the screen. Enter the "last name, first name" and press TAB or ENTER. The Summary List will show the first name that matches the name entered. If no match is found, it displays the name that is greater than the one entered.

Applying Changes

To change information for a person, enter the new information and press the "Apply Changes" button. Notice that you can not change the last or first name because they are the key to the file. To achieve this, change the last and first name and press "Add". Then "Delete" the original name.

Adding New Names

To add a new person, click on the "Clear Fields" button. This clears all the fields for entry. Enter information about the person, including the phone number if applicable. Once you enter a phone number and press tab, the "Primary" button for that phone number is turned on. This tells Address Database to use this phone number in the summary above. You may change this by clicking the primary button for another phone number. Once done, press the "Add" button.

Deleting Names

To delete an existing person, bring up the person by clicking on the person in the Summary List. Then click the "Delete" button. It will ask you if you really want to delete this person. Press YES to delete and NO to cancel.

Adding Notes to a Name

To add notes for a person, bring up the person by clicking on the person in the Summary List. Then click the "Notes" button. Enter notes in the Notepad and exit when done. Each time you press "Notes" for this person, the notes that were stored will appear.

Creating a Holiday List

To have a person appear on the Holiday List report, bring up the person by clicking on the person in the Summary List. Then click the Holiday List. Click "Apply Changes" to save the changes.

Intelligent Zip Code

Address Database contains an "Intelligent Zip Code" which automatically enters the city and state if the zip code is the same as any others in the database.

Intelligent Phone Numbers

Address Database contains "Intelligent Phone Numbers" which automatically reformats the phone number you enter to the format 111-111-1111 x1111. It will also convert alphabetic to numerics (i.e. 800-94PHONE is converted to 800-947-4663).

Shortcuts

Address Database allows you to use the following keys as shortcuts. By pressing these keys, the function is automatically executed. (CTRL + LETTER means to hold down the CTRL key and press the letter.)

>	File New	CTRL + N
>	File Open	CTRL + O
>	File Save As	CTRL + S
>	Copy Field	CTRL + C
>	Paste	CTRL + V
>	Find Name	CTRL + F
>	Undelete	CTRL + U
>	Print Mailing Labels	CTRL + M
>	View All Names	CTRL + A
>	Filter Names	CTRL + I
>	To Do List	CTRL + T
>	Help	F1

Hardware Required

Address Database is designed to work with:

- > IBM 286 or higher compatible computer running Microsoft Windows version 3.0 or higher
- > A monochrome or color EGA, VGA, or better monitor
- > A hard disk
- > 1 Megabyte of memory
- > Any type of printer
- > Windows Notepad (installed)
- > Windows Write (installed)

Installing Address Database

To install Address Database, run SETUP.EXE. Or, to install Address Database manually, following these steps:

1. Put the floppy diskette containing Address Database in the a: or b: drive.
2. Create a new directory on your hard drive for Address Database. (i.e. C:\ADDRDB). You can do this by using Windows File Manager (FILE / CREATE DIRECTORY...).
3. Copy all files from the floppy to the new Address Database directory on the hard drive. Again, use File Manager (FILE / COPY). Copy all files (i.e. *.*).
4. Create an icon in Program Manager so that you can run Address Database by double clicking the icon. Do this by using Windows Program Manager (FILE / NEW / PROGRAM ITEM / DESCRIPTION (Address Database) / COMMAND LINE (C:\ADDRDB\ADDRDB.EXE) / WORKING DIRECTORY (C:\ADDRDB) / SHORTCUT KEY (CTRL + ALT + A). This will allow you to run Address Database by double clicking the icon or pressing CTRL + ALT + A). Note: If you would like Address Database to automatically open a file when it begins, make the WORKING DIRECTORY (C:\ADDRDB filename.adb).
5. For a detailed description of all the files used by Address

Database, read INSTALL.TXT.

FILE MENU

The File Menu in Address Database allows you to create new files, open existing files, import a file, export a file, merge two files together, and exit Address Database.

New (Create a new file)

To create a new Address Database file, click FILE / NEW or press CTRL + N. It will prompt you for a file name. Enter the name of a file that is not currently being used. The extension of the file name must be ".ADB" (i.e. NEWFILE.ADB). Press OK to create a new file or click the CANCEL button to cancel the operation.

Open (Open an existing file)

To open an existing Address Database file, click FILE / OPEN or press CTRL + O. It will display a list of files. Click on the file name you wish to open. Click OK to select the file or click the CANCEL button to cancel the operation.

When you initially start Address Database, it automatically remembers the last file you had open, and will open that file.

Optionally, you may automatically open a specific file each time Address Database is started by setting the properties in Program Manager to pass Address Database the file name. For example, to open myfile.adb each time you execute Address Database, set up the properties in Program Manager as C:\ADDRDB\ADDRDB.EXE MYFILE.ADB.

Close (Close an open file)

To close the file that is currently displayed in Address Database, simply open a new file. It automatically closes the opened file.

Save As (Save the file as a new name)

To save the currently opened file as a new name, click FILE / SAVE AS or press CTRL + S. Notice that only the records currently in the Summary List are saved. This allows you to

"Filter" the list saving only the filtered names as the new file. Of course, you may do a VIEW / ALL and a FILE / SAVE AS to save all names in the file to a new name.

Import (Importing a file into Address Database)

To import a file into Address Database, click FILE / IMPORT. A screen will be displayed that allows you to let Address Database know the layout of the import file. This screen also has a list of instructions at the top of the screen. To cancel the import, click the CANCEL button.

To import a file you must do the following:

- > Create the import file in comma-delimited format. Make sure that the file resides in the same directory as Address Database.
- > Enter the "Import File Name" and "File Name to Create". The "File Name to Create" should have an extension of ".ADB" (i.e. NEWFILE.ADB).
- > Choose the fields that appear on the Import file in the order in which they appear on the file. Do this by clicking each field name in the order as it appears on the file. Once you click it, you will see it move to the box on the right. If a field name is on the Import file but not in the list, click on the UNDEFINED field name.
- > If you make a mistake, click the RESET button.
- > Click the IMPORT NOW button to begin the Import. Once imported, a record count will be displayed.

Note that Address Database does not allow duplicate records, so if the imported file has duplicates, the duplicates will be deleted.

Also, Address Database will store all phone numbers in 111-111-1111 x1111 format.

Export (Exporting a file for other applications)

To export a file from Address Database, click FILE / EXPORT. It will prompt you for a file name. Enter the name of a file that is not currently being used. Press OK to create a new file or press the CANCEL button to cancel the operation.

Once the file is exported, it will prompt you to ask you if you would like a report showing the layout of the exported file. The report contains the file name exported, the number of records, and a record layout of the exported file. Press YES to print the report and NO to exit. The exported file is created in comma-delimited format.

Merge (Merging two files together)

To merge 2 files together in Address Database, open the file that will contain the names after the merge. Then click on FILE / MERGE. It will display a message telling you that a backup of the original file will be created and named "*.BAK", where * is your original filename. Press OK.

It will prompt you for a file name. Click on the file name of the file to merged with the one that is currently open. Press OK to merge the two files or press the CANCEL button to cancel the operation.

Exit (Exit Address Database)

To exit Address Database, click FILE / EXIT.

EDIT MENU

The Edit Menu in Address Database allows you to copy a field, copy all information (name, address, etc.), paste a copied field, find a particular name, undelete a previously deleted name, purge the deleted names.

Copy Field (Copy information to Clipboard)

To copy a field on the screen, put the cursor on the field and click EDIT / COPY FIELD or press CTRL + C. The contents of the field will be copied and placed into the Windows Clipboard.

Copy All Information (Copy Name/Address,Etc.)

To copy the name, address and phone number of the name currently displayed, click EDIT / COPY ALL INFORMATION. The information will be copied and placed into the Windows Clipboard. The copied text is formatted so that it can be pasted into a word-processor or text-editor. An example of what the results look like are:

Bruce Lee
HardFoot, Inc.
999 Roundhouse Street
Plano, TX 75023
214-144-9864 (Home)

Paste (Paste information from Clipboard)

To paste a copied piece of information, put the cursor on the receiving field and click EDIT / PASTE or press CTRL + V. The contents of the field will be pasted into the field.

Find (Find a last name)

To find a name in the Address Database, click EDIT / FIND or press CTRL + F. The cursor will be placed on the "Find this Last Name" field on the screen. Enter the "last name, first name" and press TAB or ENTER. The Summary List will show the first name that matches the name entered. If no match is found, it displays the name that is greater than the one entered.

Undelete (Recover deleted information)

To undelete a previously deleted name in the Address Database, click EDIT / UNDELETE or press CTRL + U. It will display all names that are available to be undeleted. Double Click the name to undelete.

Once double clicked, <<UNDELETE>> appears next to the record. Double click again to turn off <<UNDELETE>>. To turn off all <<UNDELETE>>, press the RESET button. To undelete the items marked <<UNDELETE>>, click the UNDELETE AND EXIT button. Click on CANCEL to cancel the operation without undeleting any named.

Purge Deletes (Get Rid of Undeletes)

To purge the deleted names in the Address Database, click EDIT / PURGE DELETES. It will physically delete from the file all records marked as deletes. Notice that the new Delete Count is zero. Once this is done, an Undelete can no longer be done on those names that were purged

Purge Deletes on Exit

To purge the deleted names in the Address Database every time you open a new file or exit Address Database, click EDIT / PURGE DELETES ON EXIT. It will physically delete from the file all records marked as deletes each time you open each new file or you exit Address Database.

LABELS MENU

The Labels Menu in Address Database allows you to select the type of printer you use (Laser or Dot Matrix), find out what types of address labels to purchase, obtain mailing label instructions, print mailing labels, and print file folder labels.

Laser Printer Labels (Avery 30 per page)

Click on this if you are using a Laser Printer to print your mailing labels. Once clicked, a check mark will appear next to this.

This assumes you have purchased Avery Laser printer mailing labels, 3 across, 30 address labels per page.

Dot Matrix Printer Labels (Avery 36 per page)

Click on this if you are using a Dot Matrix Printer to print your mailing labels. Once clicked, a check mark will appear next to this.

This assumes you have purchased Avery model 4144, continuous form printer mailing labels, 3 across, 36 address labels per page, 2 1/2 x 15/16 label size, 9 1/2" form.

Type of Labels to Purchase

This describes the type of address labels to be used with Address Database. It displays the following information and may be printed by pressing YES at the prompt: (You can print this and take it to the supply store.)

- > Laser Printer - 8 1/2 x 11 form width
 3 labels across
 30 labels per page

- > Dot Matrix - 9 1/2 form width
 3 labels across
 36 labels per page
 2 1/2 x 15/15 label width
 Avery Model 4144

Mailing Label Instructions

This describes how to print mailing labels:

- > Click on menu to choose type of labels (Laser Printer Labels or Dot Matrix Printer Labels).
- > Put address label paper in printer:
Laser Printer Labels - Use Avery 30 per page
Dot Matrix Labels - Use Avery 36 per page
- > Filter the list so that it displays only the names you wish to create labels for. Hint: Use VIEW / FILTER or press CTRL + I. To print a single label multiple times, VIEW / FILTER the label to print, and enter 30 or 36 to print a full page of labels for this name.
- > Use the LABELS / PRINT MAILING LABELS command, or press CTRL + M, to begin printing.

File Folder Instructions

This describes how to print file folder labels. Notice that when these are printed, up to six fields are printed on the file folder label (last name, first name, company, title, address1, and address 2).

To print file folders:

- > Click on the Labels Menu to choose type of labels (Laser Printer Labels or Dot Matrix Printer Labels). Click on the type of printer you have.
- > Put address label paper in printer:
Laser Printer Labels - Use Avery 30 per page
Dot Matrix Labels - Use Avery 36 per page
- > Filter the list so that it displays only the names with a category of FILEFOLDER. Hint: Use VIEW / FILTER or press CTRL + I. More simply, click YES at the prompt and it will automatically filter them for you.
- > Use the LABELS / PRINT MAILING LABELS command, or press CTRL + M, to begin printing.

REPORTS MENU

The Reports Menu in Address Database allows you to print a phone list, address book, holiday list of names and addresses, and choose whether to print on standard or Day-Timer Jr. paper.

Print Phone List

Click on this to create a phone list of all names currently displayed. Notice that you can print a phone list of selected names by first "Filtering" the list and then printing this report. Once done, the total number of names printed is displayed.

Print Address Book

Click on this to create an address book of all names currently displayed. Notice that you can print an address book of selected names by first "Filtering" the list and then printing this report. Once done, the total number of names printed is displayed.

Print Holiday List

Click on this to create an address book of all names that have the Holiday List field clicked.

To have a person appear on the Holiday List report, bring up the person by clicking on the person's name in the Summary List. Then click the Holiday List. Click "Apply Changes" to save the changes.

Print on Day-Timer Jr. Paper

Click on this to print the report on Day-Timer Jr. paper. This will skip a few lines at the top of the page and the total line count of the report will be less than the standard paper. Notice that once this is clicked on the menu, a check mark appears next to it. To turn this off, click it again.

VIEW MENU

The View Menu in Address Database allows you to view all names in the currently displayed file or filter the display so that only certain categories are displayed.

All (View all names in currently opened file)

Click on this to take off all filters. This will display all names in the opened file.

Filter (View particular names based on category)

To display only names that have certain categories, click VIEW / FILTER or press CTRL + I. When clicked, it displays a screen that allows you to choose the categories to include in the display. To cancel, click the CANCEL button.

Notice that the screen has detailed instructions on filtering:

- > Choose the categories that appear in the AVAILABLE CATEGORIES box. Once you click a category, you will see it move to the box on the right. This means that this category will be included.
- > If you make a mistake, click the RESET button.
- > Click the FILTER NOW button to filter based on the categories selected.

TOOLS MENU

The Tools Menu in Address Database allows you to display a To Do List, send the author suggestions, and purchase Address Database (if you are not a registered customer).

To Do List

To open a To Do List, click TOOLS / TO DO LIST or press CTRL + T. When clicked, it prompts you for a To Do List file name. If one is not found, a sample one is created, named SAMPLE.TOD.

Use this To Do List each day to record the things you must do each day, in the future, and to record things that have been done. At the end of each day, you may want to save the file as something that you can remember, such as the date. For example, you may want to save it as ME010193.TOD which says it is for "ME", for the date of "010193".

Make sure you save it with an extension of ".TOD" to let Address Database know that it is a To Do List. The To Do List uses the Windows Notepad and may be printed.

Suggestion Box

To send me a suggestion or to register a problem, click TOOLS / SUGGESTION BOX. When clicked, it creates a letter in Notepad named SUGGEST.TXT.

Enter your name and address and enter suggestions for new releases. You may also use this to identify problems you find with Address Database. Print the letter and send it to the address listed. Letters will be given prompt attention.

Purchase Address Database

To purchase a copy of Address Database, click TOOLS / PURCHASE ADDRESS DATABASE. When clicked, it creates a letter in Notepad named PURCHASE.TXT.

Enter your name and address and enter the order information. Print the letter and send it to the address listed. New orders will be given prompt attention.

Notice that registered customers will not have this as a menu item.

HELP MENU

The Help Menu in Address Database allows you to display this user's guide and display information about Address Database and its author.

Address Database User's Guide

Press F1 or click HELP / ADDRESS DATABASE USER'S GUIDE to display the information that you are reading right now. This information is stored in Windows Write and is named ADDRDB.WRI.

You may print this for a hard-copy of the manual. You may use this as you use Address Database to get help on specific topics. Use the Windows Write "Find" command to find topics or use F4 (Find / Go To Page...) to jump to a particular page.

About Address Database

Click HELP / ABOUT ADDRESS DATABASE to display the name of the software, the version, copyright information, address for purchasing and the purchase price.