

Help for EnvAddress™



Thank you for registering EnvAddress. I have worked for almost a year (evenings and weekends) to create this application. Please read through the help text, it will give you helpful information and tips on using EnvAddress.

General description

Setting your defaults

Printing envelopes

Printing your addresses

Dialling a number

Networks

If you have problems

Technical information

Shareware Notes

Association of Shareware Professionals (ASP) Ombudsman

Please distribute this program to your friends. Just use "**Copy for friends**" from the Files menu. There must be space left for about 1.5MB of data.

You need to give them the following files (if you prefer to copy them manually):

- Address.exe
- Address.hlp
- ReadAddr.me (if available)
- VBRun300.dll
- vxCtrl.exe
- vxBase.dll
- MHGGag.vbx
- VBComm.vbx
- MHAL200.vbx
- MHRun300.dll
- CMDialog.vbx
- CommDlg.dll

Please do not distribute any other files. The control file and the address database will be created automatically. I also appreciate it if you **do not** distribute your registration.

General description

With **EnvAddress™** you can maintain your address book, **print** a single address, a list of all or selected addresses, **print envelopes** and **dial a phone number**, provided you are the owner of a Hayes compatible modem. If the number is busy you can let the program redial the number.

The addresses are presented as a **stack of cards** which is always **sorted by the header** (top line) of the cards. The headers are always capitalised, as small letters would sort behind capital letters and thus would make locating an address more difficult. In the header you enter the last name first, then the first name. The length is limited to 30 characters.

The **address field** contains the name and address in the way you would like to have it printed on an envelope. You can turn bold printing on with a dollar sign (\$) and off with a pound sign (£). This feature is only active for envelope printing. The maximum size for this field is 5,000 characters. No scrollbar is provided, but you have to scroll with the arrow keys.

The **type field** above the address identifies the type of the address. With this drop down box you can categorise your addresses. In the first **defaults** window you define which address types you would like to include on the display and on the printout. All address types which you do not select will be hidden.

Next you have two **phone number fields**. You may also enter a descriptive text. When you want to dial a number, only the digits will be extracted and sent to the modem for dialling. The maximum length for these fields is 40 characters.

The **loaded field** will be filled automatically when you add an address.

In the **remarks field** you can enter any text you would like to have stored with that address, like meetings etc. As this field might become rather large (**up to 15,000 characters**) you are provided with an **expand button** which will open a scrollable edit window. Resize the window to your preference, the last size, except minimised, will be remembered. The same applies to the main window.

To **browse through the cards** you use the "Prev." and "Next" buttons. You can also click on one of the headers to bring that card to the front. If you **double click** on the **header at front** you will be able to edit the header text. Pressing F8, or selecting Browse from the Search menu, displays a table of the headers. For quick positioning you can type in the name. If that key points to a hidden address, there will only be a beep, but you can then enter the next letter and the address will be positioned unless it's again hidden.

The **buttons on the right**:

Go to header: Searches through the index file to locate a header. If the header is not found, the next higher address will be displayed. To return to the beginning of the file leave the entry empty. This search is fast, as only a view index records have to be read.

Copy address: This copies the address to the clipboard. \$ and £ will be eliminated. From the clipboard you can paste the address into your text editor.

Find text: This searches for a given string in all fields, starting with the first address. As each address has to be read and compared, this operation may take a moment. During the search, time is given to Windows, so that you can do something else. You can use this feature to locate especially marked addresses. If you mark all your friends to whom you would like to send a Christmas card with "YY", you can search for "YY", press the print envelope button, find the next marked address, etc.

Find next: This continues the search for the previously given text string.

Print envelope: This prints the address field onto an envelope. You can predefine five sizes of envelopes on the first defaults form. The envelope will be printed with the selected

size and orientation. See also [Printing envelopes](#)

Dial left or right: Dials the appropriate phone number. Only digits will be extracted. Before using this feature for the first time, please adjust the parameters in the default form. You may also mark any number in any field and select dial marked from the menu. Please see also [Setting your defaults](#) and [Dialling a number](#)

If you presently have stored your addresses in a **Windows card** file you can import them into EnvAddress.

Setting your defaults

With these forms you define **your preferences**. There are 2 default forms. With the first one you define the address types which you would like to show up and the margins for the envelopes. With the other one you define the fonts, font sizes and the modem characteristics.

The first box defines the **address types** you would like to have displayed on the screen and included on the printed list. You have a number of types which you can assign to your addresses. When somebody changes his address, you will probably copy the old one, make the necessary changes, then go back to the old one and mark it as old. If you do not include the old addresses, the old one will not show up anymore, but if you have to know where this person lived before, just change your defaults form and you will get the desired information. On the top right of the main form you see, beside to total number of stored addresses, which address types are included in the display.

With the next box you define the location where the address has to print on the five different kinds of **envelopes**. You can also enter a short description to identify the envelope size (max. 20 characters).

On the second default form you can define the **font and font size** for the **screen, listings and envelopes**. If you activate the **Change button**, you can select the fonts and sizes that are available on your system for the selected device. The screen font only applies to the text fields, the titles will not be changed.

Finally you define the characteristics of your **com port** and modem which will be needed for dialling. For a description of batch mode, prefix and seconds delay see under **Dialling a number**.

Printing envelopes

This is an easy task. Just locate your address and **press the print envelope button**. You can select from five different envelope sizes which you have to predefine on the first defaults form. Before pressing the print envelope button, check in the defaults menu that you have selected the proper envelope size.

The contents of your address field will be printed at the predefined location on the envelope. No test is made that the coordinates are correct. If your address does not fit onto the paper or the default printer size, the address might be cut or you might even get an error message.

A special type is "**Laser labels**". With this you can print your address on a laser label. If you select to print on laser labels, a window will pop up in which you can define the dimension of your label sheet, the printer font and the location where the address has to print. This way you can use the labels on the sheet one by one.

Strings enclosed in \$ and £ (start position \$, end £) will be printed bold.

If you wish to print an address on a large envelope, you can set your printer to landscape through **Printer setup** in the Files menu, in which case the address will be printed sideways. It is also possible to select another default printer. You can also set the **printer orientation** with the menu items provided in the Default menu or set it as default with the definition of the envelopes. However this **does not work with all printers**.

If you click on one of the orientation fields in the Defaults menu, it will be marked to remind you that you have changed the orientation of the printer, but they are not reset if you change the printer orientation with another program or through the control panel. If you wish to reset the paper orientation after an envelope is printed, you can mark the appropriate radio button. "No" means that the paper orientation will be left as it currently is.

Printing your addresses

You can print a **single address** by selecting **print card at front** from the Card menu. The contents of all fields will be printed.

Under Files - Page setup you can define your **margins**. If the bottom margin is too small, there will be an overflow to the next page which will contain only a view lines. If this happens increase the bottom margin.

You can print a list of **all addresses** by selecting "print all" from the Files menu. The hidden addresses will not be printed, just the ones you have selected to display.

There are some more options to restrict printing:

First and last header: Only the cards within that range will be printed.

Addresses containing a certain string: If that string is not found in any field (including remarks) of the address, that address will not be printed.

Max. pages: The printout will be terminated after the number of pages is reached.

Normal or condensed listing: Normal listing gives a nice display but gives a rather large output. In condensed mode as much information as possible will be printed on every single line to reduce the amount of output. Try it out, setting max. pages to 1.

Include / exclude remarks defines if the remarks field is printed or not.

Include address type and date loaded.

Addresses modified after: If you would like to print out only the addresses which have been modified recently, you can enter a date in the format YYYYMMDD. With that entry, only addresses which have been modified after that date will be printed. This is helpful if you would like to document the recent changes to the database.

Print to File will let you enter a file name. The addresses will then be "printed" to that file instead of the printer.

Print laser labels will pop up a window in which you can define the dimension of your laser labels and the printer font. Once you have pressed "Done" the window closes and you can fill in additional fields and start printing. If you change your mind and would prefer to print a list, you have to cancel the form and select "Print all" again from the Files menu. Only the addresses will be printed on the labels, non of the other data (like remarks).

While printing, control is given to Windows so that you can do something else in the meantime. A page is first created within the application and then sent to the printer. At this time the Windows printer driver has the control over the system. If you find that you can not make any entries during this time it is the system driver that prevents this, not my program.

While printing, you can **interrupt the printout** at any time. Once interrupted, you have the choice to cancel further printing or to continue printing whenever you like.

The top part of the form is for your information. It displays the progress of the printout.

Dialling a number

You can dial the **left** or the **right** telephone number, or you can **mark** a number in any field and select dial marked from the Edit menu. In any case it does not matter if there are letters included, as **only the digits will be extracted** and sent to the modem for dialling.

The modem must be a Hayes® compatible modem.

To dial a number you have to follow these steps:

1. **Click on dial** left, right or marked.
2. When the modem is dialling the number, **pick up the phone**.
3. When the phone is ringing **press the OK button** or wait for the remaining number of seconds after which time the OK button will be pressed for you. This instructs the modem to "hang up" which means giving the phone over to you.

If you have set up the defaults to **redial** a number when the line is busy, do the following:

1. **Click on dial** left, right or marked.
2. When the line is busy, the number will be redialed.
3. When you get a connection, the phone on the screen starts ringing. This tells you to pick up the phone and afterwards **press the OK button**.

The **countdown** of the seconds is calculated by the program. It takes the number of seconds which you have entered on the second default form, plus 1/2 second for each digit, plus a certain amount of time for each digit when dialling with pulse. You have to try out the optimum number of seconds for the delay in the defaults window (5 seconds is a good start).

With the **prefix** you can tell your modem to wait for a **second dial tone** (your modem must support the command "W"). If you have the prefix defined and wish to suppress it on a single number put the three characters [-] in front of the number. These three characters tell the program not to activate the wait for the second dial tone.

There are modems or com ports (especially 3 and 4) which are not supported by Windows or with which you might have troubles under Windows. For these instances there is the **batch mode**. If you activate batch mode, the program will create several DOS batch jobs and activate these batch jobs to send the necessary instructions to the modem. In this case the modem is not accessed through Windows, but through DOS. I found, that batch mode does not run when the modem is known to Windows, therefore always try first with the batch mode turned off.

Networks

The program is made for network processing. It does lock the databases while updating it, but I had no opportunity to test this process on a network, just with share running. If you organise that the updating is only done by one station and use the other stations only for information, printing and dialling, there will be no problem.

If you have problems

You can always **view this help** text by starting up the program **WinHelp.exe** from the Windows directory and then opening the file Address.hlp.

Should you not be able to start the program any more because you get an error message like "invalid property value", then you have to delete the file "HCAddress.ctl" which holds all the default settings, as one of these settings is bad.

If you can start up the program and you get an error message like "invalid property value", then you have to verify all the settings in the two default forms under Defaults and in the page setup. One of these settings will be wrong.

If the letters on the screen are hard to read, change the screen font and size on the default form.

If the headers are not correctly sorted, select **File - Rebuild Index**.

If you have the impression that addresses are missing rebuild the index database by selecting **File - Recreate Index Database**.

You can compress the address database with **File - Compress an Address File**. The selected address file will then be copied into a new file and the space occupied by the deleted records will be reclaimed.

Technical support is provided - also to non registered users - through CompuServe, mail or phone (provided you would like to call Switzerland). You find my CompuServe id and my address in the about box. My address and phone number have been inserted in the address database. If you have deleted that address, you can create a new database with File - New and my address will be inserted again. For technical support, **please indicate the version number** from the about box (File - About).

Technical information

This program is written in **Visual Basic**.

The **database** consists of variable length records with variable length fields, that means, that each field only occupies the amount of space it actually needs. This **saves disk space**. When you add an address, there is a 30 character reserve added. If you change the address afterwards and the sum of the length of the fields does not exceed the previous sum plus these 30 characters, the address will be rewritten to the same location and the reserve length will be adjusted accordingly.

If the address does not fit in the old location anymore, a previously freed up space is searched for, which will be large enough to hold the data. Only if no such place is found, the address will be appended to the end of the database. With this method the **freed up space** in the database will automatically be **reused**. After a while your database will grow only slowly.

The **index file** is a dBase database which contains the headers, address type, home and office numbers (for quick reference), the length of the address (used to locate a deleted address which is large enough to hold a new address) and the displacement in the address file in order to quickly retrieve the address when needed. This database is indexed by the header.

When displaying an address and the next seven headers on the screen, only the displayed address has to be read from the address file, the remaining **headers are extracted from the index database**. This also will improve the speed.

There is a **control file** where all the information from the **default forms** is stored. I also store the size and location of some forms in this file. When the program starts, it expects this control file to be in the default directory, that is in the directory you start your EnvAddress from. If this file is not found, a new one will be created. To ensure that you always start EnvAddress from the same directory you should **not include the directory in your path statement**. Once EnvAddress is running, you may create your address files in any directory you like. The **program remembers the location** of the last used address file and reopens it upon startup. If it is not there any more, a new one will be created at the same location. If that is not possible, you might have some problems. In the worst case you can delete the control file with the name hcaddress.ctl, but then you have to reenter your registration.

Shareware Notes

DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to **try software before buying** it. If you try a Shareware program and continue using it, you are expected to register.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can **try before you buy**. And because the overhead is low, **prices are low** also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't register it and thus don't pay for it.

DISCLAIMER - AGREEMENT

Users of EnvAddress™ must accept this disclaimer of warranty: **EnvAddress is supplied as is**. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of EnvAddress.

EnvAddress™ is a "shareware program" and is provided at **no charge** to the user **for evaluation**. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with **quality software** without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using EnvAddress™ and continue to use EnvAddress™ after a **30 day trial period**, you must make a registration payment of \$48 to Hans Konzett. The **\$48 registration** fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

Commercial users of EnvAddress™ must register and pay for their copies of EnvAddress within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting Hans Konzett.

You are encouraged to pass a copy of EnvAddress™ along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it.

Association of Shareware Professionals (ASP) Ombudsman

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the

ASP Ombudsman

545 Grover Road
Muskegon, MI 49442
USA

or send a CompuServe message via **CompuServe** Mail to ASP Ombudsman **70007,3536**.

Registering EnvAddress™

If you have not yet registered **EnvAddress™** you can register it by filling in the **application form**, printing it out and sending it to:

Hans Konzett
Birraecherstrasse 34
8966 **Oberwil-Lieli**
Switzerland

Credit cards **VISA** and **American Express** are accepted.

When **registering** you will receive a **personal identification** which will suppress the registration reminder and gives you the right to continue using EnvAddress. I will also send you the **newest version** of the program. You will also be informed on major upgrades.

Technical support is provided - also to non registered users - through CompuServe, mail or phone (provided you would like to call Switzerland). You find my CompuServe id and my address in the about box. My address and phone number have been inserted in the address database. If you have deleted that address, you can create a new database with File - New and my address will be inserted again. For technical support, **please indicate the version number** from the about box (File - About).