

AddressBook 1.3

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Installation

1. Copy ADRBK13.EXE and ADRBK-US.HLP to a subdirectory, e.g. C:\adrbk.
2. Install AddressBook with Program Manager.

Select a programgroup. Choose "File | New | Program Item". Use "Browse..." to select the directory, to which you copied the program, and then to select adrbk13.exe, or type at "Command Line": adrbk13.exe and as "Working Directory": the name of the directory to which you copied AddressBook.

3. Start AddressBook.

General Information

This program is distributed as Shareware. Shareware is not free software, but commercial software. You may try this program for 21 days. If you like the program and decide to keep using it, you have to register.

The program files:

adrbk13.exe - executable program.
adrbk-us.hlp* - this file.

* The help file (adrbk-us.hlp) was created by Arthur Muller. He can be reached on (Internet):
muller@fwi.uva.nl

AddressBook also uses the Windows 3.1 file Commdlg.dll and the font MS Sans Serif.
AddressBook makes a ADDRBK.INI file in the Windows directory and a [addressbook] section in WIN.INI.

Seperate setupfiles

The program will create setup files for each data file you enter. These setupfiles contain information about things like the field names and the print layouts. The setup file has the same name as the datafile, but with the extension *.CSI . So an address book called FRIENDS.CSV will have a setup file called FRIENDS.CSI .

More than just an address book

The seperate setup files enable you to use several different address books, each with their own field definitions and print setup. You can have one address book with information on friends and one with information on associates. You could even use Addressbook to keep track of your CD-collection, baseball cards, stamps or whatever you can think of.

Using the AddressBook data in another database?

Because all your data is stored in the ASCII CSV format, you needn't worry about transferring your data to a "real" database program later.

For Help on Help press F1 .

What is AddressBook

AddressBook is an address manager, designed especially for home use.

A short summary of the features:

- n Uses the CSV file format (supported by MS-Excel™).
- n Unlimited number of records (=addresses) per book. (in practice only limited by the amount of memory installed on the computer being used.).
- n A record can hold 800 characters. A field can hold 100 characters.
- n User can define field names and lengths.
- n Fast look-up table for each field.
- n Supports several adjustable printing methods.
- n Print preview on the screen for all print functions.
- n Extensive search facility.
- n Records are automatically sorted after input.
- n File association is supported.
- n Edit fields support clipboard function. (even faster: right mousebutton)
- n Copy address or whole record to the Windows clipboard for use in a wordprocessor or some other program.
- n You can create several address books, each with their own setup.

Getting started with AddressBook

When AddressBook is started for the first time, you will be presented with a new, empty address book file called NEWFILE.CSV. The data fields are predefined, as are most other program settings. If you want to define your own field names and types, simply click on the field name you want to change.

Entering data

You can directly enter data in the first record displayed on the screen. To add an empty record choose "Record | Add a new record". The records will be sorted on the contents of the first field, which is the index field. When you click with the right mouse button a handy edit menu will be displayed.

Printing records

After you've entered some records, you may want to print them. You can start printing without having to set any options, because all options have default values.

Although the default values for most print options will work satisfactory, you can change them to suit your particular needs.

Saving your work

The file you've created can't be saved under the name NEWFILE.CSV . You'll have to enter a new name (e.g. ADRLST.CSV). Any changes you've made to the default setup will be saved in a separate file with the same name, but with the extension .CSI (e.g. ADRLST.CSI). Next time you load the file ADRLST.CSV, the settings saved in ADRLST.CSI will be used.

Using Addressbook

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Terminology

address book: one file with records.

record: one address and the data that goes with it (consists of 13 fields).

field: one text edit field in a record

Buttonbar

(For information on a button; click on the buttons)



Menubar

Although the menu options are self-explanatory, here are some remarks about some menu options:

Uninstall

You can use this option to uninstall AddressBook. The additions to WIN.INI and ADDRBK.INI are removed. You will have to remove the program files and all *.csv, *.csi and *.csb files yourself.

Undelete last deleted record

Undeletes the record that was deleted last. This can be done only once!

Address to clipboard

This only copies the address to the clipboard. This function uses the settings as they are set in the print menu.

System menu

A new function 'Always on top' has been added to the system menu.

The checkmark indicates whether the function is on or off. If it's turned on the window will always stay on top. Combined with a small window, that for example, only shows the first field this function can be used for copying data from AddressBook to a wordprocessor.

Keyboard shortcuts

It's sometimes faster to use these keyboard shortcuts than using that rodent attached to your computer.

Ctrl-Home	Go to the first record.
Ctrl-End	Go to the last record.
Pageup	Go to the previous record.
Pagedown	Go to the next record.
Enter	Go to the next field. (also: Arrow-down)
Shift-Enter	Go to the previous field. (also: Arrow-up)
Ctrl-F3	Search for text.
F3	Find next.
Ctrl-F4	Replace text.
F4	Replace next.
F1	Go to the helpfile.

The fieldmenu

You can activate the field menu by clicking (and holding down) with the left mouse button on the <fieldname> button. While holding down the mouse button you can select an option. Release the button over the desired function.

By clicking and then releasing the left mouse button the <go to record> dialog box is called.

(For information on a menu; click on the menus)

<p><u>G</u>o to record... <u>S</u>etup...</p>

The extra options:

<p><u>G</u>o to record... Dial phonenum<u>b</u>er <u>S</u>etup...</p>
--

<p><u>G</u>o to record... Open file Select file... <u>S</u>etup...</p>
--

Statusline

Recordnr: 2	M	One empty record has been added.
-------------	---	----------------------------------

The statusline has three fields. The first field show the current record number. The second field shows whether the current file has been modified ("M"). The third field shows messages, like 'a new record has been added'.

Printing

[Printing records](#)

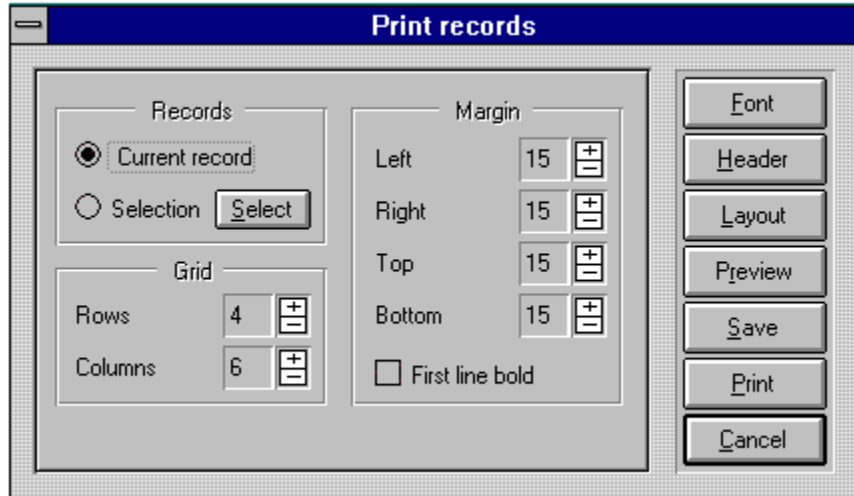
[Printing addresslabels](#)

[Printing tables](#)

[Printing envelopes](#)

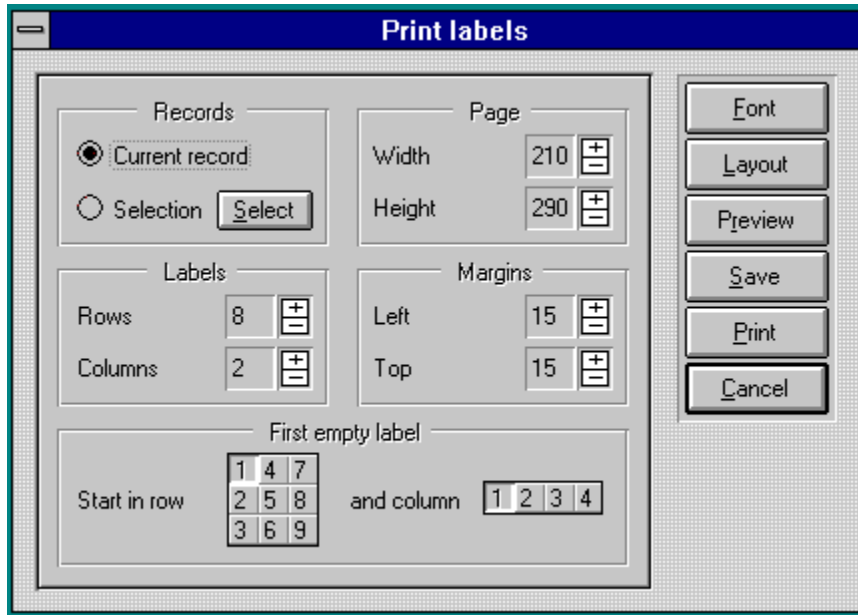
Printing records

(click on picture for more information)



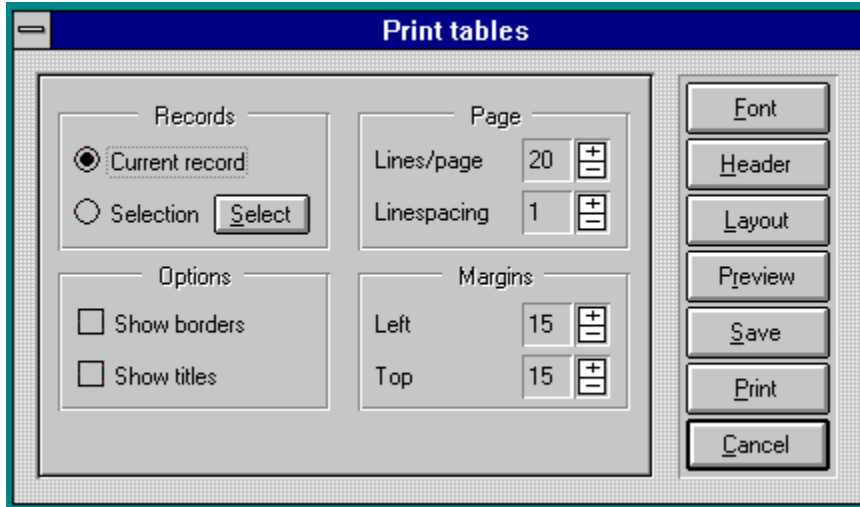
Printing addresslabels

(click on picture for more information)



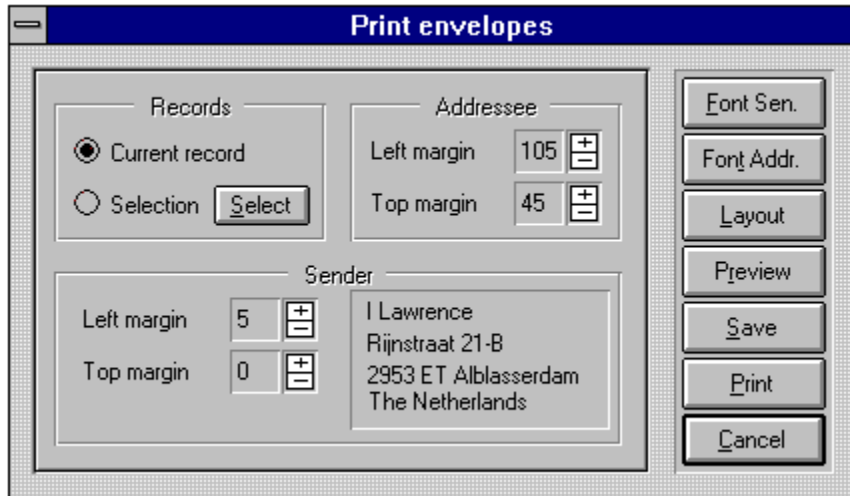
Printing tables

(click on picture for more information)



Printing envelopes

(click on picture for more information)



Data format

CSV-format

AddressBook uses the CSV file format. A CSV file is a colon seperated file (an ASCII file. with fields divided by semi-colons). Each record is put on a separate line.

```
field1;field2;.....;field13;
```

CSV files can be read and written by MS-EXCEL™

Associating files

AddressBook accepts a filename on the command line.

eg.: adrbk13.exe book.csv (this runs AddressBook and opens the file book.csv)

Through the associate option of Windows File Manager *.csv files can be associated with AddressBook. When you double-click on a CSV file AddressBook is automatically started and it opens the file.

Converting comma delimited files

Use a word processor or a text editor to convert all commas (,) to semi-colons (;). Then save the file as an ASCII text file with the extension CSV.

Troubleshooting

Problem:

General printing problems

Solution:

Check to see if the right printer was selected and if it is properly installed. With the Preview option you can check to see if you're using the right options in AddressBook.

Problem:

Reading CSV files made by another program causes problems.

Solution:

Empty lines in the file or lines with less than 13 semi-colons can cause problems. With files made by AddressBook these problems should not occur. You should check the file made by another program with a text editor (e.g. notepad.exe) to see if there are no empty lines.

Problem:

You cannot dial a phonenumber

Solution:

- n You don't hear the modem dialing and you get no error messages from AddressBook. Then you probably chose the wrong communications (COM) port or the port is not correctly configured (in Windows). In Windows the com port setup can be changed with the Control Panel.
- n You get an error message from AddressBook: "I can't initialize the modem". Then the communications port is probably used by another program. You should close the other program.
- n You don't get any error messages. You can hear the modem, but there is no connection. Then you should check the setup strings. AddressBook uses the standard setup string, ATZ and dialstring, ATDT. You can set the right strings for your modem with Modem setup. Choose "File | Special | Modem setup".

Revision history

Release 1.3

- n You can now select the records to be printed by entering a condition that the records must meet.
- n You can now move fields to a different position.
- n A selection will be remembered during one session. Please remember that the selection is related internally to record numbers. If you add or delete records the selection won't point to the correct records!
- n The program will create setup files for each data file you enter. These setup files contain, among other things, information about the field and print setup for a particular file.

Release 1.3 is the first English-language release. Dutch users who are currently using earlier releases will be pleased to know that I will continue to support and develop both Dutch and English versions of each release. Maybe, if there is a demand, the program will be translated into German.

If you have ideas, comments or bug reports please send them to Ian Lawrence (Internet: ianlaw@hacktic.nl). With your help the program can be made even better.

Bugs, suggestions and comments

For bug reports and/or suggestions and ideas (or if you just want to tell me what you think of the program): send E-mail to Ian Lawrence (Internet: ianlaw@hacktic.nl). Dutch and Belgian users can reach Ian on PCM BBS (+31) 04752-5800 / (+31) 04752-5858

To obtain information about the latest version and/or bugs, from an Internet-node, if your machine supports it, try "finger ianlaw@hacktic.nl" (without the quotes).

Depending on the feedback and reactions of users a new version of the program will or will not be released. I will always try to fix any bugs that are found. This version is largely based on reactions of users on version 1.0, 1.1 and 1.2 (Dutch versions)

For comments/questions about the helpfile: send E-mail to Arthur Muller (Internet: muller@fwi.uva.nl). He can also be reached on PCM BBS.

(There are services that offer a gateway for sending mail to the Internet, e.g. CompuServe, and many others)

Registration

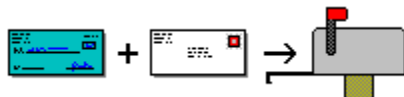
If you continue using this program after 21 days you have to register. By doing so you support the shareware concept and you encourage me and others to make programs you can really use for an affordable price. Registration gives you the right of support from the author. If there are any problems you can leave a message at (Internet) ianlaw@hacktic.nl . When you register you will get a registration code that will turn your copy from unregistered to registered and add your name to the Information box. This code will also work on future versions.

==== Prices ====

Ordering (USA users):



By phone: Just call New Executable Workshop at: (904) 292-2815.



By mail: Just print and fill out the registration form and send your check or money order (US Dollars only) to:

New Executable Workshop
PO Box 57336
Jacksonville, FL 32241-7336
USA

Ordering (Dutch/European users):

if you live in Europe or the Netherlands, send your euro-check (or girobetaalkaart) to:

Ian Lawrence
Rijnstraat 21-B
2953 ET Alblasterdam
The Netherlands

About N.E.W.

New Executable Workshop is not associated with Addressbook. They offer a creditcard service to make ordering easy for you. They do however make programs themselves. You can reach N.E.W. by sending E-mail to jamesbell@delphi.com

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Prices

When ordering from New Executable Workshop:

(prices in US dollars)

By credit card (Visa/MC): \$21.50

By check: \$20

Latest version shipped to you \$28

(payment either by check or credit card)

When ordering from Ian Lawrence

Only for European/Dutch orders

(prices in Dutch guilders)

If you live in the Netherlands: Dfl 25,-

for the rest of Europe: Dfl 30,-

Programs from N.E.W.

Statline - The Ultimate Windows Status Line

Statline is the status line for Windows 3.1 and Windows NT, capable of displaying the date, time, amount of memory free, percentage of "system resources" free, and hard drive space free.

Statline goes a step further by providing a program launcher, a small menu for often-used programs, a small notepad, printer control, and a quick exit out of Windows.

Surf - The WAV Audio Toolbox for Windows

An incredible selection of effects for your Windows WAV files, including:

- 5 levels of echo
- Chorusing
- Inversion
- Playback control
- Cut and paste editing
- Smoothing
- Hiss control
- Phaser
- 5 WAV viewers
- Gain control
- Sample rate control
- Undo/Redo

All this and much more wrapped up in a user-friendly toolbar.

Client Biller

Brand New! The easiest way to bill, for consultants, contractors, small businesses, anyone who hates to type up invoices. Keep track of clients and what you've billed them, and print great looking automatically-generated invoices. Its as easy as 1-2-3!

1. Punch in your client's name and address (just once!).
2. Type in the charges for the bill.
3. Print! There's even a print preview feature.

Registration form

Name _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone (____)____-____ () Home? -or- () Work?

Where did you get this software? _____

Version number _____

Exefile date _____

Remarks _____

	Product	Price
	=====	=====
()	AddressBook (License number only)	\$ 20 / 21.50
	- or -	
()	AddressBook (Latest version shipped)	\$ 28

Copyright notices and disclaimer

Here's the section where we spell out all the legalese stuff. Be sure you understand everything here before you use the program.

Copyright

AddressBook is Copyright © 1993 by Ian Lawrence, and all rights are reserved by him. You may not use this software beyond the evaluation period without registering or you will be in violation of the copyright. This software is not in the public domain.

This help file and all documentation derived from it is Copyright © 1993 by Arthur Muller, and may not be copied, altered, or in any other fashion used except as it was meant: in support of AddressBook.

Distribution

You are encouraged to distribute this program. This program may be copied and distributed freely with all files included in their original state and as long as you don't receive any payment for it other than to cover the cost of distribution.

Disclaimer

A lot of effort went into this program, but I make no guarantee that this software will function flawlessly nor will I take any responsibility for damages incurred by the user either accidentally or intentionally through the use of this software. The software is provided as is.

Arthur Muller (creator of this document) is not liable for any omissions, typographical or other errors that cause program malfunctions, or by omission, neglect to provide the user with information required for correct operation of the software.

User assumes all liability with regard to operation of Addressbook.

Addressee setup

Give the margins, in millimeters, for the address of the addressee.

Copyright info

Shows the copyright information.

Delete

Delete the current record.

Dial phonenumber

When you have a modem you can dial the phonenumber with this option.

After the number has been dialed you can pick up the phone.

Right after that you have to click on OK to 'turn off' the modem.

Exit

Close AddressBook (quit application)

First empty label

Shows the position of the first empty label on the page.
The label are printed from left to right.

First record

Go to the first record

Go to record...

Shows a sorted list of the selected field.

Doubleclicking a field takes you to the selected record.

Grid setup

Adjust the number of records to be printed on one page, down and across.

Help

Call the helpfile.

Label setup

Give the number of labels there are on one page.
You can use any type of labels.

Last record

Go to the last record.

Magin setup

Set the margins in millimeters.

New record

Add a new record. The record will be automatically sorted on the first field and then inserted into the current address book.

Next record

Go to the next record.

Open

Open an address book (read data from a file)

Open file...

Open the selected file.

Options

Check the 'Show titles' option if you want the field names to be used as titles above the columns. Check the 'Show borders' option if you want borders to be placed around the columns.

Page setup

Set the size of the page in millimeters. These values determine the subdivision of the addresslabel on the page.

These values DON'T have to match the actual papersize.

Page setup

Set the number of line (i.e. records) that are to be printed on a page.
You can also set the linespacing.

Previous record

Go to the previous record

Record setup

Only print the current record or select any number of records.

Manual selection

Select the record(s) you want to print by using Ctrl-mouse and/or Shift-mouse.

Conditional selection

All records that match the given condition will be printed.

A selection will be remembered during one session.

Please keep in mind that the selection is internally related to record numbers.

When you add or delete records the selection won't be correct anymore.

Save

Save an address book (write data to disk)

Search for
Search for a text.

Select file

Select a file you want to 'connect' to the record.

The file can be either an ASCII file (memo) or any other file as long as it's an executable or it's associated with an executable file.

Sender setup

Give the margins, in millimeters, for your own address.

Setup...

Set the maximum fieldlength, the name of the field and the fieldtype.

Depending on the chosen fieldtype more options are shown in the fieldmenu.

For the types 'Upper' and 'Normal' nothing changes.

When you choose 'Phonenumber' you also get the option <Dial phonenumber>.

When you choose 'File' you get the options 'Open file' and 'Select file...!'

A field can also be protected (blocked against changes).

The setup applies only to data entered after you changed the setup.

Existing data are never changed!

Doubleclicking takes you directly to the selected record.

