**Help For Address Book.**

# *Address* 📖 *Book*
Version 1.0

| | |
|---|---|
| Navigation | Look at this |
| File_Menu | File Handling |
| Edit_Menu | Data Base Handling |
| Options_Menu | Display Features |
| Registration | Guess what this one is? |
| More Than 50 | Unregistered Version exceded limit |

Green Arrows:   The single arrows will move through the data one record at a time.
                            The double arrows will page through the data file four records at a time.

**The File Menu**

The File Menu allows for creating, maintaining, and printing. It has the following options:

New           Create a new database file.
Open          Open a database file.
Save          Save the current database file.
Save_As    Save the current database to a new file.
Print          Print Address book, Labels, Envelopes.
Import        Insert records into the database.
Export        Export records to a file.
Exit            Exit Address Book.

**File New Menu**

This selection will close the current database file and prepare for entering data into a new database file.

**File Open Menu**

This selection will present the open file dialog box for selecting an exisiting database file to be load.

**File Save Menu**

This selection will save changes made to the current database file.

**File Save_As Menu**

This selection will present the save file dialog to allow saving a current database to a new file.

**File Print Menu**

This selection will present a variety of printing options:

Phone List Two Columns (Name and Number Only)
Phone List (Condensed Name/Address/Phone)
Pocket Size Address Book
2-Up Labels 1 x 4 inches
3-Up Labels 1 x 2-5/8 inches
#10 Business Envelope: 4-1/8 x 9-1/2 inches
Monarch   Envelope: 3-3/4 x 7-1/2 inches
#6 Personal Envelope: 3-3/4 x 6-1/2 inches

**Phone List Two Columns (Name and Number Only)**

This will only the names and phone numbers in an easily read two column format.   A dialog box is presented that lets you enter the Title of the list, fonts to be used, and <u>Selection_Flags</u> to print only the names of interest.

**Phone List (Condensed Name/Address/Phone)**

This print selection   trys to cram the Name, Address, and Phone numbers on a single line. Names and address may be truncated at times if it can not all be displayed. The font size used for the address will be reduced to squeeze it in the allowable space.   A dialog box is presented that lets you enter the Title of the list, fonts to be used, and Selection_Flags to print only the names of interest.

**Pocket Size Address Book**

My desire to have a small address book prompted me to write this program. This selection will print in quadrants on the paper, and it will be done a fashion   that when cut and folded will produce an address book with dimensions of 4-1/4   x 5 -1/2 inches. The easiest way to see how this is accomplished to simply give it a try.

You will first be given a dialog box to choose fonts to be used, and <u>Selection  Flags</u> to print only the names of interest.   After you select print, and you printer stops you are only half way through with print job. A dialog box will appear asking you to remove the printed sheets and reinsert into the printer to print on the reverse side.   After doing this press OK to continue to print the second half.

When the second stage of printing has complete set the sheets of paper down so that the quadrant with the page number 1 is face up.   It will be in the upper right hand corner. Next cut the paper in half.   Now if you let the paper lie as it was before you made the cut,   simply reach up and grab all of the sheets   in the pile that has quadrant page number 1. Place this stack on top of the other stack.   The last step is to pick all the sheets up, fold them back, hit them with a staple and it is done.

**2-Up Labels 1 x 4 inches**

This printer selection will print standard   1x4 inch labels. There will be two across and 10 down for a total of 20 per page.   A   dialog box will permit the font choice and <u>Selection_Flags</u> to print only the names of interest.

**3-Up Labels 1 x 2-5/8 inches**

This printer selection will print standard   1x2-5/8 inch labels. There will be three across and 10 down for a total of 30 per page.   A   dialog box will permit the font choice and <u>Selection_Flags</u> to print only the names of interest.

**Envelope Printing**

This printer selection will print an envelope for the person whose name had the turquoise selection from the graphical address book. A dialog box will be presented that allows separate font choices and point size for the return address as well as the addressee. In addition you can select different point sizes for the first line of the return address and addressee. The Post Net code can be printed as well as a Note Line.

The return address pulled into the dialog box comes from entries previously made in the Options Report Header dialog box. It was here that you could enter two possible return addresses. The two check boxes below the return address field labeled #1 and #2 will toggle between the two previously defined return addresses.   The edit box containing the return address can always be edited to change any or all text in the return address.

The addressee information was pulled from the turquoise selection from the graphical address book.   The work or home check boxes determine which address to use. The edit box containing the addressee can always be edited to change any or all texts in the addressee.

The Post Net code for the zip code can be printed.   The zip code that will be used for the Post Net is displayed in a special field.

To put a note on the envelope you need to select the NOTE button. This brings up a dialog box that lets you select from some predefined text strings, or you can edit your own. You may also select the font and point size for the note text string.

**Address Book Features**
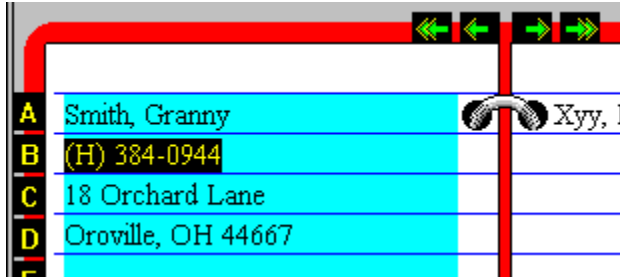


This section describes the features of the Address Book Graphics Display and Name List Box.

The Address Book area permits navigation by using **Tabs** and **Arrows**. Clicking on the Alphabetic Tabs will take you to the first record whose last name begins with that letter. If there is no name starting with that letter no movement will be made. Clicking on the Green Arrows moves sequentially foreward or backward through the records. The single arrow will move one record while the Double Arrows will page through four records per time.

The Address Book area is also used to determine the **active** record. The active record is the one highlighted in turquoise. To highlight the record of interest simply click on the name in the Address Book. The **active** record will be the one used if you click on the Edit Button or select Edit from from the pull down menu. **Double Clicking** on the name highlighted in Turquoise will also cause the Edit dialog box to pop up for that record. The **active** record will also be the record used when you choose to print an envelope.

The **List Box** is the fastest way to locate the person you are interested in.     the name in the edit portion of the List will immediately highlight that person in the Address Book display.

By using the scroll bars you can easily look at the names in your database. **Clicking** on a name in the scroll area will make it the **Active** record. **Double Clicking** on a name in the scroll area will call up the dialog box for making modifications to the record.

Import

This selection will insert into the database a file that was previously exported. This simply adds the entries of the export file to the current database.

**File Export**

This selection will write the selected database records as ASCII strings to a specified file. The fields are contained in quotes and separated by commas. Exporting and Importing files is a method that can be used to merge database files.

When the export command is given, it will only export records currently selected as indicated by the flag field. By using the flags field you manipulated which records will be exported.

The address book fields are written out in the following order:
LastName, FirstName, Title, ID, HomePhone, WorkPhone, Fax, Phone4, HomeAdr1, HomeAdr2, HomeAdr3, HomeState, HomeZip, WorkAdr1, WorkAdr2, WorkAdr3, WorkState, WorkZip, Birthday, EntryDate, Flags, FreeText.

**File Exit**

Exit the Adr_Book program.

**Edit_Menu**

The Edit Menu manages the database file through Adding, Deleting, and Editing.

      <u>Add</u>         Create a new record.
     <u>Delete</u>    Delete a record.
     <u>Edit</u>       Modify a record.

**Adding and Editing**

Adding or Editing goes to a dialog that lets you do exactly what you would expect. The only point of interest is a dialog button that says "Add / Next".   If you have entered the dialog box for Adding, "Add / Next"   will cause the record to be added and present you with cleared fields to allow entering of another record. If entered for Editing the "Add / Next" will bring up the next sequential record for editing.

**Delete**

Selecting Delete will bring up a dialog box asking if you really want to delete this record. The record to be deleted will be the one currently highlighted in turquoise.

**Options Menu**

This menu permits setting configuration items.

<u>Display</u>              What will be displayed on the Address Book.
Report Header    Titles and Return Address for printing.

**Report Header**

The dialog box presented allows you to enter two text lines that will be used at the top of printed reports.   This is also the place where default return addresses are entered for use when printing envelopes.

**Display**

The dialog box presented allows choosing what information will be displayed on the graphical address book.   Because there is limited room on the display not all record elements can be displayed. Additionally, you can specify which records will be displayed by using the <u>flag</u> fields.

**Flags**

Entering codes in the Flags Field permits printing, exporting, and displaying records of particular interest.   The operations that can be used with the Flags are **OR, AND, SEQ,** and **NOT**. Listed below are explainations of how you would enter codes in the dialog boxes for printing, exporting or displaying records.

The **OR** option will select all records that have any of the codes you list in flags field. Imagine you entered a flag code of **T** for friends that play Tennis and an **R** if they like to play Racquetball.   Now if you felt like playing Racquetball or Tennis and wanted to find people who might be interested in either of these sports,   in the flags field of the dialog box you would put **TR** and then select the **OR** check box.

The **AND** option will only select records if all codes listed are present in the flags field for a record. Imagine you needed to find a woman to fill out a golf foursome. If you used the codes F for female and G for golfers, you would enter an **FG** in the in the flags field of the dialog box and then select the **AND** check box.

The **SEQUENCE** option will only select records that have a matching string of characters.   If you used words like **JULY** and **MARCH** to represent the month of individuals birthdays, entering the word **JULY** in the flags field of the dialog box and then selecting the **Sequence** check box would list people with birthdays in July.

The **NOT** check box reverse the sense of the match. In the example above for finding July birthdays, if the **NOT** check box was also selected you would have a list of all people who did **not** have a birthday in July.

**Registration**

# Registering ADR_BOOK

First of all, if you find this program useful that's GREAT!   I would like to hear from you on any suggestions you have, no matter how trivial. We have long cold winters in Alaska that can be usd for program enhancements.   Feel free to write to my address below or send Internet E-mail to mikeg@ims.alaska.edu.

If you have decided that you like **ADR_BOOK** and would like to register, please send a check for $15 in US funds to:

> Michael Gardner
> 1231 Redwood Ct.
> Anchorage,   AK   99508

I will promptly send you the latest software revision.

Here is an Order Form you can print and use:

## Please send the registered version to:

**Name:**

**Address:**

**Zip Code**

**Please ship me** _____  **copy(s)**  of  Adr_Book

**Total Price:**   _____

**Any Suggestions:**

**More Than 50**

I really do wish you would register.  You would feel better.  You would be helping the Alaska Software Industry (which is basically non-existant)

Though you can not ADD more than 50 records to a database file, you can import additional records to create a file containing more than 50 records. Use the following steps:

1. Save your current file with 50 (or more) records

2. Select NEW from the FILE menu at the top of the window.

3. Select ADD to enter any new records.

4. Select EXPORT from the FILE menu. Save to file TMP.DMP

5. Select OPEN from the FILE menu to retrieve your original database file. ( When asked if you want to save changes to the current database file - Just say NO)

6. Select IMPORT from the FILE menu and retrieve TMP.DMP.

That's All.