

Table of Contents

The following Help Topics are available:

[Searching by Name](#)

[Limiting/Filtering Searches](#)

[Searching by Business Type](#)

[Searching by Phone Index](#)

[Searching by Address Index](#)

[Try Searching Harder Feature](#)

[Counting](#)

[Dialing](#)

[Printing](#)

[Exporting to Disk](#)

[Selecting Databases](#)

[Importing to other applications](#)

[User Preferences](#)

Click on ToolBar Button for information:



[Technical Support](#)

[Uninstalling PhoneDisc](#)


Searching by Name

Enter names in the Last, First, M. order. Keep in mind that not everyone uses full names and/or initials. Also, remember that a name such as Robert may be listed under Bob, William, Bill etc. Its usually best to enter the last name and a first initial. Then, use the [Limit](#) feature to narrow the search to a city, street etc. Business names may be abbreviated (for example, Association may be listed as Assoc.)

PhoneDisc directories with residential data contain a built-in, alternate name cross reference. For instance, the last name SEGEL will be cross referenced to SEGAL, SIEGAL, SIGEL, etc. You can scroll to the list of cross reference entries for a particular name by typing the last name followed by a comma only. To switch to an alternate spelling, double click on the cross reference entry you want from the list.

Limiting Searches

This feature allows you to LIMIT name and business type searches to include only listings in/on a given street, city, state, ZIP code, house number or area code. You don't need to know the complete spelling of the person's name or street address when using Limit. For example, if you know only that the person's name begins with TOUN and lives on a street beginning with BROOK, the limit feature will instantly find all individuals matching these criteria.

Select Limit by using the Limit menu, or by pressing the Limit tool bar button . Use the **Tab** key or mouse to position the cursor in the desired field. Enter a few letters of the street, city, etc. Usually, there is no need to spell out the entire name, just a few letters will do. If required, you can limit by several different fields. However, it is usually best to start with one say the street, and add others only when necessary. Limiting to the first few characters of the street name is usually the best way to start. The state code can also be useful.

Amount of Name to Include

The Limit feature only includes listings which start with the highlighted portion of the name at the bottom of the Limit dialog. For example, if SMITH, J is highlighted, all names starting with SMITH, J will be used. You can use the mouse to increase or decrease the amount of name to include. If you shorten the above example to SMITH, all names starting with SMITH will be used.

To include all names in the database, un-highlight the entire name. Searching the **entire database** using will slow. Use the address index if you need to search only by address.

Multiple Limits

When limiting, you can include several alternate streets, cities, states, etc. on one line by separating them with commas. For example, including VA, MD, DC, DE on the state code line will include all listings that match the name **and** are located in any of the listed states.

Negative Limits

The negative limit feature can be used to exclude a city, state, street etc. from your search. For example, you may wish to find an individual on 55th street, but NOT on 55th street in New York. You can accomplish this by including 55th as the street, and excluding the city of New York. Use a minus sign to exclude: as in **-NEW YORK**.

Within Name Limit

The Within Name limit allows you to limit to any text within a name. You can use Within Name to find all law firms with a JONES somewhere in the name, or all hardware stores with True Value in the name.

Wild Cards and String Search

The ? can be used as a wild card character anywhere in your input. For example H?T will find HAT and HIT. Note that an ending ? is always unnecessary because PhoneDisc always includes everything that you type. In addition, beginning the text with a ! specifies that the text can be located anywhere in the field. For example, by entering !OAK in the street field, PhoneDisc will find streets named Fallen Oak, Twelve Oaks, Oak St., etc. When in the Within Name limit, you are automatically in this mode.

Try Searching Harder Feature

This feature helps you find people by automatically looking for them under commonly used alternate names, and searching for them in a wider geographic area. For example if you are searching for PATRICIA SHAFER, PhoneDisc will automatically take into consideration that someone named PATRICIA may list themselves as TRISH, TRISHA, PAT etc. It will also automatically include alternatives to the last name such as SCHAFFER, SCHAEFER, SHAFFER, etc., in case you are not sure of the spelling of the last name.

This feature also takes into consideration that people often list themselves under their first initials and sometimes don't include their complete street address. The Try Harder feature will start by searching for smaller variations, it will then increase the variations step by step.

Note that while PhoneDisc makes every attempt to search and find all alternate spellings of names, it will occasionally miss alternate spellings that are very seldom used. If the Try Harder feature fails to find a person, a couple of human minutes spent guessing additional alternate names may occasionally yeild someone that the computer couldnt find.

User Options

The options in this dialog let you control what steps the PhoneDisc Try Harder feature should take to find a person. It is recommended that you leave all the options turned on, but there are times where some of the variations that PhoneDisc tries might bring up too many people that you are not interested in. In these cases, PhoneDisc gives you the control to simply turn off the offending option.

The Save button allows you to save your option settings between sessions.

Searching by Business Type

This index allows you to find specific business types, such as auto dealers, hotels etc. Combined with the Limit feature, this index allows you to find all hotels in a particular city, for example.

Not all PhoneDisc directories include a business type index. If one is available, it will be included in the Index menu. To bring up the business index window, choose Business Type from the Index menu, or press the Busn toolbar button. PhoneDisc will automatically position the type of business index to the category of the currently selected listing.

Specifying the Business Type

You can specify the business type either by typing its SIC (Standard Industrial Classification) numeric code, or by typing any word of the textual description. Select the desired category and press the Display button or double click the desired selection to see all businesses in the category.

You can then use the [Limit](#) feature to limit your business type search to a particular city, street, state, house number, or area code. The Within Name limit can be used to find businesses which contain a specified text string, for example FORD in the auto dealer category.

Printing out the list of categories

If you need a hardcopy list of the categories displayed in the window, you can print one by pressing the right mouse button and choosing **Print SIC list**, or pressing F2.

Scrolling / Jumping to related categories

PhoneDisc makes it easy to check related business type categories. If you are in the alphabetic section of the index, you scroll to the numeric section to see related categories (related business types are grouped together numerically). When in the numeric section, you can scroll to the alpha section to see alphabetically related categories. To quickly scroll to the related section, press the right mouse button and choose the **Scroll...** choice.

Searching by Phone Index

This option allows you to find an address and name, using just a phone number. This option is useful in verifying phone numbers on employment applications.

Not all PhoneDisc CD-ROM's have a telephone number index. If yours does you will see a Phone button included with the index buttons. If you do not have a Phone index button, see the section on Non-Indexed Phone Number Searching below.

Typing in a Phone Number

To search a specific number, simply type it in. If the number is found, the name(s) and address belonging to that number are automatically listed. The Exchange display located above the list of numbers will show you the city and state where the phone number's central office is located. The Exchange display will work even if the number was not listed.

Determining if a Phone Number is Shared

PhoneDisc is designed to allow you to quickly determine whether a phone number is shared with another business or person. When you have found a business or person in the name index, select the name with the mouse, and then press the Phone index button. All persons and businesses sharing the selected entry are automatically listed.

Displaying a Range of Phone Numbers

PhoneDisc allows you to quickly browse through a range of phone numbers. Simply click the Show Name/Nearby checkbox, and a screen of sequential numbers along with their names and addresses will be listed. While displaying a range of numbers, you do not have to wait for the screen to finish filling before scrolling or choosing another option.

Non Indexed Phone Number Searching

PhoneDisc CD-ROMs which include phone number indexes are usually split across several discs, due to the tremendous disc space the phone index requires. Some PhoneDiscs eliminate the phone index in order to cut down on the number of discs handled. If your PhoneDisc does not have a phone index, you can still search by phone number, but it will take much longer.

Heres how: While in the Name index, press the Limit Button. Use the mouse to shorten the Include all names starting with box so that nothing is selected. Tab over to the Phone field and enter your number in XXX-XXX-XXXX format. Press the Limit button to start the search. With a fast CPU and a triple speed drive, the search will complete as fast as 1/2 hour. With a slower CPU and an older drive, it could take several hours.

Searching by Address Index

This option allows you to find a name and phone number from just an address. This option is also useful in finding neighbors or businesses sharing a location. Not all PhoneDisc CD-ROMs have an Address index. If yours does, you will see an Address button included with the index buttons. If you do not have a Address index button, see the section Non Indexed Address Searching below.

Finding Neighbors

PhoneDisc is designed to allow you to quickly display the surrounding neighbors of any business or person found. After you have located a business or person in any of the indexes, highlight the name with the mouse, and then press the Addr index button. PhoneDisc will quickly display the neighbors, in order of house number. You can then select a range of neighbors with the mouse, and print the list by choosing the Print toolbar button.

Typing in an Address

To search a specific address simply type it in. Start with the city. As you are typing, watch in the index window below. As soon as you have typed enough to scroll to the correct entry in the field you are typing, you can press tab to automatically fill in the rest of that field. You may also use the scroll bar to position to the desired address. When you see the address you need, select it with the mouse and press the Show Names checkbox (or double click) to see the name and phone for that address and its neighbors. You can clear the address you've type one field at a time, by pressing the Esc or clear keys.

Non Indexed Address Searching

PhoneDisc CD-ROMs which include address indexes are usually split across several discs, due to the tremendous disc space the Address index requires. Some PhoneDiscs eliminate the address index to cut down on the number of discs you must handle. If your PhoneDisc does not have an Address index, you can still search by address, but it will take much longer.

Heres how: While in the name index, press the Limit button. Use the mouse to shorten the Include all names starting with so that nothing is selected. Tab over to the address fields and enter the address you want to find. Read the help section on Limiting searches for complete details on entering information in Limit. With a fast CPU and a triple speed drive, the search will complete in as fast as half an hour. With slower CPU's and older drives it could take several hours.

Counting

The Count feature allows you to obtain many useful statistics from a PhoneDisc directory. You can quickly find out how many SMITHS are in New York, or how many businesses and residences are located in a building.

Counting in the Name Index

Count can be used to count all the people with a particular last name or all the listings currently selected. When used with the [Limit](#) feature, you can count all listings with a particular name, on a particular street, in a certain city, state, area or ZIP code.

To count all listings beginning with a particular name, type in the desired name and choose Count from the Tools menu or press the Count button on the toolbar. A window will allow you to adjust the amount of the name to include. Count will include all names which start with the highlighted letters.

To count using a Limit, type in the desired name, set up the desired Limit, and choose count. To Count a [selection](#), use the mouse to highlight the desired range of names, and then choose Count.

Counting in the Business Type Index

In this index, Count can be used to count all the businesses in the category. Along with limit, it can be used to count all listings in the category located on a particular street, in a certain city, state, ZIP etc. You can also use the mouse to [select](#) a range of listings to count.

Counting in the Address Index

In this index, you can use Count to identify a selection or all listings in particular city, street, house number range, or even a single building. You may [select](#) listings to count using the mouse, or if only a single listing is selected, you will be prompted to select the amount of the address to include.

Counting in the Phone Index

In this index, Count can be used to identify a selection, or all listings starting with a particular area code or exchange. You may [select](#) listings to count with the mouse or, if only a single listing is selected, you will be prompted to select the amount of the number to include.

Dialing

PhoneDisc can automatically dial the currently selected listing using a modem, or by using your soundcards speaker while you hold the receiver next to it. Under Windows 95, you even have the option of having PhoneDisc link to your favorite dialer or call manager program dialing the call.

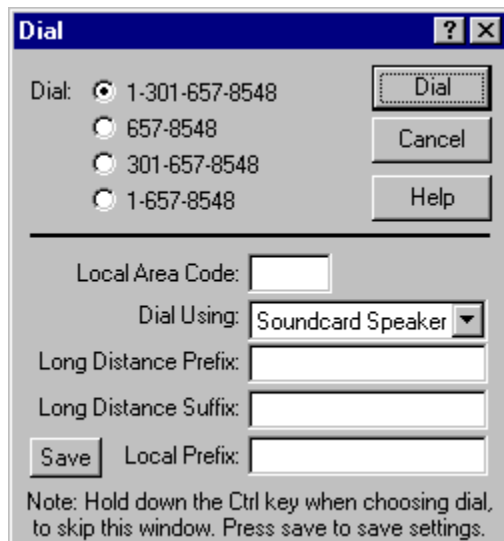
Speaker dialing can be used with any phone on a touchtone line. At home, this includes all phones, even portables. At the office, it will work with most phones including speaker phones, provided the phone system supports touchtone dialing.

Modem dialing uses your Hayes compatible modem to dial. Plug your phone into the modems phone jack. Pick up the phone before the modem dials.

Dialer/Call Manager Dialing (Windows 95 only) sends the phone number to your favorite dialer or call manager application and requests that it dial the number for you. The dialing application must support the Windows Telephony interface. Windows 95 ships with a standard Phone Dialer application (dialer.exe), you can install other ones in its place. The dialer PhoneDisc uses when you select this choice is specified in the TELEPHONE.INI file under RequestMakeCall= entry.

Note, when using another dialer, do not enter the local and long distance prefixes, since these are included by the other application.

Bring up the Dial window by choosing Dial from the Tools menu, or by pressing the Dial toolbar button.




Four radio buttons allow you to specify whether you are dialing a local number, a local call to another area code, or a long distance call.

PhoneDisc allows you to specify a prefix (for example an 8) when dialing long distance, a suffix to specify a credit card number, and a local prefix to include, for example, a 9 when using an office PBX. Do not use the prefix and suffix when dialing using the call manager method, since the the manager or dialer will include those.

If you specify a Local Area Code, PhoneDisc will use it to decide whether you are dialing a local or long distance number.

By holding down the Ctrl key when choosing Dial, you can skip the Dialing Window and immediately dial the number, based on the current settings and the Local Area Code.

Printing

Print allows you to print listings as they appear on the screen or as mailing labels in a variety of label formats. Keep in mind that the information on the CD-ROM disc is copyrighted and cannot be resold or transferred in violation of the PhoneDisc license agreement. Bring up the print dialog by choosing Print from the File menu or pressing the  toolbar.

ShortCut!

Holding down the **Ctrl** key while pressing the **Print** Toolbar button, will quickly print the currently selected listings using the current print format and options without bringing up the Print Dialog. This saves time if you need to randomly select and print listings as you find them. If you have the **Dont Print until Page Full** option set (see below) the listings are added to the current page, and the pages are printed as they're full.

Which Records to Include

Selected Only allows you to print one or more selected listings. Use the mouse to select the desired listing or a range of listings. You can select multiple listings by dragging through them with the mouse. You can select multiple non-contiguous listings by holding the Ctrl key as you select additional listings or ranges of listings.

All in Search includes all listings selected by the current search.

All Starting with includes all listings which start with the highlighted text.

Format / Label

Use **Single Line** to print the listings as they appear on the screen.

Mailing Labels and Envelopes

To print mailing labels, use the Format pop-up menu to select the type of labels you wish to use. PhoneDisc supports a wide variety of label formats for both laser and dot matrix printers. Also keep in mind that Laser Labels can often be used both with inkjet printers and sheet feeders on dot matrix printers.

Single Line	↓
Avery 5160/5260 Labels	↑
Avery 5161/5261 Labels	
Avery 5162/5262 Labels	
Avery 5163 Labels	
Avery 5164	
4" x 1-1/2" Labels 2 up	
Avery 5385 Rotary Cards	
Avery 4143 Labels	
Avery 4144 Labels	↓

To print envelopes, follow the directions for your printer. Laser printers often come with option envelope trays to make printing several envelopes easier. Insert envelopes into your printer narrow edge first.

Dont Print Until Page Is Full Option

This option is very useful if you need to select listings a few at a time to print. Normally, a sheet of paper is printed out as soon as you press Print. If you are constantly selecting a few listings to print, you can end up with many partially filled pages of paper or label stock. If you turn on this option, the listings are added to the current page, and the paper is not printed, until that page is full. The last partial page will print when you exit PhoneDisc, or turn this option off.

This option breaks each page into a separate print document. If you are using a shared network printer, this can mean that your pages might be split between other users pages. To keep the pages of a large one shot printing together, keep this option turn off.

Use the **Font** button to customize the appearance of your labels. Be sure that the chosen font and size fit on your labels.

The **Starting Label** button allows you to specify the position of the first available label on a sheet of labels, so that partially used label sheets can be re-used.

The **Save Settings** button allows you to save the options on the print dialog as the new defaults.

The **Custom Label...** Format choice allows you to specify a label that is not included as one of the pre-defined choices. Using a decimal ruler, measure your label and enter the values in the Custom Label dialog box. The label that you are working on is shown as a miniature sample at the bottom right of the dialog box. The sample area shows a 11 x 15 inch page. The vertical line in the middle shows the 8 1/2 inch mark. When you finished specifying your label, choose OK. **Save Settings** in the print dialog, will save the Custom Label.

The **Name Order** allows you to specify whether the name is displayed First M Last, or Last, First.

Selecting **POSNET BarCodes** will include U.S. postal barcodes on the bottom of the labels or envelopes. The barcodes allow post office sorting machines to automatically sort your letters, allowing them to arrive quicker, and in some cases obtain mailing discounts. If the Label format you select is so narrow that the barcode would not fit, the barcode is not printed.

Sort by ZIP / Delivery Point, sorts the records by ZIP+4 and delivery point sequence prior to printing them. This can help reduce mailing costs. See your local post office for details of any cost savings.

With ZIP+4 Only, limits the records printed to those with a 9 digit ZIP codes only. Note that some products do not carry 9 digit ZIP codes. This option should not be used with those products.

With Street Address Only, limits the records printed to those that contain a street line. For privacy reasons, some people omit their street name. These records are seldom available.

This option can be used instead of the **ZIP+4 Only** option above when you want broader coverage. There is no need to use this along with the ZIP+4 option since any record with a ZIP+4 will include a street line.

Sort / Remove Multiples

This dialog box allows you to sort the printed listings in ZIP+4, delivery sequence order. This can provide substantial savings when doing larger mailings. You should obtain manuals from your local post office to determine how to best use these options for the type of mailing you are producing.

Sort by Zip/Delivery Point

This checkbox turns the sorting on or off. The majority of the options below will only be available if sorting is on.

Sorting Options

This option either sorts all the listings together in ZIP+4, delivery point sequence, or breaks the listing into two sorted groups. One with all records with a ZIP+4, the other with all the records without a ZIP+4. The post office can give you higher discounts if **all** your sorted mail has a ZIP+4. Splitting the mailing apart can often maximize your savings by allowing you to get the maximum discount on the majority of your mail.

Eliminate Multiples at Address

This option allows you to eliminate multiple listings at an address/building. You can either eliminate multiple with the same last name at an address, or all multiples at the same address.

Warning! Since many telephone listings do not contain an apartment number, choosing **the All at the same Address/Building** option will only include one listing per apartment building for listings at that apartment that do not contain an apartment number.

Label Options

The POSTNET barcodes can either be specified here or on the print dialog box. In either case a POSTNET barcode is included with each label.

The Include an ** at the start of each 3 digit ZIP group includes two asterisk on the first label everytime the first three digits of the ZIP code changes. Some mailing discounts require you to break your mailing into 3 digit ZIP code trays or sacks. This option makes it easier for you to find the 3 digit ZIP code breaks.

Exporting to Disk

This option allows you to transfer listings to a disk file so that they can be read by another software application, such as a contact manager or personal directory. Remember: the information on the CD-ROM disc is copyrighted and cannot be resold or transferred in violation of the PhoneDisc license agreement.

ShortCut!

Holding down the **Ctrl** key while pressing the **Export** Toolbar button, will quickly append the currently selected listings to the current export file. If you need to randomly select and export many listings, click **Export** to name your file and save your initial selection, from then on, select one or more listings, and hold down **Ctrl** and press **Export** to add new listings to the export file.

Drag and Drop / Copy Paste

You can also transfer information by using **Copy** and **Paste** from the Edit menu, or **Dragging** information from the label in the top right of the window (Windows 95 and Windows NT only).

Which Records to Include

Selected Only allows you to save one or more selected listings. Use the mouse to [select](#) the desired listing or a range of listings. You can select multiple listings by dragging through them with the mouse. You can select multiple non-contiguous listings by holding the Ctrl key as you select additional listings or ranges of listings.

All in Search includes all listings selected by the current search.


All Starting With includes all listings which start with the highlighted text.

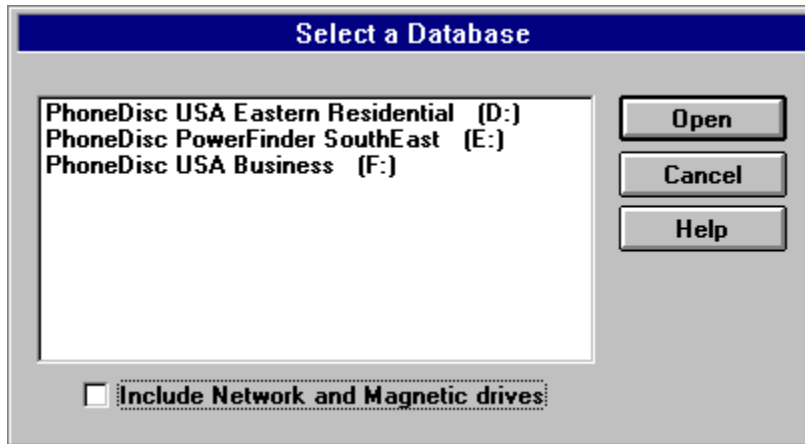
Format

Use **Format** to specify how the data is to appear when transferred to another application. Check with the application that will be reading this file to determine the best format to use. We have included pre-defined, delimited formats which produce files compatible with several [popular organizer and mailing applications](#).

The **Append** button allows you to add an existing file, so that you can randomly select listings and export them to a single file. Holding down the Ctrl key while pressing the Export toolbar button (or selecting from the menu) will automatically append to the current export file.

Selecting Databases

The Disc toolbar icon , or the File -> Open menu choice allows you to select which PhoneDisc database you wish to search. If you have several PhoneDisc databases, you can quickly switch among them to find the person/business for which you are searching.



PhoneDisc will display a list of databases on all CD-ROM drives attached to your computer. You can select a database by either double clicking it, or by selecting it and choosing **Open**.

Refresh Drives

PhoneDisc will normally dynamically update the displayed list of PhoneDisc databases available. Pressing Refresh Drives causes PhoneDisc to look for databases in other drives that were not previously available.

Under Windows 95, PhoneDisc will even find and make available drives that are unavailable because you forgot to turn them on when you first powered up your computer! Once PhoneDisc makes the previously turned off drive available, it will be available for all other applications including the Windows Explorer and My Computer.

ShortCuts

If you have several CD-ROM drives with PhoneDiscs, you can switch among them by holding down the Ctrl key when you press the Disc toolbar icon. If you hold down the Ctrl key, PhoneDisc will skip displaying the choose database dialog and automatically switch to the next on the list. If you have a single drive, you can switch the disc, and then press Ctrl along with the Disc icon to quickly switch to the new disc.

Where to Look for Databases

Your PhoneDisc database can be located on one or more local CD-ROM drives, network drive letters, a network path, or UNC path. The normal default is for PhoneDisc to only look thru your CD-ROM drives for PhoneDisc databases. If you have more than one CD-ROM drive, this allows you to place the PhoneDisc CD-ROM in any of your CD drives. In a typical installation with a single local CD-ROM drive, you should only have the **All CD-ROM Drives** checkbox checked.

Clicking the **All Network Drives** checkbox, tells PhoneDisc to also search for PhoneDisc databases on the root directory of all local drive letters that have been mapped to your network.

If the PhoneDisc database is located on your network, you can map the network drive with PhoneDisc to the next available drive letter, check **All Network Drives**, and it will appear

as a choice to search. If PhoneDisc is located on a network, you should remove the check from **All CD-ROM Drives** to prevent PhoneDisc from spending time checking your CD-ROM drives.

If you have a lot of Network drives, it will take time for PhoneDisc to search through all of them looking for databases. You can speed this up, by specifying just the network drive that contains PhoneDisc as a **Custom Path List**, and removing the check mark on **All Network Drives**. and **All CD-ROM Drives**.

The **Custom Path List** allows you to specify the drive(s), Universal Naming Convention (UNC) paths, or drive\path where PhoneDisc databases are located. See [Custom Path List](#) for details.

Custom Path List

This option from the Open Database dialog allows you to specify the drive(s), Universal Naming Convention (UNC) paths, or drive/path where PhoneDisc databases are located. You should separate multiple paths with semi colons. There are four basic types of paths that you can specify:

- 1) **A single Drive Letter** such as D:\. This is useful if you have several non-PhoneDisc mapped network or CD-ROM drives, and you want to specify just the drives with PhoneDisc databases.
- 2) **A UNC Path** in the form \\server\share where *server* is the name of the server or computer with the PhoneDisc database, and *share* is the directory, drive or other share name containing the PhoneDisc database. UNC paths are driveless paths that do not require mapping local drive letters. Using UNC is always the preferred to method to connect to a network, since it allows a standard, consistant method of getting to the PhoneDisc databases no matter how many local drives you have. If you are searching PowerFinder USA One, you only need to provide the UNC path to the first disc. PhoneDisc will automatically find the others provided the last character of their share names increase by one (PD1, PD2, PD3....).
- 3) A **Drive/Path** in the form F:\CD-ROMS\PDBR9601. Some CD-ROM networking software solutions allow you to map several CD-ROMs to a single share name by placing them in a pseudo subdirectories of a drive. In the above example, PDBR9601 is the volume name of a CD-ROM that has been grouped together on the psuedo CD-ROMS directory of the F drive. UNC's can generally be used instead of drive paths, and are usually the better way to go.
- 4) A **Wild Card Path** in the form F:\CD-ROMS*\ or \\SERVER\CD-ROMS*. The asterisk, tells PhoneDisc to look for PhoneDisc databases in all the subdirectories that would occur in place of the asterisk. This can save alot of typing if you have several PhoneDisc products in the same subdirectory. Note that you cannot wild card the share name in a UNC path. Specifying \\SERVER*\ wont work.

Multiple paths can be separated with semi colons:

D;\\SERVER\CD2;\\SERVER\CD3;R:\CDROMS*\

In the example above, the D drive, a UNC share path to CD2 on the server SERVER, a UNC path to CD3 on server SERVER and the CDROMS directory of the R drive are specified.

Act for Windows

In PhoneDisc, select Export Listings. Name the file you wish to export. Be sure to end the file name with .txt you may change the name order of the listings by using the arrow on the Name Order box. In the Format box, click on the arrow key and select ACT!. Open the ACT! application. Choose **Import** from the **File** menu. Change List Files of Type to Delimited. Select the file you exported from PhoneDisc and click **OK**. The next screen, **Importing Options** allows you to adjust the field matching. The fields should match perfectly. Press **OK** to complete the import.

WordPro Mail Merge

In PhoneDisc, select the listings you wish to export. Press the **Export** toolbar button. Name the file you wish to export. In the Format option, choose **AmiPro Mail Merge** and press **OK**.

In AmiPro edit the document which contains the standardized text (your letter). Choose **Merge..** from the **File** menu and select option 2 and press **OK**. Choose Yes to use the current document. This will bring up the **Select Merge Data File** dialog box. Change the file type in the bottom right corner to **Comma Delimited**. Use the directory and file name options to find and choose the file you saved in PhoneDisc, then press **OK**. If you get the **Merge Data File Fields** dialog box, choose **Field names in first record of data file**, and press **OK**. This will bring up the **Insert Merge Field** dialog box. Place the insertion point where you want the a field inserted in your letter, then choose the field from the dialog box. Without closing the dialog box, repeat the procedure until you insert all the desired field names.

To print the letters, Choose **Merge..** from the **File** menu and select the third option.

Commence

PhoneDisc will export company names so that you can import them into your Commence Personal Information Manager. Name your file ending with .TXT. In Commence, choose Import from the File menu.

In the Import dialog, choose the **Companies Template**, then click **Import**. Choose the file you created in PhoneDisc. To view the imported companies, choose **Companies** under the **View** menu.

DBase III

PhoneDisc will produce a DBase file (.DBF) which includes the listings Last Name, First Name, Address, City, State, ZIP, Phone and SIC code. This file can be read directly from DBase. If you use the **Append** option, when creating the file, make sure you append to a DBase file created by PhoneDisc.

Desktop Manager

In PhoneDisc, use the mouse to highlight the listings you wish to export. Under the **File** menu, select **Export Listings**. Under the **File** menu, select **Export Listings**. Name the file you wish to export, making sure to include the .txt suffix. Under **Format**, click on the arrow of the Format box and select **Desktop Manager**. Press **OK**. Open the Desktop Manager application. From the Main Menu, select **List Menu**. Then select **List Maintenance Menu**. Choose **Import Menu**, and then choose **Select Import Target List**. Highlight the list that will receive the PhoneDisc listings and press **Enter**. Under the **Import Menu**, choose **Select Import Source File**. Choose the desired file type and press **Enter**. Enter the source file path and the name of the source file. Press **Enter**. Choose **Perform Import**. The Import screen will display two boxes, the Target List and the Source List, which will show the first PhoneDisc file you wish to import. Pressing the Tab key will activate the top and bottom boxes alternately. Activate the bottom box and place the cursor in the First Name field. Then activate the source file box and highlight the First field and press **Enter**. At the bottom of the screen, type the number of the First field from the Desktop Manager target list and press **Enter**. Then, type the number of the First Name field from the Source file, and press **Enter**. Repeat this process for all fields, and when finished, press **[F10] Save**. To return to the main menu, press **Alt-M**. Display contacts to verify that the import was successful.

ECCO

In PhoneDisc, use the mouse to highlight the listings you wish to export. Under the **File** menu, select Export Listings. Name the file you wish to export, making sure to include the .txt suffix. In the Format box, use the arrow to select **ECCO**. You may change the name order of the listings using the Name Order box. Press **OK**. Open the ECCO application. Under the **File** Menu, open the file into which you wish to import the PhoneDisc listings. Click on the Phone icon at the top of the document screen. Under **File**, choose **Import**. Select the appropriate file, and click **OK**. Next, match the elements of the listings to the appropriate destinations. Use the mouse to highlight the information in the left column, and then match it to the appropriate fields in the right column, and then press **OK**. Press **OK** again to complete the import.

Lotus Organizer

Version 1.1

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the **File** menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .txt. You may change the name order of the listings by using the arrow on the Name Order box. In the Format box, click on the arrow key and select **Lotus Organizer 1.1**.

In Lotus, choose **Import** from the **File** menu. In the Import dialog box, set **Into Section to Address**, and **Import Format** to Ascii (CVS). Then select the file from PhoneDisc. Click **Options**, and select **Field names as first records**. Click **OK**. Next, the **Field Mapping** dialog box will appear. All fields should match perfectly. Choose **Map all** and click **Import** to complete the process.

Version 2.1

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the **File** menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .txt. You may change the name order of the listings by using the arrow on the Name Order box. In the Format box, click on the arrow key and select Lotus Organizer 2.1.

In **Lotus Organizer**, choose Import from the **File** menu. In the **Into Section** field, choose **Address**. Locate the file exported from PhoneDisc and press **OK** to complete the import.

My Advanced MailList

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the **File** menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .txt. You may change the name order of the listings by using the arrow on the Name Order box. In the Format box, click on the arrow key and select **My MailList**. Press **OK**. Next, open the My MailList application. Open the file into which you wish to import the listings. Under the File menu, choose **Import**. Select the file you wish to import. In the List Files Type box, use the arrow to select All Files (*.*). Click **OK**. In the next dialog box, select **Quote and Comma**, using the arrow key. Also, click on the box to indicate that you wish to use the Header Information to create field names. Click on **Assign**, and then click **Auto Assign**. Select **Import**.

Microsoft Word Mail Merge

For Word 6.0 (Office 95 version is similiar)

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the **File** menu, select **Export Listings**. Name the file you wish to export. Be sure to end the file name with .txt. In the **Format** list, click on the arrow key and select **Microsoft Word Mail Merge**. Press **OK**.

Next, open the Microsoft Word form letter which has the standardized text into which you wish to merge the PhoneDisc name and address. Under the **Tools** menu, select **Mail Merge**. At Step 1: **Main Document**, select **Create**, and select the appropriate format. Select **Active Window** at the next dialog box. At Step 2: **Data Source**, select **Get Data**, then select **Open Data Source**. In the next dialog box, move the cursor to **List Files of Type**, and select **Text Files (*.txt)**. Then, find and select the file you saved in PhoneDisc and click **OK**. Word will now add a new line to the toolbar to help you merge the fields. Move the cursor to the point where you wish the first field from PhoneDisc (for example First Name) to appear, then select the field by clicking **Insert Merge Field** in the new toolbar. Repeat this process until all the fields you need, appear in your form letter.

Finally, print the combined form letter with the names and addresses from PhoneDisc by clicking the **Merge to Printer** button on the right side of the new toolbar. You can also use the **Mail Merge** item on the **Tool** menu and select Step 3.

PackRat

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .txt. You may change the name order of the listings by using the arrow on the Name Order box. In the Format box, click on the arrow key and select **PackRat**. In PackRat, select **Import/Export** from the **File** menu. Select the Import button from the Direction box. Select Text from the File Type box. In the Import from box, type the file name you exported from PhoneDisc. In the Import to Form box, select Phone Book. Set the Delimiter to **Comma**. Click **OK**. The next screen will allow you to adjust the field matching. Select each element of the listing, and match it to the appropriate address field. When finished, click **Add**, located at the bottom of the dialog box, next to Catalog. The Save As box will appear. Save as PhoneDisc settings. All future listings will match, as specified. Press **OK** to complete the import.

Q & A for Windows

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .csv. In the **Format** list, click on the arrow key and select **Q & A**, then press **OK**.

In Q&A, open the Q&A database into which the PhoneDisc listings are to be added. Choose **Import** from the **File** menu. Select the file you saved in PhoneDisc. The **Text Import Options** dialog box will be shown. Make sure **Comma** and **Quotes Around Text** are set and press **OK**.

In the Import dialog box, select the field or fields you wish to import and click **Add**. When you have finished selecting the fields, press **OK**.

Q & A Write Mail Merge for Windows

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .txt. In the **Format** list, click on the arrow key and select **Q & A Mail Merge** then press **OK**.

In **Q&A Write**, create the form letter you wish to send. To specify the variable names and address in the form letter, choose **Merge Field** from the **Insert** menu. Find the file you saved in PhoneDisc. Make sure the **List Files of Type:** specifies **ASCII**. The **Insert Merge Field** dialog box will appear. The Fieldname list will either include the field names from PhoneDisc, or the fields numbered. Choose the field you want inserted into the letter. Continue this process until you have added all the variable PhoneDisc fields you need to the letter. Save the form letter. Use **Print Merge** from the **File** menu to print the letters with the information from PhoneDisc.

WordPerfect Mail Merge

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .csv. In the **Format** list, click on the arrow key and select **WordPerfect Mail Merge** then press **OK**.

In WordPerfect, open the form file (letter) you created. From the **Tools** menu, choose **Merge**. Press the **From...** button and choose **Use File In Active Window**. Click the button **Associate Data File** and choose the file exported from PhoneDisc. Press **OK**. From the toolbar, press the Insert **Field...** button. Convert the file from ANSI (Windows) Delimited Text. Insert the fields (the changing information in your letter) into your document with the fields corresponding as follows: 1-First Name, 2-Last Name, 3 Address1, 4-Address2, 5-City, 6-State, 7-ZIP Code. Once you have placed all the fields in your letter where you want them, press the **Merge...** button from the toolbar. In the dialog box, choose **Merge...** and press **OK**.

ACE Contact Manager

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .csv. In the **Format** list, click on the arrow key and select **ACE** then press **OK**.

In ACE choose **Import** from the **File** Menu. In the **Import File Location** box, press the **Browse** button. Choose the file you exported from PhoneDisc. In the **Delimiters** box, choose the Comma radio button and press OK. Under Matched Fields dialog, match the fields and press Import to complete the process. Save your match configuration so you can load it later.

WinFax Pro for Windows 95

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. Be sure to end the file name with .csv. In the **Format** list, click on the arrow key and select **WinFax Pro** then press **OK**.

In WinFax choose **phonebooks** from the **Windows** menu. From the **File** menu, choose **Import**. Select the file you just exported from PhoneDisc and press **OK**.

MapLinx

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. In the **Format** list, click on the arrow key and select **MapLinx** then press **OK**.

In MapLinx, choose **Open Database...** from the **File** menu. Locate the file exported from PhoneDisc and press **OK** to complete the import.

Lotus 1-2-3

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. In the **Format** list, click on the arrow key and select **Lotus 123** then press **OK**.

In Lotus, choose **Open** from the **File** menu. Locate the file exported from PhoneDisc and press **OK** to complete the import.

Excel

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. In the **Format** list, click on the arrow key and select **Excel** then press **OK**.

In Excel, choose **Open** from the **File** menu. Locate the file exported from PhoneDisc and press **OK** to complete the import.

Rand McNally StreetFinder

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. In the **Format** list, click on the arrow key and select **Rand McNally StreetFinder** then press **OK**.

In **StreetFinder**, choose Import from the **File** Menu. Locate the file exported from PhoneDisc and press **OK**. Press the **Link** button four times to map the fields. Press **OK** to complete the import.

City Streets for Windows

In PhoneDisc, use the mouse to highlight the listings you wish to export. From the File menu, select Export Listings. Name the file you wish to export. In the **Format** list, click on the arrow key and select **City Streets** then press **OK**.

In **City Streets**, choose Import from the **Database** menu. Press the **Select File** button and locate the file exported from PhoneDisc. Press **OK**. In the **Associate Import Input Fields...** dialog box, map the listings by clicking on the header in the **Input Fields** box.

Importing

The following provides brief instructions on importing listings exported with the Windows version of PhoneDisc into various applications.

[Act! for Windows](#)

[ACE Contact Manager](#)

[WordPro \(AmiPro\) Mail Merge](#)

[City Streets for Windows](#)

[Commence](#)

[DBase III](#)

[Desktop Manager](#)

[ECCOExcel](#)

[Lotus Organizer](#)

[Lotus 1-2-3](#)

[MapLinx](#)

[My Advanced MailList](#)

[Microsoft Word Mail Merge](#)

[PackRat](#)

[Rand McNally StreetFinder](#)

[Q & A for Windows](#)

[Q & A Write Mail Merge for Windows](#)

[WordPerfect Mail MergeWinFax Pro](#)

Disc

Press when you need to switch to another PhoneDisc.

[Click Here for Complete Info](#)

Print

Press to Print Listings

[Click Here for more information](#)

Dial

Press to Dial selected listing.

[Click Here for more information](#)

Count Listings

Press to Count the Listings

[Click here for more information](#)

Limit Search

Press to Limit a Name or Business Type search to a particular city, street, state, zip etc.
[Press here for more information](#)

Limit Off

Press to turn off a Limit

ClipBoard Copy

Press to Copy the highlighted listings to the ClipBoard as a mailing label. Note, under Windows 95 and Windows NT, you can also transfer labels by using Drag and Drop from the label in the top right of the window.

Export Listings

Press to Export listings

[Press Here for more information.](#)

Name Index

Press to switch to the Name Index
[Click Here for more information.](#)

Business Type Index

Press to switch to the Business Type Index

[Click Here for more information](#)

Address Index

Press to switch to the Address Index
[Click Here for more information.](#)

Phone Index

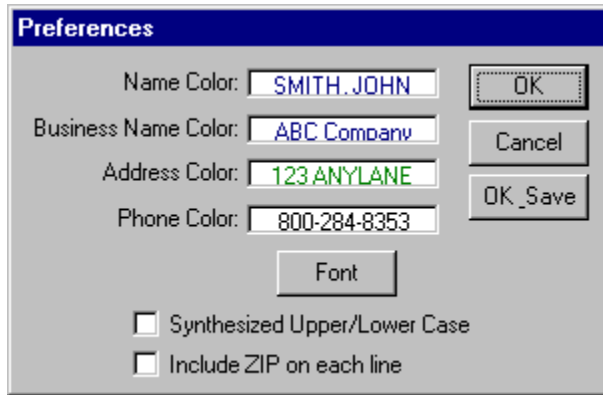
Press to change to the Phone Index.
[Click here for more information.](#)

Try Harder

Press to automatically search for alternate names
[Click here for more information](#)

User Preferences

You can edit PhoneDiscs text colors and font by using the Preferences choice under the Edit menu. The following Dialog Box will be displayed:



Click the various colored parts of a listing to change its displayed color. Press the font button to change the font. Make sure the font you pick will fit the size monitor you are using. Check the font under the address index to make sure the phone number on the far right is completely visible.

The **Synthesized Upper/Lower Case** check box allows you to display the listings in upper/lower case. This can make reading the listings easier. The conversion to lower case isn't always perfect however. The **Include ZIP on Each Line** adds the ZIP code at the end of each displayed line on the screen while in the name index.

The **Limit Scroll Buffer** size affects how many hundreds of screens of listings you can scroll down thru when doing a limit. The default size is 120K. You can always export, count or print all the listings when doing a limit, this option only affects how many hundreds of times you can click scroll down after a limit.

Press OK to change to the new color and font scheme temporarily until you exit PhoneDisc. Press OK/Save to change the scheme permanently. PhoneDisc currently ships with Courier 10 as the default font.

The other colors used in PhoneDisc are determined from the Windows Control Panel. In Windows 3.1, you can find the Colors Control Panel by clicking **Main, Control Panel** and then **Colors**. In Windows 95, you can change the colors by clicking **Start, Settings, Control Panel, Display** and clicking the **Appearance** tab. The Windows Control Panel choices affect all applications on your system.

Under Windows 95, multiple users of a machine can each have their own separate Preferences. See the Passwords option in the Windows 95 Control Panel for details in setting up multiple users. PhoneDisc will give each user you setup their own separate preferences.

Toolbars

This dialog box accessible from the **Tools->Toolbar** menu, allows you to adjust your toolbar.

Color Buttons

Turning this off removes the colors from the toolbar. If you have a monochrome monitor, the toolbar may be easier to read with this option off. The default is on.

Large Buttons

Checking this on increases the size of the toolbar buttons. Note that if you have a smaller monitor, not all the information will fit on the screen with **Large Buttons** turned on. The default is to use small buttons.

Show ToolTips

Tooltips are small descriptions that popup describing each button on the toolbar. Check this option to see the popups.

Technical Support

Latest Software

The latest upgrade of the PhoneDisc *retrieval software* is always available free to any registered user. Upgrades to the products (databases) themselves are also available for a special upgrade price.

The latest retrieval software is available under:

DDA Bulletin Board: 1-301-657-2462
Compuserve GO DDAPHONE
Internet <http://www.dda-inc/soft.html>

Technical Support

Tech Support is available from 8:30 am to 6:00 pm (Eastern Time) at 301-657-3888. You may also leave tech questions under the GO DDAPHONE area of Compuserve or at techsupport@dda-inc.com.

Sales and Upgrades

Please see your local distributors for other DDA products or upgrades to your current product.

If the product you are looking for is not available from your local retailer, please call our direct sales order desk at: 1-800-284-8353 for your product needs.

WorkGroup (Network) versions of PhoneDisc

The regular version of PhoneDisc only allows one user at a time to access PhoneDisc. You can purchase a WorkGroup upgrade which allows multiple people to access PhoneDisc on your network.

Under Windows 95, PhoneDisc provides special tools which allow a network administrator to easily install or upgrade PhoneDisc clients network wide using silent batch files. These tools are included in the WorkGroup version of PhoneDisc.

Migrating from Windows 3.1 to Window 95

While a version of PhoneDisc installed under Windows 3.x will run under 95 and even take on the Windows 95 look, many of the unique *Designed for Microsoft Windows 95* features will not be available until you re-install from the CD under Windows 95. During the install, you will be asked if you want your older version of PhoneDisc removed. We strongly recommended that remove the older version.

Accessing PhoneDisc using other software

PhoneDisc provides an interface which allows other software to access information on PhoneDisc CDs. For example, a desktop phone tool application could obtain the name and address of an incoming call from PhoneDisc by sending it the phone number detected via Caller-ID. See [API Access to PhoneDisc](#).

Dec Alpha and IBM PowerPC versions of PhoneDisc for Windows NT

Native code versions of PhoneDisc for the Dec ALPHA and the IBM PowerPC computers are available in the **PowerPC** and **Alpha** subdirectories of the PhoneDisc CD. These version

include all the features of the Intel Windows version of PhoneDisc and will work with both NT 3.51 and NT 4.0.

More Information Box

(Available in PhoneDisc PowerFinder Only)

The More Information Box can be brought up by clicking the address label in the upper right corner of the screen. Use the mouse to select the record you want to include in the More Information box.

Type of Business / SIC Code

This lists the U.S. Department of Commerce **Standard Industrial Classification Code** and description for a business. SIC codes are only displayed for business listings.

U.S. Census Information

PhoneDisc PowerFinder links demographic information from the 1990 U.S. Census to most of the listings in PhoneDisc. Information includes the geocoded latitude and longitude, the principle type of housing found in the census area, and the median household income for the census area. The census areas used can vary from area to area from under one hundred to several thousand households.

Predominant Type of Housing

This indicates the type of housing that the greatest number of people live, within the census area. Since the same census area could include both 50+ unit apartments along with single family homes, you should not draw absolute conclusions about the housing type of any particular listing.

Median Household Income

This is the median household income from all households in the census area. The range given is the range of the median value, **NOT** the range of incomes! Keep in mind that the incomes of any individual household could vary by orders of magnitude from the median. Therefore you should not draw absolute conclusions about the income of any individual household from this information.

In addition, you should never come to conclusions about credit worthiness based on these values. Household income has very little to do with an individuals ability to repay debt.

API Access to PhoneDisc

In addition to using PhoneDiscs easy to use human interface, you can also search PhoneDisc using a software interface. You can either write software to interface to PhoneDisc, write macros for existing software you may have, or purchase software with built in software interface to PhoneDisc. The information below is targeted to users and developers who wish to write or modify software to access PhoneDisc.

DDE Interface

PhoneDisc provides a simple DDE interface for other programs to use. A sample DDE application (SAMPDDE.EXE) that interfaces with PhoneDisc is located on our bulletin boards, see [Technical Support](#)

[DDE-Quick Description](#)

[DDE Detailed Step by Step](#)

DDE-Quick Description

PhoneDisc DDE Server Name: "**PhoneDisc**"

Topic: "**Command**"

DDEPOKE

Item: "**CallerID**"

Data: phone number to lookup in the following format:
"NNN-NNN-NNNN"
N = ascii 8-bit digits [0 - 9]
the string is null terminated

DDEREQUEST

Item: "**CallerID**"

Format: **CF_TEXT**

Returned Data: The name and address for the telephone number previously poked

Data is in the following <CR> delimited null terminated format:

NAME <CR>

STREET<CR>

CITY,STATE ZIPCODE<CR>

Telephone<CR><0>

DDE Detailed Step by Step

Below are step by step examples for writing a software interface to PhoneDisc using the C programming language. It is assumed the reader is familiar with programming using DDE under Windows.

1). Register your DDE callback routine

```
FARPROC lpDdeProc; /* procedure instance address */

lpDdeProc = MakeProcInstance((FARPROC) DdeCallback, hInst);
if (DdeInitialize(&gidInst, /* receives instance identifier */
    (PFNCALLBACK) lpDdeProc, /* address of callback function */
    APPCMD_CLIENTONLY , 0L));
```

2) Get a string handle to the server name "PhoneDisc"

```
ghszServer= DdeCreateStringHandle(gidInst, "PhoneDisc", CP_WINANSI);
```

3) Connect to the "PhoneDisc" Server with a Topic of "Command" receiving a conversation handle ghConv

```
HCONV hconv;
HSZ hszTopic;
UINT uError;

hszTopic = DdeCreateStringHandle(gidInst, "Command", CP_WINANSI);
if ((hconv = DdeConnect(gidInst,ghszServer, hszTopic,NULL)) == NULL){
    uError = DdeGetLastError(gidInst); ghConv=0L;
}
DdeFreeStringHandle(gidInst, hszTopic);
ghConv=hconv; // ghConv is the Handle to the Conversation
```

4) Send the number to lookup via the DDEPOKE command

```
HSZ hszItem;
HDDEDATA hdResults;

hszItem = DdeCreateStringHandle(gidInst, "CallerID", CP_WINANSI);
hdResults = DdeClientTransaction((unsigned char *) lpData, cbsize ,hConv ,hszItem, CF_TEXT,
XTYP_POKE ,TIMEOUT_ASYNC ,NULL );
DdeFreeStringHandle(gidInst, hszItem);
```

5 Get the returned Data from the PhoneDisc Server

```
HSZ hszItem;
HDDEDATA hdResults;

hszItem = DdeCreateStringHandle(gidInst, "CallerID" CP_WINANSI);
hdResults = DdeClientTransaction(NULL,1,hConv,hszItem,CF_TEXT,XTYP_REQUEST,10000,NULL);
if(hdResults) {
....DWORD lcnt = DdeGetData(hdResults,(unsigned char *) lpData,(DWORD)nSize,0L);
```

```
....DdeFreeDataHandle(hdResults);  
....}  
// returned data is in lpData
```

6. Repeat steps 4 & 5 to lookup additional telephone numbers

7. Disconnect the Conversation when finished

```
DdeDisconnect(hConv);
```

8. Terminate the DDE Session

```
DdeFreeStringHandle(gidInst,ghszServer);  
DdeUninitialize(gidInst);
```

Selecting Listings

Use the mouse to select the listing you want. You can select several listings in a row by dragging through them. You can extend or shorten a range of selected listings by holding down the shift key and clicking on the new end of range

In the Name index, you can use the Ctrl key as you click or drag to select several discontinuous ranges of listings.

If you need to select groups of random listings to print or export, you can select small groups as described above, and then select the **Print** or **Export** buttons on the toolbar while holding down the Ctrl key to quickly add them to the current printed page or file. For Printing, see the **Dont Print until Page is Full** option under [Printing](#) .

Press to clear the text in all the fields below.

The Limit feature only includes listings which start with the name highlighted at the bottom of the Limit window. For example, if SMITH, J is highlighted, all names starting with SMITH, J will be used. You can use the mouse to increase or decrease the amount of name to include. If you shorten the above example to SMITH, all names starting with SMITH will be used.

To include all names in the database, highlight nothing.

To change the name, press cancel and type the name you want in the index.

Indicate whether you want Businesses, Residences or Both included in your limit.

Press to display all listings which match the fields filled out below and that start with the letters specified below.

Save the current options as the new defaults.

Allows you to include one or more selected listings. Use the mouse to [select](#) the desired listing or a range of listings. You can select multiple listings by dragging through them with the mouse. You can select multiple non-contiguous listings by holding the Ctrl key as you select additional listings or ranges of listings.

Includes all listings selected by the current search.

Includes all listings which start with the highlighted text.

Will include U.S. postal barcodes on the bottom of the labels or envelopes. The barcodes allow post office sorting machines to automatically sort your letters, allowing them to arrive quicker, and in some cases obtain mailing discounts.

Allows you to specify the position of the first available label on a sheet of labels, so that partially used label sheets can be re-used.

Adds the listings to the end of the selected file.

Allows you to print the listings in upper/lower case. This can make reading the listings easier.

Specifies what labels, envelopes, etc you will be printing on.

Lets you specify whether the name should be last, first or first last.

Lets you choose the font and size of the text to be printed.

Checks to see if PhoneDisc databases are now available in previously unused drives. Under Windows 95, makes previously turned off drives available.

Specifies for what application you want the listings exported.

Includes the telephone number with the address label.

Opens the Selected PhoneDisc Database.

Lets you choose if PhoneDisc should look for databases on network or hard disks.

Allows you to specify a Local Area Code which PhoneDisc will use it to decide whether you are dialing a local or long distance number.

Allows you to specify how the number should be dialed. You can specify a modem by selecting its communications port or your soundcard speaker while you hold the phone next to it. Under Windows 95, you ask PhoneDisc to pass the dial request on to your favorite designed for Windows 95 dialer or call manager application.

Allows you to specify a prefix (for example an 8) when dialing long distance.

Allows you to specify a suffix (for example a credit card number) when dialing long distance.

Allows you to specify a local prefix to include for example, a 9 when using an office PBX.

Enter the number of labels across the sheet.

Enter the number of Labels down the sheet.

Enter the margin between the top of the sheet and the top of the first label.

Specifies an Attention Line to be included at the top of the address on labels or envelopes.

Enter the margin between the left of the sheet and the left of the first label.

Enter the space between the bottom of one label and the top of the next.

Enter the space between the right edge of one label and the left edge of the next.

Enter the width of a single label on the sheet.

Enter the height of a single label on the sheet.

Shows a miniature of the label on an 11 by 17 sheet. The vertical bar near the middle shows the 8 1/2 by 11 size.

Click to change the color that residential names in listings are displayed.

Click to change the color that business names in listings are displayed.

Click to change the color that addresses in listings are displayed.

Click to change the color that phone numbers in listings are displayed.

Click to change the font used to display the listings.

Displays the listings in Upper/Lower case by capitalizing the first character of every word.

Includes the ZIP code on every listing line on the screen. The ZIP is always displayed on the label box at the top right of the screen.

Saves the current settings as the new startup default.

Select a Business type from this list. The list has a numeric section of related codes, and below an alphabetic section of the same codes indexed by their text description. You can choose from either section.

Use the mouse to indicate what starting letters to include in this count.

Enter either an SIC numeric code, or an alpha description of the type of business you are interested in.

Enter a word, phrase or just a few letters that **must** be in the name.

Enter one or more two letter state codes separated with commas.

Enter one or more street names separated with commas. If leading a directional is not included, matching streets with or without directionals will be included. If leading a directional **is** included, only those matching the specified directional will be included.

Enter one or more area codes separated with commas. You can also include additional digits of the number, for example 301-555.

Enter one or more city names (or starting letters). Separate multiple names with commas.

Shows the currently selected listings. You can use the mouse to drag the listing in this label into other applications that support drag and drop (95 and NT only).

Check to include the names and phone numbers for the displayed addresses. Scrolling is faster with this turned off. Double clicking a listings will toggle this on and off.

Check to include adjacent names and addresses for the displayed numbers. Scrolling is faster with this turned off. Double clicking a listings will toggle this on and off.

Choose how you want your number dialed. The default is determined based on your local area code

Advanced Option. Affects how many hundreds of screens of listings you can scroll down thru after doing a limit. You can always count, export or print all listings in a limit.

Only Includes listings with a 9 digit ZIP code. These are more deliverable than 5 digit ZIP listings.

Only includes listings with a complete street address. Those without, are seldom deliverable.

Tells PhoneDisc to try common alternate first name spellings of the name you are searching

Tells PhoneDisc to try common alternate last name spellings of the name you are searching.

Tells PhoneDisc to include people listed with just the first initial of the name you are searching.

Tells PhoneDisc to eventually also include people anywhere in the city you specified.

Tells PhoneDisc to eventually also include people anywhere in the state you specified.

Tells PhoneDisc to eventually relax all geographic limits you specified.

Go start the Try Harder search.

Delays printing out a page until its full. Useful if you are adding a few listings at a time to a page.

Includes any local CD-ROM drives when looking for PhoneDisc databases.

Includes the root directory of all connected network drives when looking for PhoneDisc databases.

Allows you to specify a list of drives, UNC paths, and drive\paths to PhoneDisc databases.

Sorts the records by ZIP+4 and delivery point sequence prior to printing them. This can help reduce your mailing costs. See your local post office for details.

Either sorts all your listings in one ZIP+4, delivery sequence group, or breaks the listings into two sorted groups. One with ZIP+4, one without. Breaking your mail into the two groups can maximize your savings in some situations.

Allows you to eliminate multiple listings (husband and wife) at an address. Since not many telephone listings include an apartment number, you should not use the last choice when mailing to apartments.

Includes two asterisks as a separator for each 3 digit ZIP group. Makes it easier to break the mail into 3 digit trays or sacks for postal discounts.

Includes coloring of the toolbar buttons.

Makes the toolbar buttons larger. Caution, all the buttons may not fit on smaller screens.

Includes the little help popups describing each toolbar button as you pass the mouse over it.

Uninstalling PhoneDisc

PhoneDisc is easy to uninstall. Depending on your version of Windows, just follow the steps below.

Windows 95

From the system **Start** menu, choose **Settings** and then **Control Panel**. Choose **Add/Remove Programs**. Select **PhoneDisc CD-ROM** from the list of applications listed, then click **Add/Remove**.

Windows 3.1 or Windows NT

In the PhoneDisc Program Group, double click the Uninstall icon. Windows NT using the Windows 95 shell, should follow the Windows 95 info above.

Network and Site Administrators

The PhoneDisc uninstall program has an optional ***Silent Mode***, which can be used to uninstall PhoneDisc without user prompts or messages. This can be useful for site wide upgrading. To uninstall in silent mode add the `/S` switch when running the uninstall.

PhoneDisc also provides a silent batch mode client install when using networks under Windows 95 as well. This is available with the WorkGroup update to PhoneDisc. See [Technical Support](#) for details.

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Using the ToolBar

Click on ToolBar Button for information:



You can customize the toolbar under the Tools->ToolBar menu.

Custom Label

This choice allows you to specify a label that is not included as one of the pre-defined choices. Using a decimal ruler, measure your label and enter the values in the this dialog box. The label that you are working on is shown as a miniature sample at the bottom right of the dialog box. The sample area shows a 11 x 15 inch page. The vertical line in the middle shows the 8 1/2 inch mark. When you finished specifying your label, choose OK. The **Save Settings** in the print dialog, will save the Custom Label.

New Export Formats

New export formats have been added to allow easy transfer of PhoneDisc listings to the following applications:

Call Audit (Caller ID)

See the name and address of whos calling! When used with Call Audit by Mountain Systems, PhoneDisc will display the name and address of the person calling, before you pick up the phone.

Call Audit helps you keep track of your calls, and uses PhoneDisc to fill in missing pieces from the personal phone list. Caller ID requires special service from your local phone company.

City Streets Mapping

Map the street location of the listings you export from PhoneDisc. In addition, PhoneDisc features a hot-link to the newest versions of City Streets from Rhode Scholar which allow you to select listings in PhoneDisc and have them automatically display in City Streets in real time.

MapLinx

Map the location of listings you export from PhoneDisc with MapLinx.

Rand McNally Street Finder

Map the street location of the listings you export from PhoneDisc.

Commence

Export companies and load them into your Commence (by Jenson Jones) contact manager.

WordPerfect Mail Merge

Transfer selected listings and use them with WordPerfect Mail Merge.

Printer and Export ShortCuts

The Ctrl key can be help down when selecting print or export, to add listings to the current page or export file, without bring up the print or export dialog box.

The print dialog box now includes a check box which allows you to slowly fill a page a labels, a few at a time, and only print the page when it full.

Microsoft Office Compatible

PhoneDisc is a Microsoft Office Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Office or an Office Compatible product, then you will see that many tasks can be completed in a similar manner in PhoneDisc. These similarities will make it easier for you to use Office Compatible products together.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete list of Microsoft Office Compatible products, call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

Office Compatible Features Supported By PhoneDisc

PhoneDisc contains a toolbar which is similar to the ones in Microsoft Office. You can Print a document just by pressing the Print button on the standard toolbar, and you discover each buttons function just by pointing to it with the mouse. This will activate a ToolTip that displays the buttons name.

In addition, shortcuts keys used in menus matches the shortcuts used in Office wherever possible.

Using PhoneDisc with Microsoft Office

PhoneDisc makes it easy to transfer listing you find in PhoneDisc to your Office documents using drag and drop and special export formats.

Transfer a PhoneDisc listing to a Word letter or document

- 1) Find the listing in Phonedisc.
- 2) Drag the listing from the label in the top right corner of PhoneDisc and drop it into your Word document.

Use PhoneDisc Listings in a Word Mail Merge

- 1) Select the listings you want to include in PhoneDisc.
- 2) Click the **Save/Export** toolbar
- 3) In the **Format:** list, choose **Microsoft Word Mail Merge**.
- 4) Name the file and click **Save**.
- 5) In office, choose **Merge Merge** from the **Tools** menu, and use the file PhoneDisc created as your **Data Source**.

Transfer listings to Excel

- 1) Select the listings you want to include in PhoneDisc.
- 2) Click the **Save Export** toolbar button.
- 3) In the **Format** list, choose **Excel**.
- 4) Name the file and click **Save**.
- 5) In Excel, choose **Open** from the **File** menu to read in the file created in PhoneDisc.

