<u>Address Database Version 2.0</u>
User's Help Guide
August 1994

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

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Introduction

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

Features of Address Database

Address Database allows you to:

~   Store all your names and addresses

~   Store notes about each person in your address book. If you have previously stored notes for a person, the notes button contains asterisks next to it to alert you of the stored notes

~   Change and delete information in your address book; Quickly find a particular person in your address book

~   Undelete (restore) names previously deleted; once you are sure you will never need them, you may purge your undeleted names

~   Maintain a list of people you generally send holiday cards and gifts to; print a report of the holiday list

~   Print a phone list or address book of names in the address book; customize the report by choosing the font size, font characteristics, the number of lines on the page, how many lines to skip between names and the number of lines to skip prior to printing the page

~   Print mailing labels of people you choose; print multiple copies of these labels

~   Keep a list of your file folders; print file folder labels

~   Copy a single field and paste it to another field; or copy all information for a person and paste it into another application (such as Notepad, Write, Word, etc.)

~   Filter your address book so that only certain people appear (based on their category or any other criteria).

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You may specify wildcards when filtering on this criteria

~   Keep a "To Do List" to help you get more organized

~   Import names and address from other applications

~   Export names and address from Address Database to other applications

~   Customize the mailing labels to use any type of labels. You simply tell Address Database the characteristics of your labels and it handles the rest

~   Automatically dial any of the numbers in your phone book by simply clicking a button

~   Merge two files together to create a consolidated address book

~   Send Pragmatic Software suggestions for future releases

New Address Database 2.0 Features

The latest release of Address Database contains the following improvements:

~   New interface that sports a fresh 3-Dimensional look.

~   Increased functionality from the main Address Database screen:

1. "Filter" has been added as a button on the screen. Once you have filtered for particular names, the "Filter" button becomes "View All" to allow you to easily turn off the filter.

2. "Dial" buttons have been added to allow you to tell Address Database to dial the number for you.

3. The "Notes" button has been improved to be displayed as "Notes (***)" for each name that has notes stored.

~   New EDIT / PREFERENCES menu item that allows you

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to customize report layouts, screen preferences that allow you to specify a default category if one was not entered, mailing label preferences that allow you to use any type of labels instead of forcing you to use Avery labels, and dialing preferences.

~   You no longer have to specify whether you are using a Laser or Dot Matrix printer.

~   You no longer have to specify "Day Timer Jr" paper to create a report for your Day-Timer.   Simply set the Report Preferences to determine the layout of the report and you may print the report in any format, for any type of binder.

~   Increased flexibility in filtering your information.   Prior to this release, you could only filter based on category.   You may now filter based on any field stored.   You specify wildcards to filter based on specific criteria.   For example, if you would like to filter all names that begin with Mil, specify the wildcard "Mil*" in the "Last Name" field of the filter screen.

~   Better file integrity.   For users that work on a network, the file is actually closed and reopened each time a record is changed or added.   This prevents loss of data due to network crashes.

~   A new report has been added, called the Address Book (Compressed) report. This is a small-font report that lists all names and addresses in a one-line per record format.

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How to use Address Database

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

Finding a Name

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

Applying Changes

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

Adding New Names

To add a new person, click on the "Clear" button. This clears all the fields for entry. Enter information about the person, including the phone number if applicable.   Once done, press the "Add" button.   If you did not specify a primary phone by clicking next to the phone number, Address Database will automatically click the first phone that was entered. This tells Address Database to to use this phone number in the summary above. You may change this by clicking the primary button for another phone number.

Deleting Names

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

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Adding Notes to a Name

To add notes for a person, access the person by clicking on the person in the Summary List.   Then click the "Notes" button. Enter notes in the Notepad and exit when done. Each time you press "Notes" for this person, the notes that were stored will appear. Notice that if no notes are stored for the person, the button displays "Notes". If there are notes stored, the button displays "Notes (***)". This is done to alert you as to the people you have notes stored.

Creating a Holiday List

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

Intelligent Zip Code

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

Intelligent Phone Numbers

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

Dialing a Phone Number

You can have Address Database dial a phone number for you by simply clicking the "Dial" button next to the phone number in the Detailed Information section of the screen. Once this is clicked, it will display the number it is dialing. Simply pick up the phone and press the "OK" button.

Notice that Address Database will prefix the phone number if a prefix is specified in the EDIT / PREFERENCES screen. Also, Address Database automatically prefixes phone numbers that contain an area code with a '1'.

Shortcuts

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

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

Hardware Required

Address Database is designed to work with:

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

Installing Address Database

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

1.   Put the floppy diskette containing Address Database in
      the a: or b: drive.

2.   Create a new directory on your hard drive for Address
      Database. (i.e.   C:\ADDRDB). You can do this by using
      Windows File Manager (FILE / CREATE DIRECTORY...).

3.   Copy all files from the floppy to the new Address
      Database directory on the hard drive.   Again, use File
      Manager (FILE / COPY). Copy all files (i.e. *.*).

4.   Create an icon in Program Manager so that you can run

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Address Database by double clicking the icon. Do this by using Windows Program Manager (FILE / NEW / PROGRAM ITEM / DESCRIPTION (Address Database) / COMMAND LINE (C:\ADDRDB\ADDRDB.EXE) / WORKING DIRECTORY (C:\ADDRDB) / SHORTCUT KEY (CTRL + ALT + A). This will allow you to run Address Database by double clicking the icon or pressing CTRL + ALT + A). Note: If you would like Address Database to automatically open a file when it begins, make the WORKING DIRECTORY (C:\ADDRDB filename.adb).

5.   For a detailed description of all the files used by Address Database, read INSTALL.TXT.

Upgrading to Address Database 2.0

If you have a previous version of Address Database installed and would like to install the new version, simply copy 3 files to your Address Database directory: ADDRDB.INI, ADDRDB.EXE, and ADDRDB.WRI.

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FILE MENU

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

New (Create a new file)

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

Open (Open an existing file)

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

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

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

Close (Close an open file)

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

Save As (Save the file as a new name)

To save the currently opened file as a new name, click FILE / SAVE AS or press CTRL + S.   Notice that only the records currently in the Summary List are saved. This allows you to "Filter" the list saving only the filtered names as the new file.   Of course, you may do a VIEW / ALL and a FILE / SAVE AS to save

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all names in the file to a new name.

Import (Importing a file into Address Database)

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

To import a file you must do the following:

~   Create the import file in comma-delimited format. Make sure that the file resides in the same directory as Address Database.

~   Enter the "Import File Name" and "File Name to Create". The "File Name to Create" should have an extension of ".ADB" (i.e. NEWFILE.ADB).

~   Choose the fields that appear on the Import file in the order in which they appear on the file. Do this by clicking each field name in the order as it appears on the file. Once you click it, you will see it move to the box on the right. If a field name is on the Import file but not in the list, click on the UNDEFINED field name.

~   If you make a mistake, click the RESET button.

~   Click the IMPORT NOW button to begin the Import. Once imported, a record count will be displayed.

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

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

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Export (Exporting a file for other applications)

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

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

Merge (Merging two files together)

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

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

Exit (Exit Address Database)

To exit Address Database, click FILE / EXIT.

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EDIT MENU

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

Copy Field (Copy information to Clipboard)

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

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

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

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

Paste (Paste information from Clipboard)

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

Find (Find a last name)

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

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Undelete (Recover deleted information)

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

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

Purge Deletes (Get Rid of Undeletes)

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

Purge Deletes on Exit

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

Preferences

To specify report, screen and mailing label preferences, click EDIT / PREFERENCES.   Below are the options available:

1. **Report Preferences** - Enter the following preferences:
    A) *Font Size in points:* Specifies how large to make the font that is printed on the reports. The larger the number, the larger the print.
    B) *Left Margin Tab:* Specifies where to tab prior to printing the report information. Increase this value if you wish to move the printed output to the right. This is useful when you are putting your printed report in a binder as to allow

for the binder holes.

C)   ***Blank Lines at Top:*** Tells Address Database to skip this many lines prior to printing the report on the page. This can be useful when printing reports on Day-Timer or smaller than normal paper.

D)   ***Page Break on Line:*** Tells Address Database to begin printing a new page once the number of lines entered here has been surpassed.

E)   ***Italics Font:*** Prints the reports in italics print.

F)   ***Bold Font:*** Prints the reports in bold print.

G)   ***Page Break on New Alphabet:*** Specifies that when a new alphabet is reached when printing the reports, go to the next page. This is useful when printing an address book that is inserted into a binder that has tabs by Alphabet. For example, Day-Timers has the telephone book separated by Alphabetic tabs. If you click this, it will create each alphabet on separate pages.

H)   ***Skip a Line Between Each Name:*** Specifies that each time a name/address is printed on the report, skip a line before printing the next name/address (double space).

Final note: If you change the font size, the other preferences may need to change. For example, if you change the font size from 8 points to 15 points, you may need to tell Address Database to create a page break on line 35 rather than 55.

2.   **Screen Preferences** - Enter the following preferences:

A)   ***Default Category:*** Enter a default category which will be used any time the category field is left blank when adding new names to your address book.

B)   ***Spaces as Summary List Divider:*** Check this box if you do not want to see the double arrows dividing the name and the primary phone number on the "Summary List" of the main screen.

C)   ***Allow Non-USA Phone Numbers:*** Check this box if you do not want the phone number to be edited. This will allow for free-form phone numbers.

3.   **Mailing Label Setup** - See "Adjust Label Alignment" topic under the Labels Menu Section of this User's Guide.

4.   ***Dialing Preferences*** - Click on the appropriate Communications port and enter a prefix number to be

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used when dialing a phone number. In other words, a prefix of "9" will use 9 as a prefix prior to dialing the number.   Notice that if the phone number begins with an area code, Address Database will automatically dial a "1" first.

LABELS MENU

The Labels Menu in Address Database allows you to specify the type of labels you will be using, obtain mailing label instructions, print mailing labels, and print file folder labels.

Adjust Label Alignment

To tell Address Database what type of labels you are using click on LABELS / ADJUST LABEL ALIGNMENT. From here, follow the instruction listed on the screen:

1. Choose the font characteristics for the labels. Specify the font size in points (the bigger the number the larger the print), whether to print in italics and / or bold print.

2. Print the alignment guide on the label paper you will be using. The alignment guide should be printed only after you have specifed the font characteristics. Once this done, press the "Print Alignment Guide" button.   Once the Alignment guide has been printed, use the guide to answer the remaining questions on the screen.

3. How many Labels are across the page (1 - 3)?   Enter the number of labels that appear horizontally across the page. For example:

    1 Label Across   2 Labels Across   3 Labels Across

         ■   ■ ■   ■ ■ ■

         ■   ■ ■   ■ ■ ■

         ■   ■ ■   ■ ■ ■

4. Based on the alignment guide, enter the tab stops for each column of labels.   Look at the Alignment Gude that was printed on the label sheet. Find the "Tab=" that is printed in the first column of labels. This is the number you must tell Address Database to tab to prior to printing that column of labels. Do the same for the second and third columns.

5. How many rows of labels are down the page (1 - 20)?   Enter the number of rows of labels that appear vertically down the page. For example:

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	7 Rows	5 Rows	10 Rows
Row 1:	▪	▪ ▪	▪ ▪ ▪
Row 2:	▪	▪ ▪	▪ ▪ ▪
Row 3:	▪	▪ ▪	▪ ▪ ▪
Row 4:	▪	▪ ▪	▪ ▪ ▪
Row 5:	▪	▪ ▪	▪ ▪ ▪
Row 6:	▪		▪ ▪ ▪
Row 7:	▪		▪ ▪ ▪
Row 8:			▪ ▪ ▪
Row 9:			▪ ▪ ▪
Row 10:			▪ ▪ ▪

6. Based on the Alignment Guide, enter the line each row of
    labels should begin.   Look at the line numbers numbers
    printed on the left side of the Alignment Guide. Each number
    represents the line number.

    If the first line number that is printed on the first row of labels is
    line 3, enter "3" in the "Row 1" field. If the first line number
    that is printed on the second row of labels is 9, enter "9" in the
    "Row 2" field. Continue to do this for each row of labels.

    Notice that Address Database will only allow you to enter
    information into the number of fields specified in item (5)
    above.

Once all of the information above is entered, press "OK" to store
this information. If you have made mistakes, press the "Cancel"
button.

Mailing Label Instructions

This describes how to print mailing labels:

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~   Print the alignment guide to determine the parameters to
        enter in the "Adjust Label Alignment" screen. See the
        related topic for details.

~   Put address label paper in printer.

~   Filter the list so that it displays only the names you wish
        to create labels for. Hint: Use VIEW / FILTER or press
        CTRL + I. To print a single label multiple times, VIEW /
        FILTER the label to print, and enter 30 or 36 to print a full
        page of labels for this name.

~   Use the LABELS / PRINT MAILING LABELS command,
        or press CTRL + M, to begin printing.

File Folder Instructions

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

To print file folders:

~   Print the alignment guide to determine the parameters to
        enter in the "Adjust Label Alignment" screen. See the
            related topic for details.

~   Put address label paper in printer:

~   Filter the list so that it displays only the names with a
        category of FILEFOLDER. Hint: Use VIEW / FILTER or
        press CTRL + I. More simply, click YES at the prompt
        and it will automatically filter them for you.

~   Use the LABELS / PRINT MAILING LABELS command,
        or press CTRL + M, to begin printing.

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REPORTS MENU

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

Print Phone List

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

Print Address Book

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

Print Address Book (Compressed)

Click on this to create an address book of all names currently displayed. Notice that you can print an address book of selected names by first "Filtering" the list and then printing this report. Once done, the total number of names printed is displayed. The only difference between this report and the Address Book is that this report has compressed font which allows you to print line per name/address.

Print Holiday List

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

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

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VIEW MENU

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

All (View all names in currently opened file)

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

Filter (View names based on selection criteria)

To display only the names that meet specific rules, click VIEW / FILTER or press CTRL + I or press the "Filter" button from the main screen.   When clicked, it displays a screen that allows you to enter the information to filter by. Additionally, it allows you to choose the categories to include in the display.   To cancel, click the CANCEL button.

Notice that the screen has detailed instructions on filtering:

~   First enter the selection criteria for each field. You may use wildcards. Below are some examples of wildcard patterns you may enter:

Kind of matchingPattern Returns
Multiple characters a*a "aa", "aba", "abbba"
Special characters a[*]a "a*a"
Multiple characters ab* "abcdefg", "abc"   Single
character   a?a   "aaa", "a3a", "aba"   Single digit
                       a#a   "a1a", "a2a", "a3a"
Range of characters   [a-z]   "a", "b", "c"
Outside a range   [!a-z] "1", "2", "3" (! = not)
Not a digit   [!0-9]   "a", "b", "&"
Combined   a[!b-m]#   "an9", "az1", "a99"

~   Choose the categories that appear in the AVAILABLE CATEGORIES box. Once you click a category, you will see it move to the box on the right. This means that this category will be included.

~   If you make a mistake, click the RESET button.

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~   Click the FILTER NOW button to filter based on the categories selected.

TOOLS MENU

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

To Do List

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

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

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

Suggestion Box

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

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

Purchase Address Database

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

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

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

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HELP MENU

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

Address Database User's Guide

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

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

About Address Database

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

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