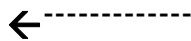


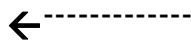
Address Book

What the program does

The information below shows what the program does. You don't have to use all the program all the time, but some parts of it might be useful to you and save you time, once you have learnt how to use it.



See Bookmarks



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1. Main Menu

- a) Select which part of the Program you wish to use. This can also be done from the top of the screen
- b) Select Background Colour you want to use for the program.
- c) Open Microsoft Word and Excel and close the Program.
- d) Select a Category List of Names for Communication purposes.

2. Address Book

- a) Hold all your names and addresses (as many addresses as you want) for both people and companies, including copy facility)
- b) Four Ways of Selecting Names (First & Last, Last & First, Last & Initials or Both (F&L & L&F)– Set In Settings)
- c) Also Narrow search to a particular Category
- d) Enter Birth Date and calculates age
- e) Enter Category (see Category lists below)
- f) Telephone from the screen – You can do this throughout the program (and Export the Fax No)
- g) Notes
- i) Show two Company Contacts as 1st & 2nd Company Contact
- j) Connect Related Files to Company or Person
- k) Select & Open Standard Letters for future use
- h) Email from the screen - You can do this throughout the program
- i) Visit Websites from the Screen - You can do this throughout the program
- j) Do multiple labels for the person or company (16 different regular sizes)
- i) Design and do an envelope to the 1st or 2nd Addressee
- j) Export the name and address of the 1st or 2nd Addressee to Word or elsewhere (And open Word at the same time)
- k) Search address book by 1st line and Town or Telephone Number
- l) Add to Lists (see below)

- m) Show what List (s) the person is on and Delete from the List if required
- n) Add a Name or Company to an many lists as you want at once
- o) Enter Relationships
- p) Automatically tries to enters the correct form of Address (e.g. Mr., Sir, Lord etc.)
- q) Include a Picture of the Person if you want (Cannot be too Big).

3. Search Address

- a) Search By Town, County or part of Post Code
- b) Shows Name, Home Tel., Switchboard, Mobile & Address – (You can ‘phone all numbers throughout the program.)
- c) Allows you to see Full address of Selected Person or Company
- d) Allows You to do an Envelope to Single Addressee or 2nd Company Contact
- e) Allows you to Export Address for Single Addressee or 2nd Company Contact

4. Address Book Report

- a) Print Out Personal Names and Addresses from Address Book for those with an address
- b) Print Out Company Names and Addresses from Address Book.

5. List with Dates (Useful for Christmas Cards and Parties)

- a) Select List for Names
- b) Name Of List
- c) Start Date of List
- d) Start Time of List
- e) End Date of List
- f) End Time of List
- g) Notes about List
- h) Change a Name on List
- i) Add Names to List; Select from all Names, by Category or a single Name.
- j) Include either Private Address or Linked Company Address for People Linked to Companies.
- k) Show Name, Company (if Applicable), Note about the Entry, Received Date, Sent Date, Copy (mark to copy to another List), Add & Remove all Dates.
- l) Copy Names from another List to Current List
- m) Do Labels (16 Sizes)
- n) Do Mail Merge for Letters
- o) Do an Envelope to a Person On the List
- p) Print the List either with Dates or with Addresses & Telephone Numbers.
- q) See Address of person on the List and telephone, email them or visit their Website from the pop up form
- r) Show what other Lists the person is on

6. List with Items (Useful for Christmas Presents)

- a) Select List for Names
- b) Name Of List
- c) Start Date of List
- d) Start Time of List
- e) End Date of List
- f) End Time of List
- g) Notes about List
- h) Change a Name on List
- i) Add Names to List; Select from all Names, by Category or a single Name.
- j) Show Name, Age if Applicable (See Settings), Note, Present To and Present From (Title can be changed e.g. Got, Given etc)),
- k) Delete Name
- l) Hide (and Show) Items Presented To and Received From
- m) Copy Names from another List
- n) Print the List
- o) See Address of person on the List and telephone or email them from the pop up form

7. Lists for Emails

- a) Select List for Emails
- b) Name of Email List
- c) Date of Email List
- d) Start Time of Email List
- e) Notes
- f) Open List of Emails to Select from, including selecting by Category or a single Name.
- g) Details of Name, Email Address, Use and Copy (To another List)
- h) Copy Names (from another List)
- i) Copy Names to the Email and open Email if using Outlook etc. Paste to AOL etc.
- j) Do a Report of the Email List
- k) See Address of person on the Email List and telephone, email them or visit their website from the pop up form

8. Select any Category for a List

Select any category entered in Address Book and show:

- i) Name, First Home No., Office No., Direct No., Mobile and Notes
- ii) Copy 1st Salutation to another program
- iii) Copy 2nd Salutation to another program
- iv) Do Envelope to 1st Salutation
- v) Do Envelope to 2nd Salutation
- vi) See Full Address Details incl. Email Address

9. Diary

- a) Calendar of the month – can change Month and Year
- b) Shows all Birthdays entered and Ages (if applicable (see Settings))
- c) Select Name for Diary Entries if Different from Operator (Can hold and print multiple Diary entries)
- d) Appointment Start Date, Start Time, End Date End Time, details and Notes
- e) Add an Appointment
- f) Delete an Appointment
- g) Print Appointments (For Selected Person or Everyone - Appointments can be kept and Printed for as many people as you want.)
- h) Print Birthdays

Operators Appointments and Birthdays show on opening for a warning period before set in the Setting Menu. They can also be seen from the top drop down menu.

10. Things to Do

- a) Select List
- b) List Name
- c) Date
- d) Notes
- e) Date of Detail
- f) Details of List – select from Past entries or enter new one.
- g) Completed
- h) Date Completed
- i) Add New Item
- j) Delete Item
- k) New List
- l) Cancel List
- m) Print List

11. Export

- a) Address Book
- b) Appointments
- c) Birthdays
- d) Currents Lists or All Lists
- e) Things to Do or All Things to Do
- f) Settings

To

- a) csf Delimited Format
- b) HTML
- c) Word
- d) Excel
- e) Notepad
- f)

12. Easy Data Entry

Allows you to input the majority of the address data for both people and companies using a spreadsheet approach on one extended line. You Cannot Attach People to Companies Here.

13. Enter Settings

- a) Operators Name (Used for default Appointments)
- b) Pre Dial (Any number to get a line)
- c) Own Number
- d) Set Telephone (Choose Modem)
- e) Days warning for Appointments & Birthdays
- f) Years to Hide Age from
- g) Enter form of Single Title (e.g. Mr.. or Esq.)
- h) Select Initials or First Name for Address
- i) Method of selecting people in Address Book (First Name & Last Name, Last Name and First Name or Both)
- j) Email System (Outlook etc. or Aol etc.)
- k) Whether to apply Proper Case or not.
- l) Back up Data Source & Destination
- m) Allocate interval for automatic Back Up reminder
- n) Clear and Set Password
- o) Open Setting Table

14. Back Up Data

Allow you to back up your Data or any other file on your computer. .(Automatic reminder to do it)

15. Compact Database

Compact your Data Files – Happens automatically, when Program is closing.

16. Help

There is full on line help throughout the program by using the button on the screen or F1

17. Review Updates

On the opening screen there is a link to the Address Book of the website, where you can see if you need to update your program, having first backed up (Exported) your settings – You will be reminded to do this. In addition you can include a Logo or Picture on the Opening Screen and see the Program Readme Notes.

Development

The Program can be developed to your personal requirements (e.g. Individual passwords could be included for different parts of the Program).

The cost would be £25 an Hour or by negotiation.

Useful Hints

Look at useful Hints on the website for telephone modem, data backup and free pdf maker.