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NorthStar Solutions has been producing high-quality, user-friendly software for many years. Please visit [Our Web Site](#) for a list of other programs that you will likely find useful.

Navigating Your Contact List

Find Last Name Feature

You can easily locate an entry by the last name just by typing in the last name in the Find Last Name text box at the top of the list box. Note that you do not have to type the entire last name if it is found before you have completely typed it all out. To quickly put the cursor on that field, press ESC while anywhere on the main screen and the cursor will jump there for you.

The List Box

You can navigate your list of contacts using several methods. "Manage Your Contacts" comes with a LIST BOX displayed on the right side of the main screen from which you can see several entries in the database. To move to a particular item, simply click on its name. Another way to navigate the list box is to type the first letter as it is displayed on the left. For example, to go to the name Loydd, Greg, make sure the list box has the focus by clicking anywhere in the list box, then press "L". (Press "L" again to move to the next name beginning with "L" and so on.) Generally, this *Find Last Name Feature* will be more useful than this because you are not limited to just the first letter of the name.

Pull-down Menu Keys

Another way to move through your contact list is to use the pull-down menu and/or hot keys associated with the menu items. This is particularly useful if you prefer to use your keyboard or have collapsed the Window so that the list box is not displayed. The menu items and their corresponding hot keys can be located from the FILE pull-down menu. You'll see from the menu that **Ctrl-HOME** moves to the first entry, **DOWN ARROW** moves to the next entry, **UP ARROW** moves to the previous entry, and **Ctrl-END** moves to the last entry.

The Data Control Arrows

You can also navigate through your entries by using the arrow controls on the DATA CONTROL found at the bottom of the main screen. The **far left arrow** moves to the first entry, the **inner left arrow** moves one entry backward, the **far right arrow** moves to the last entry, and the **inner right arrow** moves one entry forward.

Moving within an entry

To move forward one field, press TAB or ENTER. To move back one field, press Shift-TAB (a.k.a. BackTab). Of course, you can use the mouse to quickly move to different fields.

Show All with Same Last Name

This feature is found under the *Input/Output* pull-down menu. By selecting this option, all entries that have the same last name are found and displayed.

Show All with Same Business Name

This feature is found under the *Input/Output* pull-down menu. By selecting this option, all entries that have the same business name are found and displayed.

How to Pay for this Program

Please visit [Our Web Site](#), which has the most up-to-date pricing information and offers several convenient ways for you to make your purchase.

Technical Support

Contact us using any of the methods listed below, and we will try to help. (Please make sure you have read the Help provided with this program first.)

When contacting us, please be sure to explain as many relevant details as possible. It is often helpful to also know what version of the program you are using and what operating system you are using it on. You may easily contact us via any of the methods noted below. By far, e-mail contact is preferred because it is the most efficient method. We check e-mail several times a day and can often respond very quickly (and in more detail, if needed).

E-MAIL

support@nstarsolutions.com

FAX

785 539-3743

MAIL

NorthStar Solutions

1228 Westloop PI, #204

Manhattan, KS 66502-2840

Using Search/Filter/Sort Functions

"Manage Your Contacts" has several features to make retrieving an entry fast and easy. The SEARCH/FILTER/SORT feature allows you to narrow down the entries you wish to view. For example, if you had several entries for different people that worked for the ACME Computer Company, you could build a search where "Business Name" is equal to "ACME Computer Company" to view only the people that work for that business.

Using that concept, "Manage Your Contacts" gives you a lot of flexibility and control over your contact list. For example, suppose you wanted to mail a Christmas card to a select number of people in your list. You could simply put a key word, such as "Christmas" in the NOTES section. Now you will be able to filter for only those entries where "Notes" contains "Christmas". (Note to use the word "contains" rather than "is equal to" so that the entry doesn't have to match exactly and may contain other items -- as the "NOTES" section will probably have many items in it.)

Using a slightly more sophisticated example, suppose you wanted to mail a newsletter to all your clients not living in the U.S. Additionally, you know you can E-mail the newsletter for much less cost, but not all of them have E-mail. By searching for all entries where the country field was not equal to "U.S." and where the E-mail field was "empty", you can easily identify which clients do not live in the U.S. and do not have E-mail. (Note to actually use the word "empty" when searching for blank fields.)

Both the "Print Labels" function and the "Print Envelopes" function will allow you to print one address at a time, or all the names currently displayed. Now you can print an envelope or mailing label for all the entries you searched/filtered with that function. I'm sure you'll be able to find many ways to ensure this program lives up to its name.

Using the Dialer

You can have your Hayes-compatible modem dial a number already keyed into your entry, or you can manually enter a number from your keyboard. If you are running under Windows 9x, Manage Your Contacts will detect and use the Windows 9x Dialer automatically. The dialer is automatically filled with the number you select in Manage Your Contacts.

If the dial feature is not dialing your modem, choose "SETUP!" and make sure it is configured for the port your modem is using. Also check to make sure your modem is working properly and is correctly connected with your computer and phone line. You should be able to check the connection and correct port settings with one of your other communications programs. NOTE: Your modem may be dialing, but you can not hear it doing so from its speaker. Pick up your phone immediately after you select "DIAL" and see if you can hear the number being dialed. Another option is to turn off your modem, wait a couple of seconds, then turn it back on. This will reset your modem, and hopefully correct any problems you may be having.

Running the E-mail Robot for WINCIM or AOL.

If you're like me, you probably want a lot more control over the contact list that you use to correspond via e-mail on America Online or CompuServe. For example, you may want to send an "e-mail newsletter" to a list of clients, but only certain ones. Further, you may not want to have to retype or cut-and-paste several hundred times, nor do you want your clients to necessarily know who all your other clients are, as happens when you use the cc" option. "Manage Your Contacts" helps you do this by automatically bringing the navigator to the foreground of your Windows session and plugging that relevant information (contact name and e-mail address) into the navigator of the online service so you don't have to retype that information.

In addition to not having to keep the internal "address book" up to date from within the navigator (all your information can be maintained within the "Manage Your Contacts" database), you can also use "Manage Your Contacts" to search or filter your entries for certain entries, then send the same e-mail message (e.g. an "e-mail newsletter") to all those entries at once without having to do a lot of extra typing or "cutting and pasting". Here's how it works:

- 1)** Start your navigator program and make sure it is NOT running minimized (not running as an icon).
- 2)** Switch (ALT-TAB) to your favorite Windows word processor, Write, Notepad, etc. to compose your message, then copy it to the Windows clipboard (usually highlighting the text you want and pressing CTRL-C or highlighting the text and choosing "Edit", then "Copy" from a pull-down menu will do this).
- 3)** Switch (ALT-TAB) to "Manage Your Contacts" and filter your contact list to reflect all the contacts you want to receive your e-mail message. (See "[Search/Filter/Sort](#)" from this Help file for more information about searching/filtering your contact list.)
- 4)** Select "Send E-mail to all shown" from the *Input/Output* pull-down menu, type in the title of your message, then sit back and watch "Manage Your Contacts" do the rest for you.

Note: If you wish to send an e-mail message to one person, it works similar to the above except that you do not have to worry about composing or copying text to the Windows clipboard. Just start your navigator as described in step 1, then switch to "Manage Your Contacts" (ALT-TAB) and select "Send E-mail Message" from the Input/Output pull-down menu. This will invoke your navigator, plug the e-mail address and leave you at the point where you can type in the subject and message as usual.

Printing Envelopes

You can quickly print one or many envelopes. To access this function, choose the appropriate selection from the *Input/Output* pull-down menu. There are few special considerations you need to be aware of when you print envelopes:

This function works on *most* laser and inkjet printers that use the HP (R) PCL (R) 4 emulations. I have successfully tested it on a Brother HL-630 printer, an HP Deskjet 540C, an HP LaserJet IIP, an HP LaserJet III, and an HP LaserJet IV. Most printers emulate at least one of these and it is likely that your inkjet or laser printer does too. If it does not, you will need to use mailing labels.

As I began researching adding this new feature, I soon found out that there are a variety of ways printers load envelopes (some load from the left side of the printer, some from the center, and some from the right -- no standards to make it easy). It took some extra programming effort to accommodate all these different ways to load envelopes, but in an effort to make "Manage Your Contacts" as accommodating as possible, you can simply choose which method your printer uses by selecting "Envelope Settings..." from the *Input/Output* pull-down menu (you can even adjust the margins for special envelopes, etc.).

Envelopes are printed directly to your printer. Consequently, you may adjust the desired font for your envelopes using the external buttons on your printer. One limitation is that you can not mix fonts, you must use one font for each line of the address.

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Printing Labels and Reports

"Manage Your Contacts" enables you to quickly print one or many mailing labels. To access this function, choose Mailing Labels and Reports from the *Input/Output* pull-down menu. Just a few notes:

- 1)** You can easily select and print several of the most popular Avery Laser labels. Your local office supply store will almost definitely carry at least one of those label styles, referenced by their number. To select a label type, just select the folder with its name.
- 2)** For those of you that are using a dot matrix printer, you may be able to align your labels using the Avery Labels, or you can print simple, single-column dot matrix labels. It's an option (one of the folders) in the label/report selection screen.
- 3)** Because one of the most powerful, easy-to-use features of "Manage Your Contacts" has always been its ability to allow you to Search, Filter, and Sort your contact list the way you want, printing mailing labels also works in parallel with this feature:
 - Print a label or report for only the current entry
 - Print labels or report for all entries
 - Print labels or report for your entries the same way you have chosen to Search, Filter, and Sort the list!

Options are easily selected from the choices presented at the bottom of the screen.

- 4)** You have the ability to begin printing laser labels from a position other than the top, left label -- so you can avoid wasting unused labels on a page. Just select the starting position where you want your first label to begin printing (the default, of course, is the top, left label).
- 5)** You will also notice there are reports available to print as well. These should be pretty self-explanatory. Note that you have the option to view the report in a Window before printing, which is the suggested thing you should do. A Phone Book report is also available. Because many of us may like to have a simple printed list of our friends, etc. in a nicely condensed format (perhaps something you would have readily available in your desk or hanging on the refrigerator so that even if your computer is not on...). This will print the name and phone 1 of the contact in a format that condenses all the information as much as reasonably possible. I recommend that you first filter your list by people that have a phone number (e.g. phone 1 is not equal to empty) and perhaps sort it by last name as it would be in a phone book. You may use other filters as well if, for example, you only wanted a certain group of people on the printed list.

Using Search/Sort/Filter Functions

"Manage Your Contacts" is equipped to handle complex Searches/Filters/Sorts which you can define on an as-needed basis. This feature and its ease-of-use is one of, if not the, best you'll find in any program of its kind.

Just select "Search/Filter/Sort" from the File pull-down menu, select the options from the pull-down boxes to build your search criterion, choose "OK", and there you are!

The more entries and information you have, the more you can do with (and the more you'll appreciate) this powerful feature. It really brings out the word "MANAGE" in "Manage Your Contacts".

See [Example Using Search/Filter/Sort Functions](#) to learn more about these powerful features and see some examples of how you can put them to good use.

Problems Importing Files

Importing files can have unpredictable results. This is because it all greatly depends on a perfect, error-free file being imported from for it to work correctly. If one field is missing or has invalid data, it could cause all the following fields to also have errors.

STEPS FOR REVIEWING AND CORRECTING ENTRIES WHEN THE IMPORT FUNCTION DOESN'T WORK RIGHT:

1) Prepare to View the Entries Just Imported

The best way to review or edit the newly imported files is to browse all entries, sort by the date, and move to the last entry -- this is done automatically for you at the end of the import function.

2) Move back Through the New Entries until no Error is Found

Move back (UP ARROW) one entry at a time until you come to an entry that does not have errors.

3) Move to the Next Entry (The First Entry with an Error)

Now move forward (DOWN ARROW) one entry and focus on that entry. Chances are good that entry (or one near it) has errors in the file you are importing from.

As mentioned above, the file you are importing from must be exactly correct for the import function to work correctly. Review [Exporting/Importing Files](#) from this Help file for more information about the correct format. The most common errors include forgetting to account for fields that are blank (but must be accounted for), or not putting the fields in the correct order.

For exactly these reasons, the author of "Manage Your Contacts" prompts (and strongly recommends) that you make a backup of your data before you proceed to the import function. If your list gets really messed up (especially a lot of entries), you can always restore from the backup. Then you can identify where the problem exists in the file you are importing from (as discussed above) and try importing again. Otherwise, you'll have to either manually correct the newly imported entries; or you'll have to delete the newly imported entries (Ctrl-Del), correct the file being imported from, and try importing again.

Overview

Becoming a *Manage Your Contacts Expert*

You will notice that this help file is not particularly large. That is because we believe in making a program as intuitive as possible without much need for help. On that note, this help system does not convey all the features, some are just too obvious to discuss in a help system. Nevertheless, the help system is a good way to convey to you some useful information, or features that may be more sophisticated to use. Do not feel like you need to memorize a lot of commands and procedures to make this program useful: all the major features are made available via intuitive pull-down menu options. Once you learn the different options available in the menus, you will essentially be a *Manage Your Contacts Expert*.

Adding a New Entry

Probably the first thing you will want to do is add new entries. This can easily be done by selecting "Insert a New Entry" from the File pull-down menu. As you get more familiar with the program, you will notice keyboard shortcuts can accomplish the same thing as accessing the pull-down menus. For example, another way to "Insert a New Entry" is to press Ctrl-Insert on your keyboard.

Getting More Help

As noted, if you have played around with the program a little and read the help file, you should be well on your way to knowing the program; however, if you have any questions or comments about this program, feel free to contact us. (See [Technical Support](#) for ways to get technical support)

Updating Changes

The most obvious way to update any changes you make to an entry is to select the Update Changes button that appears when a change to an entry has been made. However, for added convenience, changes will *automatically* be made for you if you simply move to another entry using any of the methods discussed in [Navigating Your Contact List](#).

If you make changes and do not want to keep them, you can easily select the Cancel Changes button that appears when a change to an entry has been made and this will restore the entry to the way it was before the changes were made.

(Registration Code)

Given to you after you register your copy (or copies) of Manage Your Contacts, this code will make your copy a fully-registered version.

This code is entered in the "Enter Registration Code" window which can be found under the Help pull-down menu on the main window (the window where you enter/view your entries).

Revision History

VERSION 4.1

- » Added the ability to resize the screen a number of different ways to take advantage of higher screen resolutions and enable you to size the window more to your liking.
- » Lengthened the maximum allowable size of the web site and e-mail address fields to 255 characters.

VERSION 4.0

- » Added the ability to automatically compose an e-mail message to the contact name and e-mail address listed with the default e-mail client. Use "Compose an E-mail Message..." from the "Input/Output" pull-down menu.
- » Added a new "Web Site" field so the web site associated with that person can easily be recorded and ...
- » Added the ability to quickly visit the "Web Site" associated with the entry. Use "Visit Web Site" from the "Input/Output" pull-down menu.

VERSION 3.9

- » Enhanced the Help System to support hyperlinks to the [Internet](#).
- » Polished the Help System in some areas to make it more succinct.
- » Made many *look and feel* changes to bring the program more visually attractive.
- » Added the ability to check for updates at the official Manage Your Contacts web site easily via the *Help > About* window.
- » Enhanced the installation routine.

VERSION 3.8

- » Added a *Search* pull-down menu so you can quickly and easily access the search wizard, or choose from some common, pre-configured search options (such as finding all entries with the same last name, the same business name, the same e-mail domain, etc.)

VERSION 3.77

- » Added the ability to reshape the window so you can view only the data or both the data and the list box, and can elongate the window to view more of the list. The way you left it is also remembered for the next time you start the program.

VERSION 3.76

- » Streamlined the *look-and-feel* of the program, added new hot keys for accessing some of the menu items, etc.

VERSION 3.75

- » Reworked some of the Help System for more clarity and conciseness.
- » Fixed an error that some systems experienced when viewing labels/reports in the Print

Preview screen.

VERSION 3.7

- » Enhanced the Search/Filter/Sort ability so you can add more criterion.
- » Added the ability to quickly copy the First and Last Name fields into the Windows clipboard.

VERSION 3.6

- » Added a new Phone Book report to the reports. This report makes it easy to print out a list of names and phone numbers so you can hang them on your refrigerator at home, put them on a bulletin board at your office, etc.

VERSION 3.52

- » Manage Your Contacts now will detect and use the Windows 95 Dialer automatically. This fixes a problem some Windows 95 users experienced when trying to auto-dial phone numbers since Windows 95 plug and play was not permitting it. The dialer is automatically filled with the number you select.

VERSION 3.51

- » Added the *Find Last Name Feature* so that you can quickly locate people by their last name.
- » Added the *Find All With Same Last Name Feature* so you can quickly locate all the entries with the same last name. (This feature is under the *Input/Output* pull-down menu.)
- » Added the *Find All With Same Business Name Feature* so you can quickly locate all the with the same business name. (This feature is under the *Input/Output* pull-down menu.)
- » Added the ability to [quickly paste](#) information into a field.

VERSION 3.1

- » Enhanced the way the windows are displayed on high-resolution monitors.
- » Added better compatibility with International Date Settings
- » Added the ability for one to just click once on the date and adjust the date via a calendar window.

VERSION 3.03

- » A better installation routine is used for installing Manage Your Contacts.

VERSION 3.01

- » Minor fix to the installation routine.

VERSION 3.0

- » Major enhancements to the way "Manage Your Contacts" prints mailing labels. Namely the ability to select from several of the most popular Avery Laser labels, and an even easier

interface for setting envelope settings. (Support to print simple, single-column dot matrix labels still exists too).

- » Because one of the most powerful, easy-to-use features of "Manage Your Contacts" has always been its ability to allow you to Search, Filter, and Sort you contact list the way you want, the mailing labels also works in parallel with this feature:
 - Print a label or report for only the current entry.
 - Print labels or report for all entries.
 - Print labels or report for your entries the same way you have chosen to Search, Filter, and Sort the list!
- » Added the ability to begin printing laser labels from a position other than the top, left label -- avoiding waste of unused labels on a page.
- » Added a redial feature to the dialer and made it so it will float on top. Now you can keep it running and redialing in the background while you work in either "Manage Your Contacts" or another program!
- » Added two more phone # fields for a total of 5 phone # fields and moved the fields to a separate, convenient tab of their own.
- » Major overhaul of the way reports are printed and added some new reports to select from.
- » Some changes to the underlying database structure was necessary, see "UPGRADE.TXT" for instructions if you are upgrading from a previous version of "Manage Your Contacts".
- » Fixed compatibility problems with some international (non-U.S.) date formats.

VERSION 2.31

- » Minor upgrade has a new, professional Windows' help system.
- » Added a scroll bar to the Notes section to make it easier to scroll a large amount of notes.

VERSION 2.3

- » Automatically invoke and plug the e-mail address into either CompuServe Information Manager for Windows (WINCIM) or America Online for Windows navigator programs. Allows multiple entries to be selected and then messages (e.g. "e-mail newsletters") to be sent with just a few keystrokes.
- » Added the ability to adjust the date and time stamped to the entry via an easy-to-use point and click interface.
- » Added new options under the "Edit" pull-down menu to easily copy certain fields and/or groups of fields with minimal efforts.
- » Although not a big problem (it never was even reported), I noticed that sometimes the reports didn't display right away and the display ratio had to be adjusted to get it to work properly. This has been fixed.
- » Enhanced the import/export options for column-formatted files so that carriage returns in the notes section will remain. (By the nature of comma-delimited files, this is not possible, since each entry must be on one separate line.)

» Once again, no bugs have been reported despite a decent registration rate -- I really strive for this.

VERSION 2.2

» Added the ability to print envelopes on most HP compatible printers to include the HP LaserJet II series, HP LaserJet III, HP LaserJet IV, Brother HL 600 series, and HP DeskJet 500 series.

» Added the ability to easily access Window's Calculator, Notepad, and Calendar programs via a pull-down "Utility" menu. This should help many of you manage appointments and your "to do list".

» No bugs have been reported despite a healthy use/registration rate (I guess the new features were something a lot of people were looking for). However, the name has been changed from "The Contact Manager" to "Manage Your Contacts" in order to avoid conflicts with a retail program of a like name.

VERSION 2.1

» Added the ability to delete all entries or a large group of entries that you have selected with the SEARCH/FILTER/SORT function.

» Added the ability to point to any destination when backing up and restoring the database.

» Combined the various label setup functions into one common area.

» Added a tab-like interface for use with the NOTES field so that the notes area can be viewed in a larger area.

» Carriage Returns are now removed automatically when exporting, which is useful if you later wish to import the file.

» Added the ability to "dial" with the mouse if you don't want to use a number already keyed in or key one in via the keyboard.

VERSION 2.0

» Added a super Search/Filter/Sort wizard that allows you to build your own criterion to manage your contact list the way you want, the way you need, and easily. It's extremely powerful and yet very easy to use -- just point and click. This feature is clearly one of, if not the, best feature you'll find in ANY application of its kind!!

» Streamlined the reporting functions to make them easier and with less overhead.

» You can now Import/Export comma-delimited files and files in an easy-to-read column format.

» Updated the underlying database structure so the Search/Filter/Sort functions could be made easier -- I'm sure all you care is that it works. It works darn good.

VERSION 1.6

» Increased the number of fields you can sort on from the four main ones (Last Name, First

Name, Business Name, and Date) to almost all of them (eleven total). Sorry, in order to allow virtually unlimited amounts of data in the NOTES section, I had to define it as a data type that can not be sorted on, though it is still searchable.

- » You can set your own option of when to print the country field while printing labels.
- » Many of the fields have been increased to accommodate longer strings. You should be able to enter data of any reasonable length. (ie, the phone number has been increased from 20 to 35 characters, the e-mail address has been increased from 35 characters to 50 characters)
- » You can use the UP ARROW and DOWN ARROW to move one entry back or forward, respectively. It used to be you had to hold the Ctrl key while using them. Note that using the Ctrl key has the same effect, but is no longer necessary. I expect you'll quickly adapt to this easy enough <grin>.
- » The reports have been aesthetically enhanced.

Benefits of Registering this Program

- » You will be given a [registration code](#) to make your current copy a fully-registered copy.
- » No more reminder screens.
- » You will know in your heart that you have done the right thing (both legally and morally).
- » You will be notified via Email of new releases along with a brief description of new features and any bug fixes.
- » You will be eligible for a 50% discount on any major upgrades (minor upgrades are free) to the latest, greatest version. In other words you will be able to obtain a *registered* version with major new features for very little money. (See the section called [Revision History](#) for an overview of the new features and fixes that have accompanied each new version.)
- » Although technical support has not been much of a necessity, registered users are naturally given more priority and attention regarding technical support.

Using the Zip Code Locator

Manage Your Contacts comes with an optional zip code database of over 46,000 different U.S. zip codes associated with the appropriate city and state for each. Using it is very easy, just skip over typing in the city and state, type the 5- or 9-digit zip code, and the city and state is looked up and plugged in for you within just a fraction of a second! If you would like to have the zip code lookup feature, visit

<http://www.nstarsolutions.com/myc/zipcodes.htm> for instructions on how you can download and install this feature with Manage Your Contacts for free.

The usual way you will probably use this feature is to save yourself some typing time by just entering in the known zip code so it will fill in the city and state for you. However, you can also do a lookup of the zip code if you know the city and state and want to look up the zip code. Just type in the city and state, double click on the City label and the zip code is looked up for you. NOTE: there may be more than one zip code for a city. If this is the case, you can double click again and the next zip code is presented, and so on. Once the last zip code for that city and state is found you will be alerted. Really, knowing the zip and not having to type in the city and state is the way this feature becomes more useful, but looking up zip codes is an option, nevertheless.

If the postal system added a new zip code for a city (one not already in the database), you will be alerted that the zip code was not found. Just type in the city, state, and zip and you will be prompted to add it to the Zip Code Database so next time you use that zip code to find the city and state, it will be there!

Sometimes zip codes are changed to cities/towns that are just outside a main city. While using the main city will often work within the postal system, you may wish to update the Zip Code Database to be more precise. To do this, just double click on the Zip Code label and a window for adding new zip codes or updating existing ones in the Zip Code Database is presented.

Quickly pasting data to an entry

If you are using another Windows program to copy data over to an entry, you can quickly do so by copying the data into the clipboard, then *double-clicking* in the field where you want the data to go.

Exporting/Importing Files

The file is exported into a carriage-return delimited file (and, thus, needs to be in the same format if you are creating your own to import). A file in a column format is easier to work with and much easier to view. Rather than using quotes and commas to delimit their fields like a comma-delimited, text file does, each new field is placed on a separate line. For example:

The field order is as follows:

NorthStar Solutions	Business Name
Jeff	First Name
Camino	Last Name
(785) 539-3731	Phone 1
<= Phone 2, though blank, is still accounted for.	Phone 2
(900) 555-1234	Phone 3
(785) 539-3743	Phone 4
<= Phone 5, though blank, is still accounted for.	Phone 5
1228 Westloop Pl, PMB #204	Street 1
<= Street 2, though blank, is still accounted for.	Street 2
Manhattan	City
KS	State
66502	Zip
U.S.	Country
starmail@compuserve.com	E-mail
Author of this program.	
Kansas State Wildcat fan.	

***** ***** ***** <= Notes section (may have multiple lines).
Each new entry MUST be separated with 1 line whose first 7 characters are *'s. (Additional characters may be used to help you visually separate entries while preparing the source file to be imported.)

■ If you experience any problems, please see [Problems Importing Files](#)

License Agreement

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