



Smart Address Version 2.5  
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## **Welcome to Smart Address**

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## Help File Conventions

This Help File uses certain conventions when describing special events. The conventions used are:-

### Hot Spots

In various topics within this Help File, graphics are used to show the visible appearance of an aspect of Smart Address. These graphics have areas called 'Hot Spots' which are areas within the graphic that may be clicked with the mouse to display information about that part of the graphic. The <Tab> key may also be used to "tab" to these Hot Spots.

### Keyboard Interaction:-

Where keyboard interaction is possible, the keystrokes used will be indicated within < > markers. For example:-

"<Ctrl> and <U>" means press the CTRL Key and the U Key at the same time.

"<Right Arrow> or <Up Arrow>" means press EITHER the Right Arrow Key or the Left Arrow Key.

### Menu Interaction:-

When Menu Commands are referred to, they will be specified as "Menu Name | Menu Command", meaning the command required is to be found under the Menu Name given. For example:-

"File | Printer Setup" means the Printer Setup Command found under the File Menu



## Introduction

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## Introduction

Smart Address has been designed as an easy to use and convenient Telephone and Address Book for your Windows Desktop. By having Smart Address always running, you will have your telephone numbers and addresses only a mouse click away.

Smart Address supports multiple Address Books open at any one time, with each Address Book being displayed in its own Window.

Some of the many facilities supported, include:-

- Keep notes with every entry.
- Group entries into user definable categories.
- Flexibility. Nearly all aspects of Smart Address are customizable by the user.
- Associate dates with entries. Smart Address will even remind you when a date is due. For example, Birthdays, Customer call required, etc.
- Export and Import entries to and from text files.
- Associate Documents with entries. Enables information held in external files to be quickly located and accessed from within Smart Address
- Powerful Search and Indexing capabilities
- Inserts entries directly into your Word Processor
- Dials telephone numbers for you (Modem required)
- Powerful print facilities, supporting envelopes, address labels and lists.
- Automatic back-up of your Address Books
- Plus many more....



General Information and Overview  
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## **General Information and Overview**

This section provides general overview information about various aspects of Smart Address. For more information, please select the topic required:-

[An Overview of Smart Address](#)

[How Smart Address Indexes Entries](#)

[Associating Documents to Address Book Entries](#)

[Using the Tag Entry Facility](#)

[Printing with Smart Address](#)

[Importing Text Files to Smart Address](#)

[Using Reminders in Smart Address](#)

[Using the Auto-Dial Facility](#)



## An Overview of Smart Address

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### **An Overview of Smart Address**

Smart Address has been designed as an easy to use, yet powerful, Address Book Management application. Smart Address works by allowing multiple Address Books to be created to store differing sets of Addresses. Because Smart Address uses the Windows Multi-Document Interface (MDI), as many Address Books as the user wants, may be open at any one time.

Each Address Book is stored as a disk file and holds all the Address Information and 'personality' of that Address Book. The 'personality' is the customizable aspects of a Book, the labels used for data fields, which data fields are actually displayed, the Index Criteria for restricting entries displayed, etc. As disk files can be damaged or lost, and often users forget to back-up their files, Smart Address by default will always create a back-up copy of each Book when it is closed. If there are then problems with the disk file, Smart Address can use the back-up file and recreate the lost or damaged Book in full.

Smart Address has most facilities associated with Address Management available. There is a facility to Import Address Lists. that may have been created by other applications. into an Address Book and also a facility to export entries from an Address Book. A use for which may be for example, to create a Mail Merge Data File for a Word Processor. There are various printing capabilities, allowing envelopes, labels or text listings to be produced for any range of Address entries.

An important facility within Smart Address is the Reminders function. This function allows dates to be set for an entry and instruct Smart Address to remind you when that date becomes due. Smart Address can also automatically advance the set date by any period, once you have acknowledged it. This facility is designed to allow Birthdays, Customer Calls, etc. to be scheduled.

There are also very powerful search and index capabilities, allowing the user to be able to restrict the entries displayed to their requirements and therefore be able to access whatever subset of information is needed.

Above all, Smart Address has been designed to be totally flexible and customizable. The user isn't forced to use the default design of an Address Book, they may amend the layout to suit their needs. In fact an Address Book doesn't even have to be used for Addresses. For example, the author has been using an Address Book to hold his Network Workstation hardware and configuration details. With the Search and Index capabilities, he has quick access to any of this information. Simply by changing the field labels and which fields are displayed, the whole concept of what an Address Book is used for can be altered.



## How Smart Address Indexes Entries

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### **How Smart Address Indexes Entries**

Smart Address requires each entry to have an Index. This Index is used to represent the entry within the "Index List" and is also used to restrict entries when an "Index Criteria" is set.

By default, each entry's Index Field will be set to <Default Index>. This Default Index is defined via the "Options | Preferences Command (Address Book Tab)" command and is unique to each Address Book. Changing the Address Book's Default Index, will re-index the whole of the Address Book.

For example, if the Address Book Default Index was set for the "Name" field, each entry's "Name" would appear in the Index List. Changing the default Index to say the "Company" field, would result in each entry's "Company" appearing in the Index List. In situations where the Default Index is changed to a field that is empty in an entry, Smart Address will attempt to Index that entry on the "Name" field and if that field is also empty, it will then Index it on the "Company" field. As the "Name" or "Company" field must be completed for each entry, Smart Address will always be able to assign a valid index to an entry.

This behavior can be changed by overriding the Index Field at entry level. Within each entry's data, a value is held defining the field that is to be used for the Index. As detailed above, by default this is set to the Address Books Default Index. By selecting a different field to use as the Index for an entry, the user may force that entry to always Index on that field, regardless of changes to the Address Books Default Index.



## Associating Documents with Address Book Entries

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### **Associating Documents with Address Book Entries**

Smart Address allows an Address Book Entry to have documents associated with it. This enables documents, or files, relating to the entry to be quickly located and accessed from within Smart Address.

For example, an entry for the local Bank could have all the letters written to the Bank associated with that entry.

Another example could be an Address Book used to hold customer details. In this case, each entry might have all the files relating to the customer associated with the customers entry. It would then be a simple case of just switching to the Documents Tab and double-clicking on the required files.



## Using the Tag Entry Facility

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### Using the Tag Entry Facility

Whilst the Search and Index facilities of Smart Address allow the user to access various subsets of entries easily and quickly, there is sometimes a requirement to restrict a subset even more and without any logic to the restriction required.

To cater for these instances, Smart Address allows entries to be "Tagged". When an entry is "Tagged", that entry will be indicated in Red, within the Index List. Multiple entries can be tagged at any time and the Index List restricted to show just tagged entries or even just entries that are not tagged. Using this facility a new and non-logical subset of the Index List may be built.

Certain facilities within Smart Address can make use of the presence of tagged entries by allowing tagged entries to be specified as a range for processing. These include, Printing, Exporting and Deleting of Entries.

As an example for the use for tagging, take a situation where the user wishes to produce a selective Mail Merge file for their Word Processor. The selection he might require is all the entries that belong to a category of "Prospects" and that the user has phoned that day. While restricting the Index List to entries having a category of "Prospects" is easy, using the Index or Search commands, it isn't easy to restrict to entries he has contacted that day. By making use of the Tag facility, he can tag each entry as he contacts them and then produce the Mail Merge file using the tagged entries only.

It should be noted that tags are not saved within the Address Book. Tags are temporary flags that may be attached to any entry.





Printing with Smart Address

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## Printing with Smart Address

Smart Address allows entries to be printed in various formats and supports the printing of Envelopes, Address Labels and Text Listings.

Smart Address handles printing by allowing Print Styles to be defined that contain information as to what stationary the print will use, the layout of the fields on that stationary, the character fonts to be used and the fields that are to be printed. Smart Address also allows a Return Address and a logo to be printed on Envelopes and Address Labels.

Print Styles are grouped by the stationary type. For example, the Print Style of "Monarch Envelope" contains its own unique definitions of layout, fonts and fields for printing. All of these definitions may be set-up via the "File | Printer Setup" command.

By default, Smart Address supports a large variety of common Envelope and Address Label formats, but user definable formats may be set-up using the two supplied "Custom" formats, or by the user creating their own new format. For information on creating a new format, see the Hints and Tips section of this Help File.

Smart Address, groups printing into two basic types, Envelope Printing and Label/Listing Printing. Each type may be associated with its own Print Style and its own Printer. This caters for users that may have a printer allocated for Address Labels and another for Envelopes, but the two types may use the same printer if required.

As mentioned above, Smart Address provides a basic facility for printing Text Listings. Text Listings allow entries to be printed in a format suitable, for example, for insertion into a "Filofax" or just as a simply text print. The Text Listing Print Style shares the same printer type as Address Labels and the output format for text listings may be defined via the "File | Printer Setup" command. Due to the varied differing formats of possible listings, Smart Address is only supplied with a couple of example Listing Styles.

It should be noted that when Smart Address prints Labels or Listings the output printed is 'clipped' to fit the output area defined. This means for example, that if the output is too long to fit on a defined label, Smart Address will only print the part of the line that fits on the label. This stops the next label being over-printed with the data from the previous label. If this facility is required to be turned off for some reason, see the Hints and Tips section of this Help File for the method to do this.



Importing Text Files to Smart Address  
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## Importing Text Files to Smart Address

Smart Address enables text files containing Address Entries, to be imported into an Address Book. In order for these files to be imported, they need to be in a certain format and then mapped using the "File | Import" command to the various data fields within the Address Book.

The required format, is a format called "Comma Delimited" or "Comma Separated Values", CSV for short. This means that each Address Entry needs to start on a new line of the text file, with each data field of that entry being separated by a certain character. Generally this character is a "," but Smart Address allows for other characters to be used.

For example:-

```
"Mr.,"A.N. Other",","",","Address Line 1","Address Line 2","Address .....
```

In the above example, the Address lines of the entry are represented by separated data fields for each line. This would require, when mapping the import fields using the "File | Import" command, each Address line to be mapped to it's associated Address line in the Address Book. Smart Address, also allows Address Lines to be imported that are represented as one data field. For example:-

```
"Mr.,"A.N. Other",","",","Address Line 1 <CR> Address Line 2 <CR> Address ...
```

In this example, the Address lines are separated by Carriage Returns, with the Address being represented as a single field. When mapping the import fields in this case, the Address field should only be mapped to the first Address line in the Address Book. Smart Address will automatically split this Address into the required separate lines.

If it is required to have quote ( " ) within a data field, then the quote should be duplicated, which instructs Smart Address that the quote is part of the data and not a field delimiter. For example:-

```
"Mr.,"A.N. Other",","",","99 ""Riverview"" House",",.....
```

In this example, the first Address line will be imported as: 99 "Riverview" House

**See Also:-**

[Using the Import Dialogue to Map Import Files.](#)

[Technical Specifications of the Import / Export File Format](#)



## Import Dialogue

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## Import Dialogue

This dialogue allows the layout of the text file being imported, to be specified and mapped to the various data fields within the Address Book. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

For more information, click on the required element:-

**Import Text File into Address Book**

Address   Notes   Reminders   Others

Use First Line of Import File to Set Field Names

**Import Fields:**

- Field 01: ("Title")
- Field 02: ("Name")
- Field 03: ("Position")
- Field 04: ("Company")
- Field 05: ("Address")
- Field 06: ("Address\_2")
- Field 07: ("Address\_3")
- Field 08: ("Address\_4")
- Field 09: ("Address\_5")
- Field 10: ("Home")
- Field 11: ("Work")
- Field 12: ("Fax")
- Field 13: ("Mobile")
- Field 14: ("Category")
- Field 15: ("User\_Defi")
- Field 16: ("User\_Defi")
- Field 17: ("User\_Defi")
- Field 18: ("User\_Defi")
- Field 19: ("User\_Defi")
- Field 20: ("User\_Defi")
- Field 21: ("Notes")
- Field 22: ("Birthday")
- Field 23: ("Anniversa")

Title		
Name		
Position		
Company		
Address		
Home		
Work		
Fax		
Mobile		
Category		

All   Help   Cancel   Import

See Also:-

[General Information: Importing Text Files to Smart Address](#)

[Technical Specifications of the Import File Format](#)





## Import / Export File Format

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### **Import / Export File Format**

The file format rules used by Smart Address when importing and exporting files are as follows:-

- Each record starts on a new line and is terminated by a <Carriage Return> (#13) and <Line Feed> (#10) character.
- Each field within a record is enclosed in quotes ( " ) and is separated by a comma ( , ). The comma may be replaced by another character using the "Options | Preferences" command.
- Quotes within a data field are duplicated. For example, "A House ""Name"" " would be imported as: A House "Name"
- Line breaks within the Notes field should be represented by a single <Carriage Return> (#13) character.

Note: #?? refers to the ASCII character code.



Using Date Reminders in Smart Address  
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## Using Date Reminders in Smart Address

An important part of Smart Address is the Reminders facility. This facility allows dates to be set for an entry and have Smart Address, remind you when those dates become due. The amount of advance warning that Smart Address gives you, can be configured by the user. By default, Smart Address will use two days advance warning.

Lets use the following example, to explain the use of Date Reminders:-

The user has configured one of the three date fields to use as a Birthday field and has entered the date of a Birthday. By default, Smart Address will not take any action for this date, as the default reminder is that of "No Reminder". However, as the field is being used for Birthdays, the user has set the reminder to "Yearly Reminder", as Birthdays are yearly events.

Smart Address then constantly checks the date of this entry against the current date . When the date is approaching and falls within the defined advance warning period, Smart Address will indicate that the date is becoming due, by placing a Yellow "Warning" indicator next to the date concerned and next to the entry in the Index List. The user can then send a Birthday card to the person concerned and then acknowledge the reminder using the "Tools | Acknowledge Reminder" command. As the reminder was set as "Yearly Reminder", Smart Address will then automatically advance the date by one year, so that the user will be reminded to send another Birthday card next year.

If the user hadn't acknowledged the reminder, then Smart Address would take no further action until the Birthday matched the current day. Smart Address would then replace the Warning indicator with a Green "Due Today" indicator, indicating that there is an action due today for that entry. If the user still did not acknowledge the reminder, then when the Birthday was past, Smart Address would replace the "Due Today" indicator with a Red "Entry Overdue" indicator. This Overdue indicator will remain until the user acknowledges it.



## Using the Auto-Dial Facility

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### **Using the Auto-Dial Facility**

Smart Address has a built in Automatic Dialing facility, that allows a telephone number contained within an Address Book to be dialed. It should be noted, that to use this facility a Modem is required to be attached to the computer.

Auto-Dial has a facility that can be configured so that prefixes may be added to telephone numbers. This allows situations where it may be necessary to first dial a number to obtain an outside line, or to select a different telephone service provider, to be catered for. It also caters for internal telephone extensions to be automatically recognized. For example, if the user has set a prefix up to be added to all dialed numbers to select an outside line, this prefix wouldn't be required when dialing an internal extension. By making use of the automatic identification of extensions, this is based on the length of the number being dialed, Smart Address will know not to add the outside line prefix.

Also built into the Auto-Dial facility, is a re-dial function. This function allows Smart Address to be configured to automatically re-dial a telephone number if that number is found to be busy when it's dialed. Smart Address will continue to dial the number, until either it rings or is canceled by the user.



The Screen Elements of Smart Address  
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Click on the required element for more detail...

A screenshot of the 'Smart Address' software interface. The window title is 'Smart Address'. The menu bar includes 'File', 'Edit', 'Tools', 'View', 'Documents', 'Options', 'Window', and 'Help'. The toolbar contains various icons for file operations, search, and editing. The main window has a tabbed interface with 'Address', 'Notes', 'Reminders', 'Others', and 'Documents' tabs. The 'Address' tab is active, showing a list of contacts on the left and a detailed view of the selected contact on the right. The contact is 'Oakley Data Services'. The detailed view includes fields for 'Title Name', 'Position', 'Company', 'Address', 'Home', 'Work', 'Fax', 'Mobile', and 'Category'. The 'Work' field contains the phone number '+44 270 759739'. The 'Fax' field contains '+44 270 765272'. The 'Category' field is set to 'Software'. The status bar at the bottom shows 'First Word', '<All Categories>', and '4 of 4'.





## Hints and Tips

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## Hints and Tips

This section provides hints and tips on various aspects of Smart Address. For more information, please select the topic required:-

[Automatic Recovery of Corrupt Address Books](#)

[Adding a New Word Processor to Smart Address](#)

[Adding a New Envelope, Label or Listing Style to Smart Address](#)

[Converting Old Version Address Books](#)

[Copying a Field to and from the Windows Clipboard](#)

[Creating Address Book Icons on your Desktop](#)

[Creating a Mail Merge file for Microsoft's Word for Windows](#)

[Date Ranges for Reminders](#)

[Deleting Categories](#)

[Invoking Smart Address from your Word Processor](#)

[Inserting Empty Fields to a Word Processor](#)

[Invoking the Display Index Dialogue Quickly](#)

[Locking and Unlocking a Print Style Layout](#)

[Networking Address Books](#)

[Printer Fonts -- Changing the Font Used](#)

[Relocating the Smart Address Configuration File](#)

[Restrictions with Importing Records](#)

[Securing your Smart Address Files](#)

[SMARTADR.CFG Lost or Corrupt](#)

[Tagging Entries using the Mouse.](#)

[Turning off Confirmation Prompts](#)

[Turning off Print Clipping](#)

[Using Fast Edit](#)

[Quickly Resetting the Display Index to All Entries](#)



Automatic Recovery of Corrupt Address Books  
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## **Automatic Recovery of Corrupt Address Books**

If Smart Address attempts to open an Address Book that has become damaged or could not be located (maybe it's been deleted, or moved), Smart Address will display a message informing the user of this problem.

If Smart Address detects that a back-up copy exists for the Address Book concerned, Smart Address will offer to automatically recover the Address Book from it's back-up copy. If this action is taken, Smart Address will rebuild the Address Book and open it.

If no back-up copy is detected, then Smart Address will terminate the Open request.

By default, Smart Address automatically creates a back-up copy of an Address Book when that Book is closed. The back-up copy is saved to the same disk location as the original Address Book. This automatic back-up, can be disabled by the user using the "Options | Preferences" command. It should be noted however, that if the back-up facility is disabled, then Smart Address will not be able to automatically recovery any lost or corrupt Books. Due to this, the automatic back-up should only be disabled, if the user performs his own back-up processes.

### **See Also:-**

[Preferences Command](#)

[Securing your Smart Address Files](#)



Preferences Command

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## Preferences Command

On issuing this command via the Options Menu, Smart Address will display the Preferences dialogue. This dialogue allows various settings within Smart Address to be configured by the user.

### Keyboard Shortcut:-

None.

### Toolbar Button:-

None.

### See Also:-

[Preferences Dialogue](#)



## Preferences Dialogue

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## Preferences Dialogue

This dialogue allows various settings within Smart Address to be configured by the user. The dialogue is presented as three Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the general settings to be configured. For more information, click on the required element:-



### See Also:-

[Preferences Dialogue \(Save/Confirm Tab\)](#)

[Preferences Dialogue \(Address Book Tab\)](#)



## Preferences Dialogue

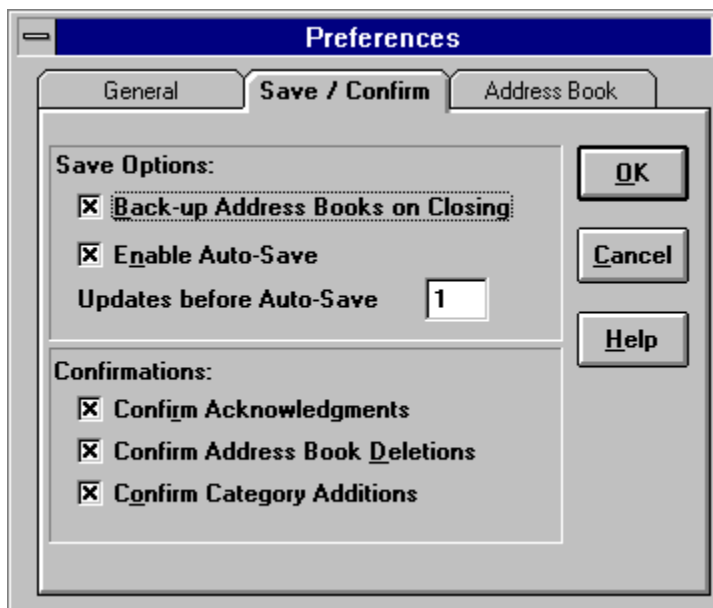
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### Preferences Dialogue

This dialogue allows various settings within Smart Address to be configured by the user. The dialogue is presented as three Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the settings related to Saving and Confirmations to be configured. For more information, click on the required element:-



#### See Also:-

[Preferences Dialogue \(General Tab\)](#)

[Preferences Dialogue \(Address Book Tab\)](#)



## Preferences Dialogue

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### Preferences Dialogue

This dialogue allows various settings within Smart Address to be configured by the user. The dialogue is presented as three Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the settings unique to each Address Book to be configured. For more information, click on the required element:-

A screenshot of the 'Preferences' dialog box, specifically the 'Address Book' tab. The dialog has a title bar 'Preferences' and three tabs: 'General', 'Save / Confirm', and 'Address Book'. The 'Address Book' tab is active. It contains the following elements:

- Reminder Options:**
  - Indicate Active on Index List
  - Advance Warning at  Days
- Default Category:** An empty text input field.
- Default Index Field:** A dropdown menu with 'Name' selected.
- Save as Default for New Address Books

On the right side of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'.

#### See Also:-

[Preferences Dialogue \(General Tab\)](#)

[Preferences Dialogue \(Save/Confirm Tab\)](#)



Securing your Smart Address Files

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## **Securing your Smart Address Files**

Whilst Smart Address provides an automatic back-up facility for backing up your Address Books when they are closed, you should still take your own security of your Address Books. The main reason for this being that the automatic back-ups are saved to the same physical location on your disk as your original Address Books. If that directory on your disk was to be deleted or lost, then you would also lose your back-up Books as well as your original Books.

It is therefore recommended that you add your Address Books and the changeable files within Smart Address to your regular disk security. The files that should be backed up are :-

### **Address Books**

Any file with the extension .ADR

### **Smart Address Configuration Files**

SMARTADR.CFG (This will be in the Smart Address Directory)

SMARTADR.INI (This will be in your Windows Directory)



Adding a New Word Processor to Smart Address  
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## Adding a New Word Processor to Smart Address

In order for Smart Address to allow a Word Processor to be defined, it needs to know certain information about that Word Processor. By default, Smart Address is supplied with a selection of common Word Processors already defined. It may be however, that the Word Processor that you use, is not defined.

The following describes how you can define a new Word Processor to Smart Address:-

**You should always back-up SMARTADR.CFG before editing it. Failure to do so can cause problems running Smart Address if the file should become damaged.**

- 1 Using Microsoft Write or another such editor, open the SMARTADR.CFG file that resides in the same directory as SMARTADR.EXE (the Smart Address Program)
- 2 Locate the section [Word Processors]
- 3 Insert a line within this section for the Word Processor you wish to use. The format of this line is :-

Word\_Processor\_Name=Caption\_Bar

Where:-

Word\_Processor\_Name is the name you wish to use to reference the Word Processor, using Smart Address.

Caption\_Bar is the caption title for the Word Processors main window. The Word Processor should not have documents currently open when you check the caption title.

- 4 Exit Write, or the editor used, first saving the modified file.
- 5 Exit and Restart Smart Address and select the new Word Processor using the "Options | Configure Word Processor" command.

If after defining the new Word Processor, Smart Address will not insert the entry to it, check that you specified the correct Caption\_Bar as without this, Smart Address is unable to locate the application required.





Adding a New Envelope, Label or Listing Style

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## **Adding a New Envelope, Label or Listing Style**

Smart Address is supplied with a large selection of pre-defined Envelope, Address Labels and a few Text Listing Styles. It may be however, that you will wish to define your own Style in addition to using the supplied "Custom" Styles available.

The following describes how you can define a new Print Style to Smart Address:-

**You should always back-up SMARTADR.CFG before editing it. Failure to do so can cause problems running Smart Address if the file should become damaged.**

- 1 Using Microsoft Write or another such editor, open the SMARTADR.CFG file that resides in the same directory as SMARTADR.EXE (the Smart Address Program)
- 2 Locate the section [Styles]
- 3 Insert a line within this section for the Print Style you wish to define. The format of this line is :-

Style\_Description=Style\_Id

Where:-

Style\_Description is a description of the new Print Style.

Style\_Id is either 11 for an Envelope Style, 12 for a Label Style or 13 for a Listing Style

- 4 Exit Write, or the editor used, first saving the modified file.
- 5 Exit and Restart Smart Address and configure the New print Style using the "File | Printer Setup" command.

It is important to ensure the new Print Style is configured before using as various settings relating to the Style layout need defining via the Printer Setup command.



Converting Old Version Address Books  
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### **Converting Old Version Address Books**

With Version 2.0, the file format of Address Books changed to cater for the increased amount of information each Address Book now holds. Smart Address will automatically offer a conversion of any previous version's Address Book that is opened.

Alternatively, you may elect to only open the old Address Book as Read Only. In this case, Smart Address will not convert the Book to the new file format, but as a result will only allow the Address Book to be read and not updated.

**See Also:-**

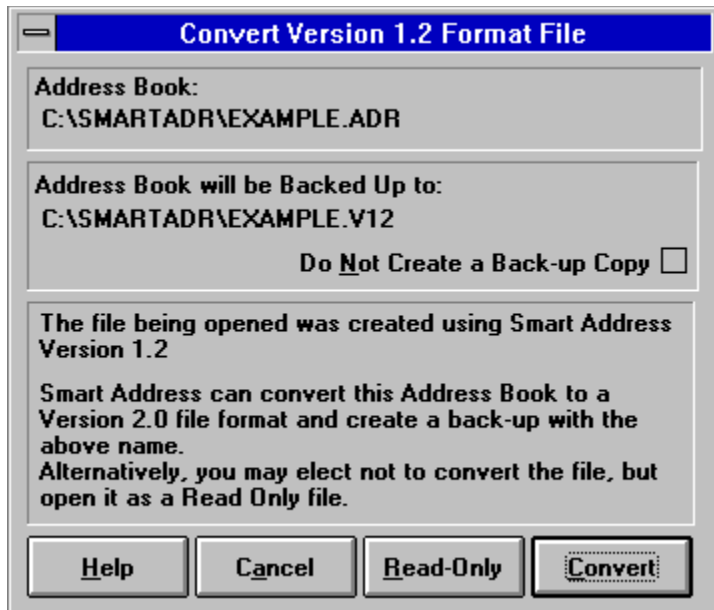
[Convert Address Book Dialogue](#)



Convert Address Book Dialogue  
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### Convert Address Book Dialogue

This dialogue will be displayed when the user attempts to open an Address Book created with an older version of Smart Address. It allows the Address Book concerned to be converted to the new file format if required. For more information, click on the required element:-



**See Also:-**

[Hints and Tips: Converting Old Version Address Books](#)



Copying A Field to and from the Windows Clipboard  
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## **Copying A Field to and from the Windows Clipboard**

Whilst Smart Address provides a command to copy a complete entry to the Clipboard and a command to Paste a complete entry from the Clipboard to an entry, you can also copy a single field, or part of a field, to and from the Windows Clipboard.

### **Copying a Field to the Clipboard**

In order to copy a field to the Windows Clipboard, highlight the text within the field to be copied, using the mouse or <Shift> and <Cursor Keys>, and then press <Ctrl> and <C>. The highlighted text will then be copied to the Clipboard.

### **Copying Text from the Clipboard to a Field**

Position the cursor in the field to receive the text and at the location within the field you wish the text to go and the press <Ctrl> and <V>. The text on the Clipboard will then be inserted into the field selected.



## Creating Address Book Icons on Your Desktop

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### **Creating Address Book Icons on Your Desktop**

Address Books produced by Smart Address are automatically associated with Smart Address. This means that Smart Address can be started and an Address Book opened by simply double-clicking on the Address Book in Windows File Manager, or by entering the Address Book name, including its Path, at Program Managers "File | Run" Command.

This also allows Icons to be set-up within a Group in Program Manager. Once an Icon is set-up, double-clicking on the Icon will open the associated Address Book for you.

The quickest way to create an Icon for an Address Book, is to open File Manager and Program Manager so they are both visible. Using File Manager, locate one of your Address Books. Click once on the Address Book and without releasing the mouse button, 'drag' the Address Book out of File Manager and 'drop' it on one of Program Managers Icon Groups.

Double-clicking of this new Icon, will open the Address Book that was 'dragged'.

For more information on creating Icons on your Desktop, please consult your Windows documentation.



Creating a Mail Merge File for Word for Windows  
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### **Creating a Mail Merge File for Word for Windows**

Smart Address can via use of the "File | Export" Command produce Mail Merge Data Files for input to a Word Processor. As an example, the following describes how to produce a Mail Merge file for Microsoft's Word for Windows Version 6.0:-

- 1 Restrict the Index List in Smart Address to the entries required for the Mail Merge.
- 2 Use the "File | Export" command and it's ALL Button to export the Complete Index List to a file called MAILDATA.TXT.
- 3 Start Word for Windows and select the "Tools | Mail Merge" command
- 4 Follow the screen prompts and select the Data Source as Open Data Source, and open the MAILDATA.TXT file which was exported in 2 above.
- 5 Create Mail Merge fields within your Main Document and then Merge the Data File using the Merge command.

Most Word Processors can use Mail Merge files as Word for Windows does. For more information, please consult the documentation for your Word Processor.



### Date Ranges for Reminders

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### **Date Ranges for Reminders**

The Reminders facility within Smart Address, is designed to remind the user of events that are to come -- for example, Birthdays, Anniversaries, etc.

Due to this, Smart Address is limited to dates between 1980 and 1999



## Deleting Categories

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### **Deleting Categories**

Smart Address manages the Category Lists automatically.

This means that there is no need to delete a category once it has been defined to the Address Book. When there is no longer any entries belonging to a category, Smart Address will automatically remove that Category from the list.





Invoking Smart Address from your Word Processor  
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### **Invoking Smart Address from your Word Processor**

By making use of the Macro facilities with your Word Processor, it is possible to add a command in your Word Processor that invokes Smart Address. This allows for you to then call Smart Address while editing a document, select the entry required and have Smart Address insert that entry into the document and then returning control back to the Word Processor.

As an example of this, Smart Address comes with a Word for Windows Macro that adds the facility to invoke Smart Address to the Tools Menu. In order to run this macro, open the SMARTMAC.DOC file, located in the same directory as you installed Smart Address, using Word for Windows and run the Macro InstallSmartAddress.

For more information, please consult the documentation for your Word Processor.



Inserting Empty Fields to a Word Processor  
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## Inserting Empty Fields to a Word Processor

By default, Smart Address ignores fields that are empty when inserting a record to a Word Processor. By amending the SMARTADR.INI file, Smart Address can be instructed to insert empty fields as well.

The following describes how to make this amendment:-

**You should always back-up SMARTADR.INI before editing it. Failure to do so can cause problems running Smart Address if the file should become damaged.**

- 1 Using Microsoft Write or another such editor, open the SMARTADR.INI file that resides in the Windows directory.
- 2 Locate the section [General]
- 3 Insert the following line within this section:-

Keep Blanks=1

This instructs Smart Address to include empty fields during inserts to Word Processors. To ignore empty fields, with remove this line or change its value to 0

- 4 Exit Write, or the editor used, first saving the modified file.



Invoking the Display Index Quickly

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## **Invoking the Display Index Quickly**

The Set Display Index command may be invoked either via the "Tools | Set Display Index" command or via the Toolbar Button.

A shortcut is also available to invoke this command, by simply clicking the right mouse button while the mouse is over the Address Book.

### **See Also:-**

[Set Display Index Dialogue](#)



## Set Display Index Dialogue

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## Set Display Index Dialogue

This dialogue allows the Index Criteria to restrict the entries displayed within the Index List to be specified. For more information, click on the required element:-

A screenshot of a software dialog box titled "Address Book - Index". The dialog has a blue title bar and a grey body. It contains three main sections: "Index Character:" with a grid of buttons for letters A-M, N-Z, and digits 0-9, plus an "All" button; "Index on:" with three radio buttons for "First Word", "Last Word", and "All Words"; and "Index Category:" with a dropdown menu showing "<All Categories>" and a "Wild Match" checkbox. On the right side, there are four buttons: "OK", "Cancel", "Help", and "Reset".

See Also:-

[General Information: Indexing Entries](#)



Locking and Unlocking a Print Style Layout  
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## Locking and Unlocking a Print Style Layout

Smart Address by default, locks the Print Style Layouts of all the supplied Print Styles. This is due to the fact that these Styles are pre-defined and therefore the dimensions should not need to be changed.

If for some reason, you need to 'unlock' these styles or possibly 'lock' some of your own styles, then the following can be actioned:-

**You should always back-up SMARTADR.CFG before editing it. Failure to do so can cause problems running Smart Address if the file should become damaged.**

- 1 Using Microsoft Write or another such editor, open the SMARTADR.CFG file that resides in the same directory as SMARTADR.EXE (the Smart Address Program)
- 2 Locate the section [xxx] - where xxx is the Style Name to be locked / unlocked.
- 3 If locking the Style add the following line into this section:-  
Locked=1  
  
If unlocking the Style, remove the following line from this section:-  
Locked=1
- 4 Exit Write, or the editor used, first saving the modified file.
- 5 Exit and Restart Smart Address.



Networking Address Books  
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## **Networking Address Books**

Smart Address supports the sharing of Address Books over a Network.

In order to share an Address Book, the Address Book should be located on the Network so all users have access to it. The Network File Permissions should then be set so that only one person has update access to that Book, with everyone else having Read-Only access. The person with update access, acts as the maintainer of the Address Book and is responsible for updates to that Book.

Currently Smart Address does not support multi-user update access to an Address Book.

Smart Address can also be installed to be run from a Network. To do this, install Smart Address to a location on the Network all users have access to and then set the Network File Permissions to Read-Only for the Smart Address directory.

## **Multiple Copy Licenses**

It should be remembered that registration of a single copy of Smart Address allows you to use it on a single PC, and to make back-up copies for security purposes. It does not permit installation on more than 1 PC at the same time, or use on multiple workstations connected to a network.

However, we do offer extremely attractive discounts for multiple-copy licenses, allowing you to make Smart Address an integral part of your network, site or corporation. Please contact us for details.

## **See Also:-**

[Relocating the SMARTADR.CFG File](#)

[Synchronizing Networked Address Books](#)



Relocating the Smart Address Configuration File  
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## Relocating the Smart Address Configuration File

Smart Address holds all of its defined Printer Styles within a configuration file called SMARTADR.CFG. This file, by default, resides in the same location as the Smart Address program file SMARTADR.EXE.

If there is a requirement for this file to be located in another location, e.g. to allow individual users to reconfigure the print styles when running Smart Address over a Network, then an entry may be placed within the SMARTADR.INI file located in the Windows directory.

The following describes how to make this amendment:-

**You should always back-up SMARTADR.INI before editing it. Failure to do so can cause problems running Smart Address if the file should become damaged.**

- 1 Using Microsoft Write or another such editor, open the SMARTADR.INI file that resides in the Windows directory.
- 2 Locate the section [General]
- 3 Insert the following line within this section:-

CFG File=C:\WINDOWS\SMARTADR.CFG

In this example, Smart Address will look for the configuration file in the C:\WINDOWS directory. To locate the file in another location, simply change the drive and directory path as required.

- 4 Exit Write, or the editor used, first saving the modified file.
- 5 Exit Smart Address and using File Manager copy the configuration file from its current location to the location now specified within the INI file.
- 6 Restart Smart Address



Synchronizing Networked Address Books  
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## Synchronizing Networked Address Books

By default, Smart Address will automatically synchronize opened Networked Address Books every five minutes.

For example, if an entry is updated in a Networked Address Book by the address book administrator, that update will, within the next 5 minutes, be automatically reflected for any users who may have that book open.

Note: To disable this facility, specify a Refresh Interval of 0 (see below for details).

The interval used for synchronizing Networked Address Books may be amended by editing the users SMARTADR.INI file.

**You should always back-up SMARTADR.INI before editing it. Failure to do so can cause problems running Smart Address if the file should become damaged.**

- 1 Using Microsoft Notepad or another such editor, open the SMARTADR.INI file that resides in the Windows directory.
- 2 Insert the following lines :-

```
[Network]  
Refresh Interval=10
```

In this example, Smart Address will automatically synchronize Networked Address Books every 10 minutes. To specify another interval just change the 10 to any value between 0 and 60.

- 3 Exit Notepad, or the editor used, first saving the modified file.
- 4 Exit and then restart Smart Address for the new interval to take effect.





Printer Fonts -- Changing the Font Used  
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## Printer Fonts -- Changing the Font Used

In order to change the font used when printing labels, listings or envelopes the FONT Button on the Printer Layout Dialogue should be used.

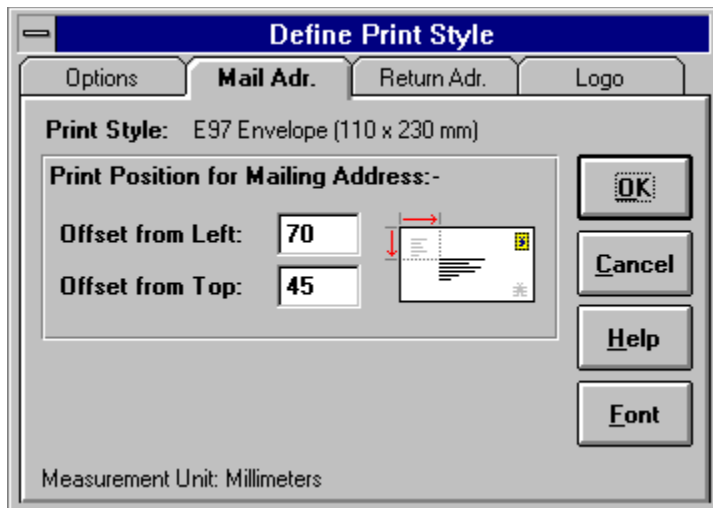
This dialogue is displayed by selecting the following commands:-

File | Printer Setup...

Select the **Envelope** or the **Lables\Listings** Tab

Select the Tab of the Item requiring the Font changed.

The Font Button will then be available from the resulting dialogue. For example:







SMARTADR.CFG Lost or Corrupt  
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### **SMARTADR.CFG Lost or Corrupt**

Certain functions within Smart Address required access to the Smart Address Configuration file, SMARTADR.CFG, which is located in the same directory as the Smart Address program file (SMARTADR.EXE).

If this file should become damaged or lost, then certain functionality of Smart Address will not be available. This situation will be notified by an appropriate message when trying to perform one of these functions.

To correct this, the configuration file should be recovered from your last good back-up and Smart Address restarted. If for some reason you did not have a back-up, then you should reinstall Smart Address from it's original disk.

**See Also:-**

[Securing your Smart Address Files.](#)



Tagging Entries with the Mouse

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### **Tagging Entries with the Mouse**

Whilst Smart Address enables entries to be "Tagged" via use of the "Tools | Tag Entry" command and the Keyboard Shortcut of <Ctrl> and <T>, you can also "Tag" an entry by double-clicking it with the mouse.

Double-clicking an entry that is already "Tagged", will remove the tag state from that entry.



Turning off Confirmation Prompts

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## Turning off Confirmation Prompts

Smart Address by default provides confirmation prompts for various actions, including deletions, acknowledgment reminders, unknown categories, etc.

Any of these confirmation prompts may be turned off by use of the "Options | Preferences" command.

Warning: If you have turned off a confirmation prompt, remember you will have no confirmation when performing that action. For example, no confirmation when deleting a range of entries.

**See Also:-**

[Preferences Command](#)



## Turning off Print Clipping

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### Turning off Print Clipping

When Smart Address prints Labels or Listings the output printed is 'clipped' to fit the output area defined. This means for example, that if the output is too long to fit on a defined label, Smart Address will only print the part of the line that fits on the label. This stops the next label being over-printed with the data from the previous label.

If this facility is required to be turned off for some reason the following should be actioned:-

**You should always back-up SMARTADR.INI before editing it. Failure to do so can cause problems running Smart Address if the file should become damaged.**

- 1 Using Microsoft Write or another such editor, open the SMARTADR.INI file that resides in your WINDOWS directory, usually this is C:\WINDOWS
- 2 Locate the section [General]
- 3 Add the following line to this section, or amend the line if already present:-  
NoClipping=1

If you wish to reinstate Print Clipping then just remove the above line from this section.

- 4 Exit Write, or the editor used, first saving the modified file.
- 5 Exit and Restart Smart Address



Using Fast Edit

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## **Using Fast Edit**

The "Fast Edit" facility of Smart Address allows Update Entry Mode to be entered simply by clicking the left mouse button in any field within the "Data Page" or tabbing into the "Data Page" by use of the <Tab> key.

If the Index List is empty, i.e. there is no currently selected entry, the "Fast Edit" facility will invoke New Entry Mode when used, allowing an entry to be added to the Address Book.

This facility may be turned off if required by use of the "Options | Preferences" command.



Reset Display Index

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## **Reset Display Index**

On issuing this command via the Toolbar Button, Smart Address will reset the Index Criteria to display all entries and removes any Search or Show Commands that may have been in effect.

The Index Criteria controls the entries that are displayed within the Index List, except when a Show Command or Search is in effect.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**



### **See Also:-**

[Setting the Display Index](#)

[Searching an Address Book](#)





Set Display Index

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## Set Display Index

On issuing this command, either via the Tools Menu, Toolbar Button or the Keyboard Shortcut, Smart Address will display the Display Index dialogue. This dialogue allows the current Index Criteria to be set.

The Index Criteria controls the entries that are displayed within the Index List, except when a Show Command or Search is in effect.

### Keyboard Shortcut:-

<F10>

### Toolbar Button:-



### See Also:-

[Display Index Dialogue](#)

[Searching an Address Book](#)

[Hints and Tips: Invoking the Display Index Dialogue Quickly](#)

[Hints and Tips: Quickly Resetting the Display Index to All Entries](#)



## Search Address Book

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### **Search Address Book**

On issuing this command, either via the Tools Menu, Toolbar Button or the Keyboard Shortcut, Smart Address will display the Search Dialogue allowing the required search parameters to be entered.

Once the search parameters have been entered, Smart Address will search the current Address Book for any entries that match those parameters. If no match is found, Smart Address will indicate this with a "No Entries Found" message.

If there are matched entries in the Address Book, Smart Address displays these entries within the Index List and updates the Status Bar accordingly, to reflect the search in effect and the number of entries found.

Note: This Search will stay in effect, until either another Search is performed, the Display Index reset or one of the Show... commands issued.

Caution: Any updates made while a search is effect, will be subject to that search. For example, if a new entry is added that does not match the current search parameters, then that entry will not appear in the Index List.

### **Keyboard Shortcut:-**

<F3>

### **Toolbar Button:-**



### **See Also:-**

[Search Dialogue](#)

[Setting the Display Index](#)



## Search Dialogue

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## Search Dialogue

This dialogue allows a search to be performed against the current Address Book. For more information, click on the required element:-

A screenshot of a software dialog box titled "Find Entries". The dialog has a blue title bar. Inside, there is a "Text to Find:" label above a text input field. Below this is a "Date Rule:" label with a dropdown menu showing "<None>". To the right of the dropdown are "Start Date:" and "End Date:" labels, each followed by a date selection field with a calendar icon. On the right side of the dialog are three buttons: "OK", "Cancel", and "Help". At the bottom, there are three sections of radio buttons: "Origin" with "Book" (selected) and "Index List"; "Method" with "Wild" (selected) and "Specific"; and "Fields" with "All Fields" (selected) and "Selected".



Smart Address is Shareware. What's that ?

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This product is Shareware. Shareware is a form of software distribution, not free software. If you have not already registered this product, you have the right to evaluate it for a period of 30 days from the date you initially install it. If you find that it suits your needs and you wish to continue to use it after the 30 day period you are required to register it by paying the registration fee to Oakley Data Services. There are significant advantages to registering your copy, not least the continued availability of good quality software at reasonable prices.

You also have the right, and in fact you are actively encouraged, to distribute copies of the Shareware version of this product. You may assume you have our authority to distribute this product unless we explicitly tell you otherwise. It must, however remain in its original, unmodified state, and all its constituent files must be included. No-one may charge for the program itself, although a reasonable fee for the media used and copying costs is allowable.

**You may not distribute copies of the registered version of this product. You may not distribute the SMTADR2X.DLL file in any form.**

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In no event with Oakley Data Services or any of its agents or assigns, or any organization distributing Smart Address on its behalf be liable for direct, indirect, special, incidental, or consequential damages arising out of the use of, or inability to use the program.

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## Ordering

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You can register your copy of Smart Address by Phone, Fax, Mail or E-Mail. We accept cheques in Sterling, or VISA, Mastercard or American Express. If you have a CompuServe account you can also register via the SWREG service. Smart Address's SWREG product ID is 4521 and the price via this mechanism is currently 39 US Dollars.

### **Printing an Order Form**

You can access an order form if you wish to register by Fax, Mail or E-Mail by pressing the 'Order Form' button on the reminder screen, or via "Help | Order Smart Address". The order form shows the current registration fees and addresses and phone numbers.

### **Multiple Copy Licenses**

Registration of a single copy of Smart Address allows you to use it on a single PC, and to make back-up copies for security purposes. It does not permit installation on more than 1 PC at the same time, or use on multiple workstations connected to a network.

However, we do offer extremely attractive discounts for multiple-copy licenses, allowing you to make Smart Address an integral part of your network, site or corporation. Please contact us for details.

### **Please let us know which version you have**

If you register by phone, please let us know which version of the program you currently have (shown by "Help | About Smart Address"). This helps us greatly to determine how effective our shareware distribution methods are. If you use the order form the version number is already pre-printed on it.



Upgrade Policy and Getting Support  
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### **Upgrade Policy**

The code (.EXE file) for the registered and unregistered versions of the program are identical, and it is the presence of a file SMTADR2X.DLL that is supplied with the registered version that causes the program to behave in a registered fashion. The presence of the DLL will also cause any further versions of Smart Address that still bear the 2.x release number to behave as registered versions, wherever you obtain them from. Versions that bear the 2.x release number will generally be for minor enhancements and bug-fixes. Any release containing major new functionality will bear the release number 3.x, and an upgrade fee will probably be chargeable.

We will make new versions of Smart Address available via the usual sources, online on services such as CompuServe, CIX, the Internet and via disk vendors, cover disks and CD's.

We have three prime locations for new releases and support. These are:-

CompuServe: Section 4 of the UKSHARE forum. The latest versions of all our products are available in Library 4.

CIX: Join the oakley conference.

The Internet: Via our World Wide Web Server at <http://198.49.174.129>

If you do acquire a newer version of Smart Address simply ensure that the SMTADR2X.DLL file you got when you registered is either in the directory that the Smart Address program (SMARTADR.EXE) is in, or is in your WINDOWS directory.

### **Getting Support**

**Before you reach for the phone, please make sure you have looked through this Help File first. If you have a question that this Help File doesn't answer, or are reporting what appears to be a bug then we will be pleased to hear from you. But if it is a question that is answered in this Help file then all we will do is point you to the relevant section, and you will just get an answer a little bit slower. This is not meant to be awkward, but we try to keep our costs down to allow us to produce this high quality software at value-for-money prices, and answering support calls is an expensive undertaking. After all, some of the major software companies either charge for support or provide it on premium-price phone numbers. We don't want to have to do that.**

For support, please contact the agent who sold you the software. For contact information please refer to the order form.

This product is authored by:-

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Or contact us via our support section on CompuServe, Section 4 of the UKSHARE forum or via our Internet World Wide Web Server at <http://198.49.174.129>, or on CIX in the oakley conference.



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Set Access Privileges Command

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## **Set Access Privileges Command**

This command allows the Access Privileges for an Address Book to be defined, allowing control over the Address Book functionality available to users.

Note: This command will only be available when using the customized version of Smart Address that supports Address Book Encryption. For more details on this version, please contact your supplier

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Encrypting an Address Book](#)

[Set Access Privileges Dialogue](#)



## Encrypt Address Book Command

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### **Encrypt Address Book Command**

On issuing this command via the Edit Menu, Smart Address will Encrypt the current Address Book, using the Supplier Key supplied with the Encryption version of Smart Address.

When a Address Book is encrypted, a checkmark will be placed next to the Encrypt command to indicate that the Address Book is currently encrypted. To revert the Address Book to a non-encrypted state, just select the Encrypt command again, thus removing the checkmark from the command.

Note: This command will only be available when using the customized version of Smart Address that supports Address Book Encryption. For more details on this version, please contact your supplier.

Warning: An Address Book that is encrypted, can only be accessed by a user that has been given the required Supplier Key. Without this Key, access to the Address Book will not be possible.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**

None.

#### **See Also:-**

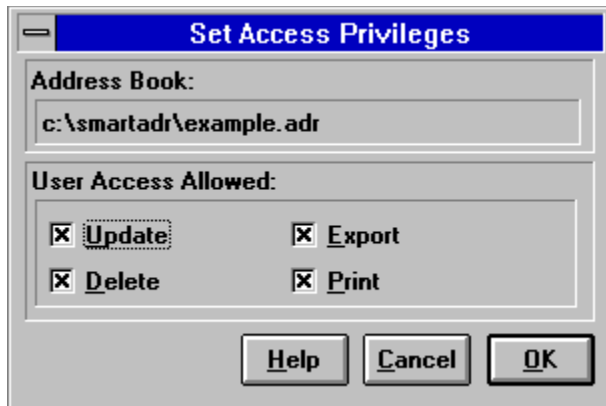
[Setting Access Permissions for an Address Book](#)



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### Set Access Privileges Dialogue

This dialogue allows the access privileges of an Address Book to be set. The access privileges control what level of access a user has to functionality within an Address Book. For more information, click on the required element:-



**Note:-**

This dialogue will only be available when using the customized version of Smart Address that supports Address Book Encryption. For more details on this version, please contact your supplier.



## Acknowledge Reminder Command

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### **Acknowledge Reminder Command**

On issuing this command, either via the Tools Menu or Toolbar Button, Smart Address will allow the "Active Reminder" for the currently selected entry to be acknowledged.

If the currently selected entry doesn't have an Active Reminder, then this command will not be available.

When acknowledging an Active Reminder, Smart Address will display a dialogue box requesting confirmation of the acknowledgment. Once acknowledged, Smart Address will advance the associated date, by the period identified by the Reminder set.

For example:-

"4 Weekly Reminder" would advance the associated date by 28 days.

"Remind Once Only" would not advance the date, but would change the Reminder to "No Reminder".

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**



#### **See Also:-**

[Confirm Reminders Acknowledgment Dialogue](#)

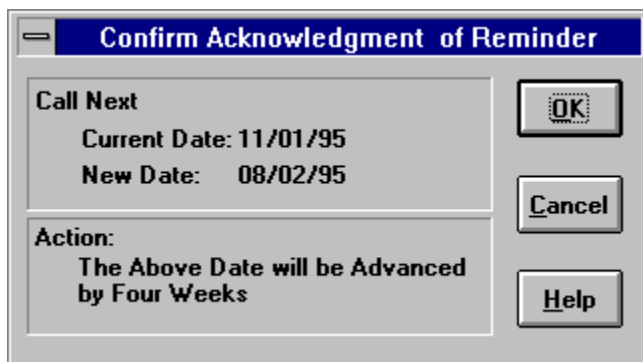
[Hints and Tips: Show only Entries with Active Reminders](#)



Confirm Acknowledgment of Reminders Dialogue  
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### Confirm Acknowledgment of Reminders Dialogue

This dialogue allows confirmation before acknowledging a reminder and advancing it's date or resetting the reminder. For more information, click on the required element:-



See Also:-

[General Information: Using Reminders in Smart Address](#)

[Hints and Tips: Turning off Confirmations](#)



Show Active Reminders

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## Show Active Reminders

On turning on this command, either via the Tools Menu or Toolbar Button, Smart Address will only display entries that have an "Active Reminder" set against them. The Info Area of the Status Bar will also be updated, to reflect that the Index List is currently restricted to Active Reminders Only.

If an entry's reminder is "Acknowledged" then the entry loses its Active Reminder state and will therefore be automatically removed from the Index List.

This command acts as a toggle and so selecting it again will turn off the showing of Active reminders and reset the Index List.

Note: The restricting of the Index List to Active Reminders only, can also be turned off by resetting the Display Index, performing an Address Search or by issuing another one of the Show Commands.

### Keyboard Shortcut:-

None.

### Toolbar Button:-



### See Also:-

[Acknowledging Reminders](#)

[Setting the Display Index](#)

[Searching an Address Book](#)

[General Information: Using Reminders in Smart Address](#)

[Hints and Tips: Quickly Resetting the Display Index to All Entries](#)



Add New Entry to Address Book  
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## **Add New Entry to Address Book**

On issuing this command, either via the Edit Menu, Toolbar Button or Keyboard Shortcut, Smart Address will place the current Address Book into New Entry Mode and clear the "Data Page"

### **Keyboard Shortcut:-**

<Ctrl> and <A>

### **Toolbar Button:-**



### **See Also:-**

[Applying the Addition to the Address Book](#)

[Canceling the Addition to the Address Book](#)

[Hints and Tips: Using Fast Edit to Invoke the New Command](#)





Update Entry in Address Book

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## Update Entry in Address Book

On issuing this command, either via the Edit Menu, Toolbar Button or Keyboard Shortcut, Smart Address will place the current Address Book into Update Entry Mode and the "Data Page" enabled for editing.

### Keyboard Shortcut:-

<Ctrl> and <U>

### Toolbar Button:-



### See Also:-

[Applying the Update to the Address Book](#)

[Canceling the Update to the Address Book](#)

[Hints and Tips: Using Fast Edit to Invoke the Update Command](#)



Apply Addition/Update to Address Book  
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### **Apply Addition/Update to Address Book**

On issuing this command, either via the Edit Menu, Toolbar Button or Keyboard Shortcut, Smart Address will apply the data within the "Data Page", to the current Address Book entry. If the Address Book was in New Entry Mode, then Smart Address will first create an new entry, before applying the data.

In order for data to be applied the Category field and either the Name field or Company field have to be completed. It should be noted that the user may have customized the Address Book, so that these fields may be labeled differently.

#### **Keyboard Shortcut:-**

<Ctrl> and <Enter>

#### **Toolbar Button:-**



#### **See Also:-**

[Canceling an Addition/Update to the Address Book](#)



Cancel Addition/Update  
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### **Cancel Addition/Update**

On issuing this command, either via the Edit Menu, Toolbar Button or Keyboard Shortcut, Smart Address will cancel any Addition or Update that was in progress for the current Address Book.

The data within the "Data Page" will be restored to it's previous value.

#### **Keyboard Shortcut:-**

<Esc>

#### **Toolbar Button:-**



#### **See Also:-**

[Applying an Addition/Update to the Address Book](#)



## Add Document Command

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### **Add Document Command**

On issuing this command via the Document Menu or the Add Document Button, Smart Address will display the Add Document dialogue. This dialogue allows a description for the new document and the documents file name to be entered.

This command is effective against the currently selected entry. This means that once the command has been actioned, the new document will be added to the current entry and that entry placed in either New Entry Mode or Update Entry Mode.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**

Use the Add Document Button on the Documents Page.

[Add Document Dialogue](#)

[The Documents Page](#)



Add Document Dialogue  
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### Add Document Dialogue

This dialogue allows a document to be added to the currently selected entry. For more information, click on the required element:-

A screenshot of a Windows-style dialog box titled "Add Document to Entry". The dialog has a blue title bar with a minus sign on the left. Inside, there are two text input fields. The first is labeled "Document Description:" and the second is labeled "Document:". To the right of the "Document:" field is a "Browse" button. At the bottom of the dialog are three buttons: "Help", "Cancel", and "OK".



## The Documents Tab

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## The Documents Tab

This page, or 'tab', is used to present any documents that are associated with the currently selected entry. These documents are listed detailing a description of the document and the file that contains the contents of the document.

Below the list of documents are four buttons that provide functions relating to the associated documents.

Click on the required element for more detail...

Title	Name
	Oakley Data Services
	<b>1995 Product List</b> c:\smartadr\products.txt
	<b>Customer Purchases by Product</b> c:\smartadr\custpurc.wri
<input type="button" value="Add Document"/>	<input type="button" value="Edit Document"/>
<input type="button" value="Delete Document"/>	<input type="button" value="Open Document"/>

**See Also:-**

[The Documents Menu](#)



The Documents Menu

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## The Documents Menu

For more information, click on the required Menu Item:-

### **Documents**

**Add Document...**

**Edit Document Details...**

**Delete Document...**

**Open Document**

### **See Also:-**

[The File Menu](#)

[The Edit Menu](#)

[The Tools Menu](#)

[The View Menu](#)

[The Options Menu](#)

[The Window Menu](#)

[The Help Menu](#)



## The File Menu

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## The File Menu

For more information, click on the required Menu Item:-

<b>File</b>	
<b>N</b> ew...	
<b>O</b> pen...	
<b>S</b> ave	
<b>S</b> ave <b>a</b> s...	
<b>C</b> lose	
<b>A</b> ddress <b>B</b> ook Info...	<b>Ctrl+I</b>
<b>P</b> rint <b>E</b> nvelope(s)...	<b>Ctrl+P</b>
<b>P</b> rint <b>L</b> abel(s) or Listings...	
<b>P</b> rinter Setup...	
<b>I</b> mport...	
<b>E</b> xport...	
<b>E</b> xit	<b>Alt+F4</b>
<b>1</b> c:\data\smartadr\insa.adr	
<b>2</b> c:\data\smartadr\general.adr	
<b>3</b> c:\data\smartadr\phones.adr	
<b>4</b> c:\data\smartadr\househld.adr	
<b>5</b> c:\data\smartadr\test.adr	

### See Also:-

[The Edit Menu](#)

[The Tools Menu](#)

[The View Menu](#)

[The Documents Menu](#)

[The Options Menu](#)

[The Window Menu](#)

[The Help Menu](#)





## The Edit Menu

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## The Edit Menu

For more information, click on the required Menu Item:-

### Edit

<b>U</b> ndo	<b>Alt+BkSp</b>
<b>C</b> opy Entry	<b>Alt+C</b>
<b>P</b> aste Entry	<b>Alt+V</b>
<b>A</b> dd Entry	<b>Ctrl+A</b>
<b>U</b> ppdate Entry	<b>Ctrl+U</b>
<b>A</b> pply Addition/Update	<b>Ctrl+Enter</b>
<b>C</b> ancel Addition/Update	<b>Esc</b>
<b>D</b> elete Entries...	
<b>I</b> nsert in Word Processor	

### See Also:-

[The File Menu](#)

[The Tools Menu](#)

[The View Menu](#)

[The Options Menu](#)

[The Documents Menu](#)

[The Options Menu](#)

[The Window Menu](#)

[The Help Menu](#)



The Tools Menu

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## The Tools Menu

For more information, click on the required Menu Item:-

<b>Tools</b>	
<b>S</b> earch Address Book...	<b>F3</b>
<b>S</b> et Display <b>I</b> ndex...	<b>F10</b>
<b>A</b> cknowledge Reminder...	
<b>T</b> ag Entry	<b>Ctrl+T</b>
<b>C</b> lear Tags from All Entries	
<b>S</b> how <b>N</b> on-Tagged Entries Only	
<b>S</b> how Tagged <b>E</b> ntries Only	
<b>S</b> how Active <b>R</b> eminders Only	
<b>D</b> ial Number...	

**See Also:-**

[The File Menu](#)

[The Edit Menu](#)

[The View Menu](#)

[The Documents Menu](#)

[The Options Menu](#)

[The Window Menu](#)

[The Help Menu](#)



## The View Menu

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## The View Menu

For more information, click on the required Menu Item:-

View	
✓ <u>A</u> ddress Page	F5
<u>N</u> otes Page	F6
<u>R</u> eminders Page	F7
<u>O</u> thers Page	F8
<u>D</u> ocuments Page	F9

### See Also:-

[The File Menu](#)

[The Edit Menu](#)

[The Tools Menu](#)

[The Documents Menu](#)

[The Options Menu](#)

[The Window Menu](#)

[The Help Menu](#)



The Options Menu

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## The Options Menu

For more information, click on the required Menu Item:-

<b>Options</b>
<b>C</b> hange Font...
<b>P</b> references...
<b>S</b> et Field <b>L</b> abels...
<b>S</b> how Fields...
<b>D</b> efine Word Processor...
<b>C</b> onfigure <b>M</b> odem....

**See Also:-**

[The File Menu](#)

[The Edit Menu](#)

[The Tools Menu](#)

[The View Menu](#)

[The Documents Menu](#)

[The Window Menu](#)

[The Help Menu](#)



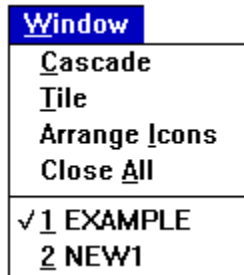
The Window Menu

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## The Window Menu

For more information, click on the required Menu Item:-



**See Also:-**

[The File Menu](#)

[The Edit Menu](#)

[The Tools Menu](#)

[The View Menu](#)

[The Documents Menu](#)

[The Options Menu](#)

[The Help Menu](#)



## The Help Menu

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## The Help Menu

For more information, click on the required Menu Item:-

Help	
<u>C</u> ontents...	F1
<u>S</u> earch for Help on...	Ctrl+F1
U <u>s</u> ing <u>h</u> elp...	
<u>O</u> rd <u>e</u> r Smart Address...	
<u>A</u> bout Smart Address...	

### See Also:-

[The File Menu](#)

[The Edit Menu](#)

[The Tools Menu](#)

[The View Menu](#)

[The Documents Menu](#)

[The Options Menu](#)

[The Window Menu](#)



Address Page Command

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## **Address Page Command**

On issuing this command, either via the View Menu, keyboard shortcut or via the "Address Tab", Smart Address will switch the "Data Page" display to the Address Page.

### **Keyboard Shortcut:-**

<F5>

### **Toolbar Button:-**

Use the "Address Tab"

### **See Also:-**

[Address Data Page](#)

[Notes Page Command](#)

[Reminders Page Command](#)

[Others Page Command](#)

[Documents Page Command](#)



## The Address Tab

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## The Address Tab

This page, or 'tab', is used to present the Address information for the currently selected entry. By default, the 'tab' will contain the fields as detailed below. It should be noted that as the field labels and the fields displayed are customizable by the user, the actual fields presented within an Address Book may vary:-

Click on the required element for more detail...

<b>Title</b>	<b>Name</b>	
Mr.	Colin Messitt	
<b>Position</b>	Managing Director	
<b>Company</b>	Oakley Data Services	
<b>Address</b>		
3, Oakley Close,		
Sandbach,		
Cheshire,		
CW11 9RQ		
<b>Home</b>	<input type="text"/>	Dial
<b>Work</b>	+44 (0)270 759739	Dial
<b>Fax</b>	+44 (0)270 765272	Dial
<b>Mobile</b>	<input type="text"/>	Dial
<b>Category</b>	Software	↓

### See Also:-

[Customizing the Field Labels](#)

[Customizing the Fields Displayed](#)





Set Field Labels Command

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## **Set Field Labels Command**

On issuing this command via the Options Menu, Smart Address will display the Set Field Labels dialogue allowing the field labels of the current Address Book to be defined by the user.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Set Field Labels Dialogue](#)



Set Field Labels Fields Dialogue  
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### Set Field Labels Fields Dialogue

This dialogue allows a user to define the field labels to be used for the current Address Book. For more information, click on the required element:-

A screenshot of a software dialog box titled "Field Labels for Address Book EXAMPLE". The dialog has a tabbed interface with four tabs: "Address", "Notes", "Reminders", and "Others". The "Address" tab is selected. Inside the dialog, there are several input fields for defining field labels: "Title" (with a dropdown menu), "Name", "Position", "Company", "Address", "Home", "Work", "Fax", "Mobile", and "Category". To the right of these fields are four buttons: "OK", "Cancel", "Default", and "Help". At the bottom left, there is a checkbox labeled "Save Field Names as Default".



Show Fields Command

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## Show Fields Command

On issuing this command via the Options Menu, Smart Address will display the Show Fields dialogue allowing the user to define which fields are visible within an Address Book.

### Keyboard Shortcut:-

None.

### Toolbar Button:-

None.

### See Also:-

[Show Fields Dialogue](#)



## Show Fields Dialogue

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## Show Fields Dialogue

This dialogue allows a user to define the fields that will be displayed in the current Address Book. For more information, click on the required element:-

The screenshot shows a dialog box titled "Show Fields for Address Book EXAMPLE". It has four tabs: "Address", "Notes", "Reminders", and "Others". The "Address" tab is selected. Below the tabs, the text "Select Fields to be Displayed:" is followed by a list of fields, each with a checked checkbox. The fields are: Title, Name, Position, Company, Address, Home, Work, Fax, Mobile, Category, Dial Button, Dial Button, Dial Button, and Dial Button. At the bottom left, there is an unchecked checkbox labeled "Save Field Selection as Default". On the right side of the dialog, there are four buttons: "OK", "Cancel", "Default", and "Help".

Field	Selected
Title	Yes
Name	Yes
Position	Yes
Company	Yes
Address	Yes
Home	Yes
Work	Yes
Fax	Yes
Mobile	Yes
Category	Yes
Dial Button	Yes
Dial Button	Yes
Dial Button	Yes
Dial Button	Yes

Save Field Selection as Default



Notes Page Command

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## Notes Page Command

On issuing this command, either via the View Menu, keyboard shortcut or via the "Notes Tab", Smart Address will switch the "Data Page" display to the Notes Page.

### Keyboard Shortcut:-

<F6>

### Toolbar Button:-

Use the "Notes" Tab

### See Also:-

[Notes Data Page](#)

[Address Page Command](#)

[Reminders Page Command](#)

[Others Page Command](#)

[Documents Page Command](#)



## The Notes Tab

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## The Notes Tab

This page, or 'tab', is used to present any Notes made for the currently selected entry. By default, the 'tab' will contain the fields as detailed below. It should be noted that as the field labels and the fields displayed are customizable by the user, the actual fields presented within an Address Book may vary:-

Click on the required element for more detail...

Title Name	
Mr.	Colin Messitt
Notes	
Publishes SmartCat Plus, Smart Accounts, SmartFont, SmartPaper, SmartTop, Smart Address, SmartSum  Plus many other 1st class products.	

### See Also:-

[Customizing the Field Labels](#)

[Customizing the Fields Displayed](#)



Reminders Page Command

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## Reminders Page Command

On issuing this command, either via the View Menu, keyboard shortcut or via the "Reminders Tab", Smart Address will switch the "Data Page" display to the Reminders Page.

### Keyboard Shortcut:-

<F7>

### Toolbar Button:-

Use the "Reminders Tab"

### See Also:-

[Reminders Data Page](#)

[Address Page Command](#)

[Notes Page Command](#)

[Others Page Command](#)

[Documents Page Command](#)



## The Reminders Tab

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### The Reminders Tab

This page, or 'tab', is used to present any dates that have been set for the currently selected entry. By default, the 'tab' will contain the fields as detailed below. It should be noted that as the field labels and the fields displayed are customizable by the user, the actual fields presented within an Address Book may vary:-

Click on the required element for more detail...

Title	Name
Mr.	Colin Messitt
<b>Birthday</b>	
09/02/95	...
Yearly Reminder	↓
<b>Anniversary</b>	
	...
No Reminder	↓
<b>Call Next</b>	
11/01/95	...
4 Weekly Reminder	↓
Reminders Legend:-	
●	Reminder is Overdue
●	Reminder is due today
●	Due within the next 2 day(s)

#### See Also:-

[Customizing the Field Labels](#)

[Customizing the Fields Displayed](#)





Others Page Command  
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## **Others Page Command**

On issuing this command, either via the View Menu, keyboard shortcut or via the "Others Tab", Smart Address will switch the "Data Page" display to the Others Page.

### **Keyboard Shortcut:-**

<F8>

### **Toolbar Button:-**

Use the "Others Tab"

### **See Also:-**

[Others Date Page](#)

[Address Page Command](#)

[Notes Page Command](#)

[Reminders Page Command](#)

[Documents Page Command](#)



## The Others Tab

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## The Others Tab

This page, or 'tab', is used to present any other information that is related to the currently selected entry. By default, the 'tab' will contain the fields as detailed below. It should be noted that as the field labels and the fields displayed are customizable by the user, the actual fields presented within an Address Book may vary:-

Click on the required element for more detail...

<b>Title</b>	<b>Name</b>
Mr.	Colin Messitt
<b>User Definable 1</b>	
<b>User Definable 2</b>	
<b>User Definable 3</b>	
<b>User Definable 4</b>	
<b>User Definable 5</b>	
<b>User Definable 6</b>	
<b>Indexed On</b>	
Company	
<input type="button" value="↓"/>	

### See Also:-

[Customizing the Field Labels](#)

[Customizing the Field Displayed](#)



Document Page Command

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## **Documents Page Command**

On issuing this command, either via the View Menu, keyboard shortcut or via the "Address Tab", Smart Address will switch the "Data Page" display to the Documents Page.

### **Keyboard Shortcut:-**

<F9>

### **Toolbar Button:-**

Use the "Documents Tab"

### **See Also:-**

[Document Data Page](#)

[Address Page Command](#)

[Notes Page Command](#)

[Reminders Page Command](#)

[Others Page Command](#)



Window Arrange Icons Command

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## **Window Arrange Icons Command**

On issuing this command, via the Window Menu, Smart Address will arrange any minimized Address Book Icons.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Window Cascade Command](#)

[Window Tile Command](#)



Window Cascade Command

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## **Window Cascade Command**

On issuing this command via the Window Menu, Smart Address will arrange all Address Books by cascading them within the Smart Address application window.

### **Keyboard Shortcut:-**

None

### **Toolbar Button:-**

None.

### **See Also:-**

[Window Tile Command](#)

[Window Arrange Icons Command](#)



Window Tile Command

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## **Window Tile Command**

On issuing this command, via the Window Menu, Smart Address will arrange all Address Books by tiling them within the Smart Address application window.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Window Cascade Command](#)

[Window Arrange Icons Command](#)



Active Address Books List

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### **Active Address Books List**

Maintained within the Window menu, is a list of the currently opened Address Books. Selecting any one of these Address Books from the list, will select it.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**

None.



Clear Tags from All Entries

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## Clear Tags from All Entries

On issuing this command, either via the Tools Menu or Toolbar Button, Smart Address will remove the "Tag" state from any "Tagged" entries within the current Address Book.

### Keyboard Shortcut:-

None.

### Toolbar Button:-



### See Also:-

[Tagging an Entry](#)

[Showing Only Tagged Entries](#)

[Showing Only Non-tagged Entries](#)





## Tag Command

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### Tag Command

On issuing this command via either the Tools Menu or the Keyboard Shortcut, Smart Address will toggle the "Tag" state of the currently selected entry.

If the entry is not "Tagged" then Smart Address will "Tag" the entry, identifying it as such by displaying the Index Data within the Index List in Red.

If the entry is already "Tagged" then Smart Address will remove the "Tag" from the entry and also remove it's Red highlighting from the Index List.

#### Keyboard Shortcut:-

<Ctrl> and <T>

#### Toolbar Button:-

None.

#### See Also:-

[Showing Only Tagged Entries](#)

[Showing Non-Tagged Entries Only](#)

[Removing All Tags from an Address Book](#)

[Hints and Tips: Tagging Entries using the Mouse.](#)



## Show Tagged Entries

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### Show Tagged Entries

On turning on this command, either via the Tools Menu or Toolbar Button, Smart Address will only display entries that have been "Tagged". The Info Area of the Status Bar will also be updated, to reflect that the Index List is currently restricted to Tagged Entries Only.

If an entry is un-tagged, either by use of the "Tools | Tag Entry" or the "Tools | Clear all Tags" command then the entry will be automatically removed from the Index List. In the case of the "Tools | Clear all Tags" command, an empty Index List will be displayed (i.e. there are no longer are tagged entries eligible to display).

This command acts as a toggle and so selecting it again will turn off the showing of Tagged entries and reset the Index List.

Note: The restricting of the Index List to Tagged Entries only, can also be turned off by resetting the Display Index, performing an Address Search or by issuing another one of the Show Commands.

#### Keyboard Shortcut:-

None.

#### Toolbar Button:-



#### See Also:-

[Removing All Tags from an Address Book](#)

[Tagging an Entry](#)

[Setting the Display Index](#)

[Searching an Address Book](#)

[Showing Only Non-tagged Entries](#)

[Hints and Tips: Quickly Resetting the Display Index to All Entries](#)



Show Non-Tagged Entries Only Command  
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## **Show Non-Tagged Entries Only Command**

On turning on this command via the Tools Menu, Smart Address will only display entries that have NOT been "Tagged" by the user. The Info Area of the Status Bar will also be updated, to reflect that the Index List is currently restricted to Non-Tagged Entries Only.

If an entry's is Tagged by the user, then the entry will automatically be removed from the Index List.

This command acts as a toggle and so selecting it again will turn off the showing of Non-Tagged Entries Only and reset the Index List.

Note: The restricting of the Index List to Non-Tagged Entries only, can also be turned off by resetting the Display Index, performing an Address Search or by issuing another one of the Show Commands.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Removing All Tags from an Address Book](#)

[Tagging an Entry](#)

[Setting the Display Index](#)

[Searching an Address Book](#)

[Showing Only Tagged Entries](#)

[Hints and Tips: Quickly Resetting the Display Index to All Entries](#)



Close Current Address Book

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### **Close Current Address Book**

This command closes the currently active Address Book. If the Address Book has been updated but not yet saved, Smart Address will save the Book to disk before closing it.

If the Automatic Back-up Option is enabled, Smart Address will then create a back-up of the Address Book.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**



[Configuring the Auto Save and Auto Back-up Facilities](#)



Close All Command

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## **Close All Command**

This command closes all active Address Books. If an Address Book has been updated but not yet saved, Smart Address will save the Book to disk before closing it.

If the Automatic Back-up Option is enabled, Smart Address will also create a back-up copy of each Address Book as it is closed.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Closing a Single Address Book](#)



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## **Configure Modem Command**

On issuing this command via the Options Menu, Smart Address will display the Configure Modem dialogue, enabling the modem and auto-dial facility of Smart Address to be configured.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Using the Auto-Dial Function](#)

[Configure Modem Dialogue](#)



Dial Number

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## Dial Number

On issuing this command, either via the Tools Menu or Toolbar Button, Smart Address will display the Auto-Dial dialogue. This dialogue allows a telephone number from the currently selected entry to be selected for Auto-Dialing.

If the current entry does not have any eligible telephone numbers, this command will not be available.

The user may also use the "Fast Dial" buttons located next to the actual telephone, to dial a number. These buttons bypass the Auto-Dial dialogue and dial without any confirmation.

Note: A Modem must be connected to the PC and have been configured using the "Options | Configure Modem" command before using this facility.

### Keyboard Shortcut:-

None.

### Toolbar Button:-



### See Also:-

[Auto-Dial Dialogue](#)

[Configure Modem Command](#)



### Select Number to Dial Dialogue

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### Select Number to Dial Dialogue

This dialogue allows the selection of a telephone to be dialed and the selection and use of a prefix to be added to the number being dialed. For more information, click on the required element:-

Select Number to Dial	
<input type="radio"/> Home	
<input checked="" type="radio"/> Work	+44 (0)270 759739
<input type="radio"/> Fax	+44 (0)270 765272
<input type="radio"/> Mobile	
Dialing Prefix:	
<input type="checkbox"/> Use Prefix	
<input type="button" value="Dial"/>	<input type="button" value="Cancel"/> <input type="button" value="Help"/>

### See Also:-

[General Information: Using the Auto-Dial Facility](#)



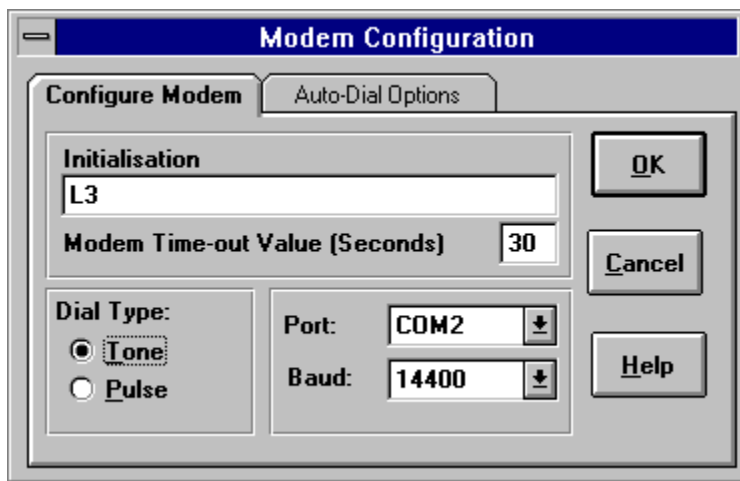


Configure Modem Dialogue  
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## Configure Modem Dialogue

This dialogue configures Smart Address for the Modem to be used. The dialogue is presented as two Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the general configuration settings to be defined. For more information, click on the required element:-



**See Also:-**

[Configure Modem Dialogue \(Auto-Dial Options Tab\)](#)



## Configure Modem Dialogue

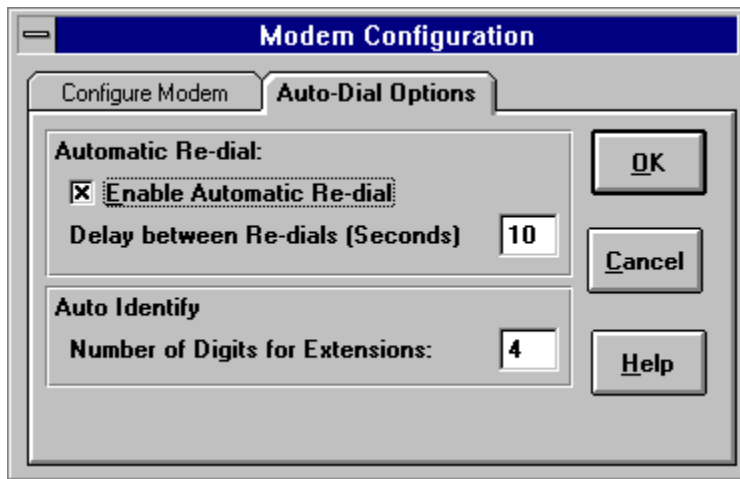
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### Configure Modem Dialogue

This dialogue configures Smart Address for the Modem to be used. The dialogue is presented as two Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the Auto-Dial options to be defined. For more information, click on the required element:-



#### See Also:-

[Configure Modem Dialogue \(Configure Modem Tab\)](#)



Copy Entry Command

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## Copy Entry Command

On issuing this command, either via the Edit Menu or Keyboard Shortcut, Smart Address will copy the currently selected entry to the Windows Clipboard. This entry can then be inserted to other application or used to be pasted into another entry within the same or different Address Book

### Keyboard Shortcut:-

<Alt> and <C>

### Toolbar Button:-

None.

### See Also:-

[Pasting into an Entry](#)

[Hints and Tips: Copying a Field to and from the Windows Clipboard](#)



Paste Entry Command

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## **Paste Entry Command**

On issuing this command, either via the Edit Menu or Keyboard Shortcut, Smart Address will paste the Address Book Entry contained within the Clipboard, into the current entry's "Data Page".

Note: For this command to be available, an entry must have first have been copied from an Address Book to the Clipboard and the Address Book must be in either New Entry Mode or Update Entry Mode.

### **Keyboard Shortcut:-**

<Alt> and <V>

### **Toolbar Button:-**

None.

### **See Also:-**

[Copying an Entry](#)

[Updating an Address Book Entry](#)

[Adding a New Entry to an Address Book](#)



Define Word Processor Command  
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## **Define Word Processor Command**

On issuing this command via the Options Menu, Smart Address will display the Define Word Processor dialogue enabling the Word Processor being used, and the fields required for insertion, to be defined.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Inserting an Entry into a Word Processor](#)

[Define Word Processor Dialogue](#)

[Inserting Empty Fields to a Word Processor](#)



Insert Entry to Word Processor

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## Insert Entry to Word Processor

On issuing this command, either via the Edit Menu or Toolbar Button, Smart Address will insert the current entry into a Word Processor. Smart Address will insert the required data into the Word processor's current document and at the cursors location.

For this command to work, the Word Processor has to be defined and the Entry fields to be inserted chosen by using the "Options | Define Word Processor" command. The Word Processor defined also has to be running for the insertion to take effect.

Note:-

Smart Address will use the first instance of the Word Processor it finds for the insertion. If there are multiple instances of the Word Processor running, it can not be guaranteed which instance will receive the data.

**Keyboard Shortcut:-**

None.

**Toolbar Button:-**



**See Also:-**

[Define Word Processor Command](#)

[Inserting Empty Fields to a Word Processor](#)



## Define Word Processor Dialogue

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### Define Word Processor Dialogue

This dialogue allows a user to define the Word Processor to be used and also to define which fields are to be inserted to the Word Processor when requested. For more information, click on the required element:-



#### See Also:-

[Hints and Tips: Adding a New Word Processor to Smart Address](#)



## Delete Selected Entry

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### Delete Selected Entry

On issuing this command, either via the Edit Menu, Toolbar Button or Keyboard Shortcut, Smart Address will delete the currently selected entry from the Address Book.

If the Delete Confirmation option is enabled, see "Options | Preferences", a confirmation dialogue will be displayed before the entry is deleted. If the option is not enabled, then the entry will be deleted without prompting.

If more than one entry is required to be deleted, then the "Edit | Delete Entries" command may be used.

#### Keyboard Shortcut:-

<Del>

#### Toolbar Button:-



#### See Also:-

[Delete Entries Command](#)

[Preferences Command](#)





## Delete Entries Command

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## Delete Entries Command

On issuing this command via the Edit Menu, Smart Address will display the Delete Entries dialogue, enabling the a range of entries to be selected for deletion from the current Address Book.

### Keyboard Shortcut:-

None.

### Toolbar Button:-

None.

### See Also:-

[Deleting a Single Entry Quickly](#)

[Delete Entries Dialogue](#)



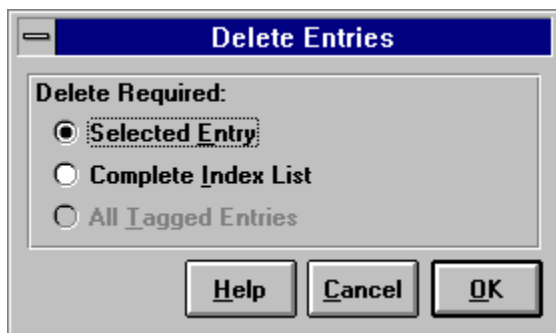
## Delete Entries Dialogue

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### Delete Entries Dialogue

This dialogue allows a selection of entries to be deleted from the current Address Book. For more information, click on the required element:-





## Delete Document Command

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### **Delete Document Command**

On issuing this command via the Document Menu or the Delete Document Button, Smart Address will display a confirmation dialogue and offer the choice of simply removing the document association or deleting the physical file as well.

This command is effective against the currently selected entry. This means that once the command has been actioned, the document will be deleted and the entry placed in either New Entry Mode or Update Entry Mode.

Care: If the physical file is deleted, this cannot be undo using Smart Address' UNDO command.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**

Use the Delete Document Button on the Documents Page.

#### **See Also:-**

[Delete Document Dialogue](#)

[The Documents Page](#)



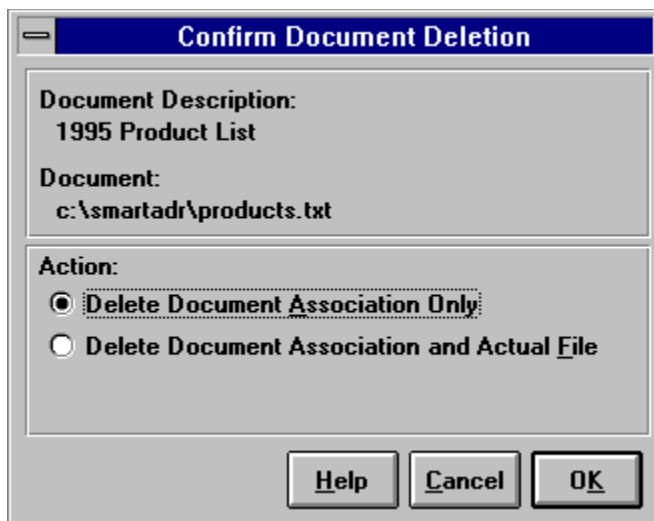
## Delete Document Dialogue

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## Delete Document Dialogue

This dialogue allows a document to be deleted from its association with the currently selected entry. It also allows the option for the actual file to be deleted as well as just the association. For more information, click on the required element:-





Edit Document Details Command

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## **Edit Document Details Command**

On issuing this command via the Document Menu or the Edit Details Button, Smart Address will display the Edit Document dialogue. This dialogue allows a description for the document and/or the documents file name to be edited.

This command is effective against the currently selected entry. This means that once the command has been actioned, the document will be updated and the entry placed in either New Entry Mode or Update Entry Mode.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

Use the Edit Details Button on the Documents Page.

### **See Also:-**

[Edit Document Dialogue](#)

[The Documents Page](#)



Edit Document Dialogue  
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### Edit Document Dialogue

This dialogue allows a document to be added to the currently selected entry. For more information, click on the required element:-

A screenshot of a Windows-style dialog box titled "Edit Document Details". The dialog has a blue title bar with a minus sign on the left. It contains two text input fields. The first field is labeled "Document Description:" and contains the text "Customer Purchases by Product". The second field is labeled "Document:" and contains the file path "c:\smartadr\custpurc.wri". To the right of the second field is a "Browse" button. At the bottom of the dialog are three buttons: "Help", "Cancel", and "OK".



## Exit Command

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### **Exit Command**

This command will terminate Smart Address and close all active Address Books. If an Address Book has been updated but not yet saved, Smart Address will save the Book to disk before closing it.

If the Automatic Back-up Option is enabled, Smart Address will also create a back-up copy of each Address Book as it is closed.

When Smart Address is closed, it remembers its current state and when it's next restarted, it will restore everything (screen position, books open, index criteria's, etc.) to this state.

### **Keyboard Shortcut:-**

<Alt> and <F4>

### **Toolbar Button:-**

None.



Export Command

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## **Export Command**

On issuing this command via the File Menu, Smart Address will display the Export Dialogue allowing a selected range of entries to be exported to a text file.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Export Dialogue](#)

[Import Command](#)

[Technical Specifications of the Export File Format](#)

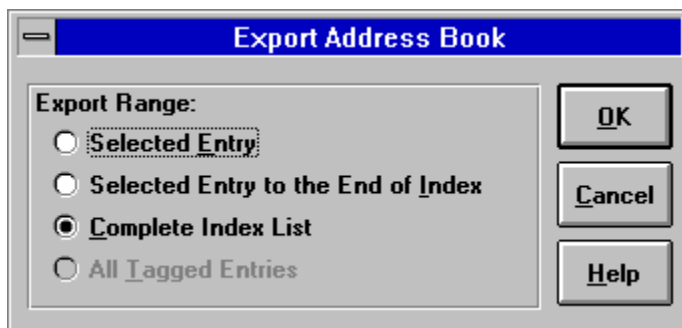




Export Address Book Dialogue  
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## Export Address Book Dialogue

This dialogue allows a selection of entries to be exported to a text file. For more information, click on the required element:-



See Also:-

[Export File Layout Dialogue](#)

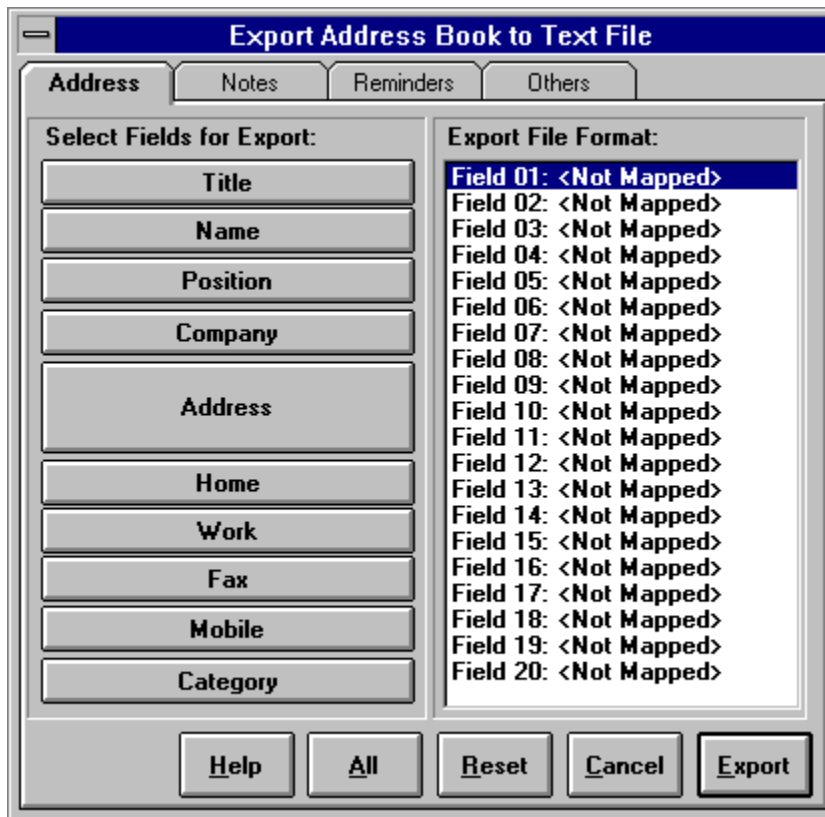


Export to Text File Dialogue  
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## Export Dialogue

This dialogue allows the layout of the text file being created, to be specified and mapped to the various data fields within the Address Book. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

For more information, click on the required element:-



See Also:-

[Technical Specifications of the Export File Format](#)



Import Command

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## **Import Command**

On issuing this command via the File Menu, Smart Address will display the Import Dialogue allowing a text file of entries to be imported to the current Address Book.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Import Dialogue](#)

[Export Command](#)

[General Information: Importing Text Files to Smart Address](#)

[Technical Specifications of the Import File Format](#)



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### **Change Font Command**

On issuing this command via the Options Menu, Smart Address will display the Change Font dialogue. From this dialogue a font may be selected for use as the permanent Address Book font and will be applied to all Address Books.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**

None.



About Smart Address Command

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### **About Smart Address Command**

On issuing this command via the Help Menu, Smart Address will display the Smart Address About dialogue. This dialogue provides information on the current build and version of Smart Address that is being run.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**

None.



Help Contents Command  
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## **Help Contents Command**

On issuing this command via the Help Menu or Keyboard Shortcut, Smart Address will display the Contents screen of this Help File.

### **Keyboard Shortcut:-**

<F1>

### **Toolbar Button:-**

None.

### **See Also:-**

[Search for Help On Command](#)

[Using Help Command](#)



Search for Help On Command

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## **Search for Help On Command**

On issuing this command via the Help Menu or Keyboard Shortcut, Smart Address will display the Search Dialogue for this Help File, allowing the user to search for any required keyword.

### **Keyboard Shortcut:-**

<Ctrl> and <F1>

### **Toolbar Button:-**

None.

### **See Also:-**

[Help Contents Command](#)

[Using Help Command](#)



## Using Help Command

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## Using Help Command

On issuing this command via the Help Menu, Smart Address will display the Windows Guide to Using Help Files. This guide provides basic information on how to use Windows Help files.

### Keyboard Shortcut:-

None.

### Toolbar Button:-

None.

### See Also:-

[Help Contents Command](#)

[Search for Help On Command](#)





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### **Order Smart Address Command**

On issuing this command via the Help Menu, Smart Address will display the Order Form for ordering copies of Smart Address.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**

None.

#### **See Also:-**

[Smart Address is Shareware - What's that ?](#)



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## **Address Book Information Command**

On issuing this command via the File Menu, Smart Address will display the Address Book Information dialogue, which provides various statistics on the current Address Book

### **Keyboard Shortcut:-**

<Ctrl> and <I>

### **Toolbar Button:-**

None.

### **See Also:-**

[Address Book Information Dialogue](#)



Address Book Information Dialogue  
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### Address Book Information Dialogue

This dialogue provides information on the currently selected Address Book. For more information, click on the required element:-

Address Book Information		
Address Book:	Access Allowed:	No.
EXAMPLE	Update	4
File Name:		
c:\data\smartadr\example.adr		
Address Book Created:		Last Updated:
12/01/95 - 12:33		12/01/95 - 12:34
Address Book Supplied by:		
Access Allowed:		
<input type="checkbox"/> Update	<input type="checkbox"/> Delete	<input type="checkbox"/> Export
<input type="checkbox"/> Print		
<input type="button" value="Help"/>		<input type="button" value="OK"/>



Most Recently Used Files List

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## **Most Recently Used Files List**

Within the File Menu, a list of the last five Address Books closed is maintained. This allows quick access to these books by simply selecting the Address Book required from the list.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Opening an Existing Address Book](#)



## Open Existing Address Book

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## Open Existing Address Book

This command allows an Address Book to be opened.

On issuing this command, either via the File Menu or the Toolbar Button, a dialogue box will be displayed allowing the Address Book required to be specified. Smart Address will, by default, limit the files displayed within this dialogue box to those with the Smart Address File Prefix of .ADR.

Once an Address Book has been specified, Smart Address checks that the file isn't already opened, if it is Smart Address will give an audible beep, display the Address Book and cancel the Open request.

If the Address Book being opened has been marked as Read Only by Windows File Manager, or the user opening the Address Book does not have the required Network File Permissions to update it, the Address Book will be opened as Read Only and all update functions for that Address Book will be disabled.

Once successfully opened, Smart Address will display the Address Book.

### Keyboard Shortcut:-

None.

### Toolbar Button:-



### See Also:-

[Most Recently Used Files List](#)

[Hints and Tips: Automatic Recovery of Corrupt Address Books](#)

[Hints and Tips: Creating Address Book Icons on your Desktop](#)

[Hints and Tips: Networking Address Books](#)

[Hints and Tips: Converting Old Version Address Books](#)



## Create New Address Book

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### **Create New Address Book**

This command allows a new Address Book to be created.

On issuing this command, either via the File Menu or the Toolbar Button, a dialogue box will be displayed allowing a file name for the new Address Book to be specified.

Smart Address will, by default, prefix the name entered with the Smart Address File Prefix of .ADR. It is recommended that this default is always used, either by only entering a one to eight character name without any prefix (e.g. MYBOOK) or adding an .ADR prefix after the name (e.g. MYBOOK.ADR).

Once a name has been entered Smart Address checks that the file isn't already opened, if it is Smart Address will give an audible beep, display the Address Book and cancel the New request.

Once successfully created, Smart Address will display the Address Book.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**





Open Document Command

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## **Open Document Command**

On issuing this command via the Document Menu or the Open Document Button, Smart Address will invoke the Application associated with the document selected and load that documents file into the application

If the file associated could not be found or the file's extension is not associated with any Application (See *Windows Manual regarding Document Associations*) the Open Command will fail and an appropriate message issued.

### **Keyboard Shortcut:-**

Double-Click the left mouse button on the Document Required.

### **Toolbar Button:-**

Use the Open Document Button on the Documents Page.

### **See Also:-**

[The Documents Page](#)



Print Selected Entry to Envelope

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### **Print Selected Entry to Envelope**

On issuing this command, either via the File Menu or Toolbar Button, Smart Address will print the selected entry using the currently defined Envelope Printer and Style

This is a 'quick print' command, therefore no print confirmation dialogues will be displayed.

If more than one entry is required to be printed, then the "File | Print Envelope(s)" Command, may be used.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**



#### **See Also:-**

[Print Envelope\(s\) Command](#)

[Printer Setup Command](#)





Print Envelopes Command

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## **Print Envelopes Command**

On issuing this command, either via the File Menu or Keyboard Shortcut, Smart Address will display a dialogue allowing a selection of entries to be printed to Envelopes.

### **Keyboard Shortcut:-**

<Ctrl> and <P>

### **Toolbar Button:-**

None.

### **See Also:-**

[Print Envelopes Dialogue](#)

[Printer Setup Command](#)

[Printing Label\(s\) or Listing\(s\) Command](#)



## Print Envelopes Dialogue

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## Print Envelopes Dialogue

This dialogue allows a selection of entries to be printed to envelopes. For more information, click on the required element:-

The screenshot shows a dialog box titled "Print to Envelopes". At the top, it displays the printer information: "Printer: HP LaserJet 4P/4MP on LPT1:" and "Style: E97 Envelope (110 x 228 mm)". Below this, there are three sections: "Print Range:" with four radio button options: "Selected Entry" (selected), "Selected Entry to the End of Index", "Complete Index List", and "All Tagged Entries"; "Copies:" with two radio button options: "Number of Copies:" (selected) with a text box containing "1", and "Full Sheet of Labels for each Entry"; and "Sort Printout by:" with a dropdown menu showing "Name" and a "Sort by Last Word" checkbox which is currently unchecked. On the right side of the dialog, there are four buttons: "OK", "Cancel", "Setup", and "Help".



Printer Setup Command

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## **Printer Setup Command**

On issuing this command via the File Menu, Smart Address will display the Printer Setup Dialogue. This dialogue allows Smart Address to set-up the printers, printer styles and printer options that the user requires.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Printer Setup Dialogue](#)

[Printing Envelopes Command](#)

[Printing Labels or Listings Command](#)



## Printer Setup Dialogue

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### Printer Setup Dialogue

This dialogue allows the Print Styles for both Envelopes and Labels / Listings to be set-up. The dialogue is presented as three Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the values that relate to both Styles to be defined. For more information, click on the required element:-

A screenshot of the 'Printer Setup' dialog box. The title bar is blue with the text 'Printer Setup'. Below the title bar are three tabs: 'Options', 'Envelopes', and 'Labels / Listings'. The 'Options' tab is selected. The main area contains a 'Return Address:' section with five text input fields. The first field is labeled 'Sender:-' and contains the text 'Oakley Data Services'. The second field contains '3, Oakley Close', the third contains 'Sandbach', the fourth contains 'Cheshire CW11 9RQ', and the fifth contains 'England'. To the right of the input fields are six buttons: 'OK', 'Cancel', 'Help', 'Layout', 'Printer', and 'Fields'.

#### See Also:-

[Printer Setup Dialogue \(Envelope Tab\)](#)

[Printer Setup Dialogue \(Labels / Listings Tab\)](#)



## Printer Setup Dialogue

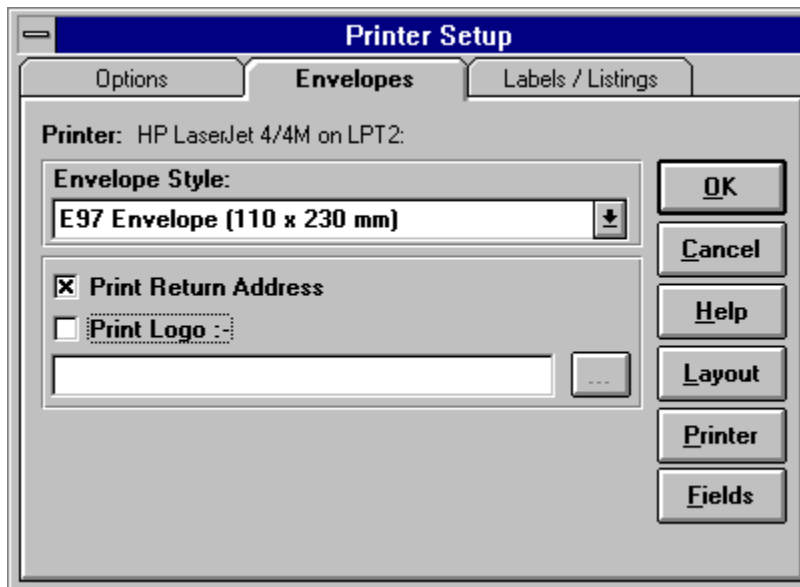
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### Printer Setup Dialogue (Envelope Tab)

This dialogue allows the Print Styles for both Envelopes and Labels / Listings to be set-up. The dialogue is presented as three Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the Envelope Style to be defined. For more information, click on the required element:-



#### See Also:-

[Printer Setup Dialogue \(Options Tab\)](#)

[Printer Setup Dialogue \(Labels / Listings Tab\)](#)



## Printer Setup Dialogue

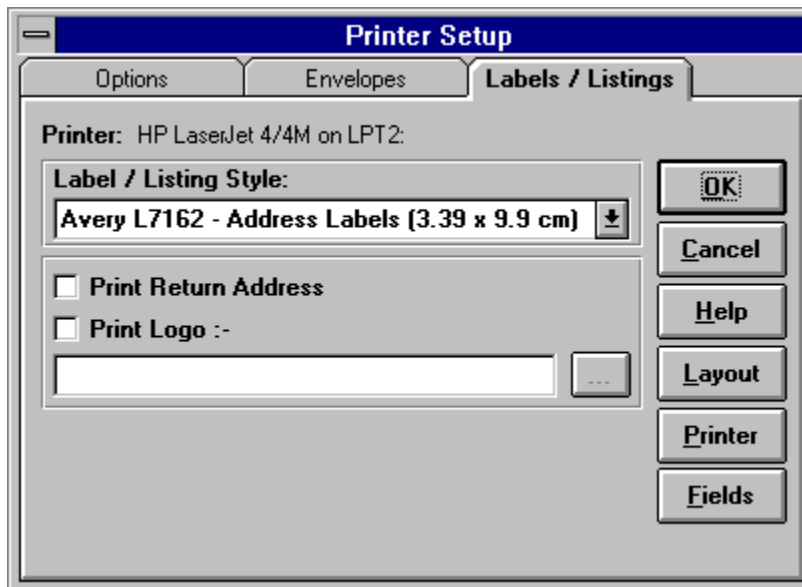
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### Printer Setup Dialogue (Labels / Listings Tab)

This dialogue allows the Print Styles for both Envelopes and Labels / Listings to be set-up. The dialogue is presented as three Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the Label / Listings Style to be defined. For more information, click on the required element:-



#### See Also:-

[Printer Setup Dialogue \(Options Tab\)](#)

[Printer Setup Dialogue \(Envelope Tab\)](#)



Print Labels or Listings Command

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## **Print Labels or Listings Command**

On issuing this command via the File Menu, Smart Address will display the Print Labels or Listings dialogue allowing a selection of entries to be printed to either labels or listings.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Print Labels or Listings Dialogue](#)

[Printer Setup Command](#)

[Printing Envelopes Command](#)



## Print Labels or Listings Dialogue

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### Print Labels or Listings Dialogue

This dialogue allows a selection of entries to be printed to labels or listings. For more information, click on the required element:-

The screenshot shows a dialog box titled "Print to Labels". It contains the following elements:

- Printer:** HP LaserJet 4P/4MP on LPT1:
- Style:** Avery 5160 - Address Labels (2.54 x 6.67 cm)
- Print Range:** A group box containing four radio buttons:
  - Selected Entry
  - Selected Entry to the End of Index
  - Complete Index List
  - All Tagged Entries
- Copies:** A group box containing two radio buttons and a text field:
  - Number of Copies:
  - Full Sheet of Labels for each Entry
- Sort Printout by:** A dropdown menu currently showing "Name" and a small arrow icon to its right.
- Sort by Last Word:** A checkbox that is currently unchecked.
- Buttons:** Four buttons are located on the right side of the dialog: "OK", "Cancel", "Setup", and "Help".





Print Selected Entry to Labels or Listings  
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### **Print Selected Entry to Labels or Listings**

On issuing this command, either via the File Menu or the Toolbar Button, Smart Address will print the selected entry using the currently defined Label/Listing Printer and Style.

This is a 'quick print' command, therefore no print confirmation dialogues will be displayed. The exception to this is if the Style set-up is for a label, in this case a dialogue box will be displayed allowing a number of labels to be skipped before printing commences. This enables, part printed sheets of labels to be re-used.

If more than one entry is required to be printed, then the "File | Print Labels(s) or Listing(s)" Command may be used.

#### **Keyboard Shortcut:-**

None.

#### **Toolbar Button:-**



#### **See Also:-**

[Print Label\(s\) or Listing\(s\) Command](#)  
[Printer Setup](#)



Save Command

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## **Save Command**

On issuing this command via the File Menu, Smart Address will save the current Address Book to disk.

Note: This command will only be available if the Address Book has been updated since the last save. By default, Smart Address saves an Address Book after every update, using the Auto-Save facility, but this facility may be configured or turned off by the user.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Configuring the Auto-Save Facility](#)

[Save As Command](#)



## Save As Command

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### **Save As Command**

On issuing this command via the File Menu, Smart Address will display a dialogue allowing a file name to be specified.

This file name will then be used to create a copy of the current Address Book and then make that new Address Book active, closing down the original copy before doing so.

Note: Any updates made before the Save As command is issued will be saved to the original book prior to the copy being taken. In effect, the Save As command, makes a copy of an Address Book as the original Book will remain on disk after the Save As command completes.

### **Keyboard Shortcut:-**

None.

### **Toolbar Button:-**

None.

### **See Also:-**

[Save Command](#)



## Undo Last Update

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## Undo Last Update

On issuing this command, either via the Edit Menu, Toolbar Button or the Keyboard Shortcut, Smart Address will undo the last update performed against the current Address Book.

For example if you have just deleted an entry in error, then the entry can be restored by using this command.

Caution: To restore an update, you must perform the Undo before you make anymore updates as the Undo Command only holds the last update made.

### Keyboard Shortcut:-

<Alt> and <Backspace>

### Toolbar Button:-



**User Access Allowed**

This panel enables the level of access to the Address Book to be defined.

**Delete**

Checking this field, enables the Delete function to any user of the Address Book.

Unchecking the field, prevents users deleting entries from the Address Book.

**Export**

Checking this field, enables the Export function to any user of the Address Book.

Unchecking the field, prevents users performing Address Book exports.

**Print**

Checking this field, enables all the Print functions to any user of the Address Book.

Unchecking the field, prevents users producing any prints from the Address Book.



**Update**

Checking this field, enables all the Update functions to any user of the Address Book.

Unchecking the field, prevents users performing any entry update.

**Address Book**

This panel details the Address Book file the access privileges will be effective for.

**OK Button**

The OK Button applies the specified access privileges to the current Address Book, before terminating this dialogue.

**Action**

This panel informs the user what action will be taken against the reminder when it is Acknowledged.

Either the reminders date will be advanced by the period indicated by the reminder, or, if the reminder was a once only reminder, then the date will not be changed, but the reminder will be changed to "No Reminder".

**Acknowledgment**

This panel informs the user which reminder is being Acknowledged, the reminders current date and the date that will be set for that reminder when the acknowledgment is confirmed.

**OK Button**

The OK Button will acknowledge the set reminder and advance the date by the period indicated by the reminder, before terminating the dialogue.

If the reminder was a once only reminder, then the date will not be changed, but the reminder will be changed to "No Reminder".

**Browse Button**

This button allows the file name for the Document Field to be selected by browsing the available files.

**Document Description**

This field should be completed with a description of the document being added and may not be left blank.



**Document**

This field should be completed with a name and path of the file being associated with the Document Description and may not be left blank.

If the file name specified does not exist, Smart Address will attempt to create the file when the OK Button is pressed.

**OK Button**

The OK Button will validate that the file entered exists and if not offer the option of creating it.

For Smart Address to create the document, the file extension specified must be associated with an Application using Windows File Association facility. For more information on this, refer to the Windows Manual.

Once the file has been successfully validate, or created, Smart Address will terminate this dialogue and add the new document to the Documents Page.

**Cancel Button**

The Cancel Button will cancel any changes made within the dialogue and terminated the requested function.

### **Auto Identify Extension Numbers**

This panel allows the user to specify an extension number length which Smart Address uses to automatically identify an internal telephone extension.

When Smart Address identifies a telephone number as being that of an internal extension, it will not append any defined prefix to the number.

For example, Smart Address has been told to prefix all dialed telephone numbers with a "9" to select an outside line. It has also been told that extensions have a length of 4. When the number "01270 759739" is dialed, Smart Address will actually dial "9 01270 759739". But when the number "2792" is dialed, Smart Address recognizes this as a extension (length is 4) and dials "2792" (note the absence of the "9" for an outside line).

**Automatic Re-dial**

This panel allows the Automatic Re-dial facility to be configured.

The Automatic re-dial facility allows a dialed telephone to be re-dialed if that number is found to be busy.

**Delay between Re-dials (Seconds)**

This field allows a delay to be specified for Smart Address to wait before retrying a busy telephone number.

**Enable Automatic Re-dial**

Checking this field instructs Smart Address to retry a dialed number if it finds that number to be busy. Smart Address will continue to dial the number until either it becomes free or is canceled by the user.

**Dial Tone**

This panel allows the type of dial tone used by the telephone system to be specified. Select the "Tone" setting if on a exchange that uses tone dialing, otherwise select the "Pulse" setting for exchanges that use pulse dialing.



**Initialization**

This field allows a Modem Initialization string to be defined. This string is sent to the modem prior to any automatic dialing by Smart Address

Note: If the AT command prefix for modem commands is not specified, then Smart Address will automatically add the AT prefix for you.

**OK Button**

The OK Button will configure Smart Address for your modem, before terminating this dialogue.

**Port**

This field should specify the communications port that is being used by your Modem. The port required should be selected from the 'drop-down' list.

**Baud**

This field should specify the baud rate (or speed) that you wish to use for your Modem. The baud rate required should be selected from the 'drop-down' list.

**Modem Time-out Value (Seconds)**

This field allows a modem time-out value to be defined. This value is used to terminate any modem function if a response is not received from the modem in this period of time.

**Address Book will be Backed Up to**

This panel details the back-up file that will be created when converting the Address Book being opened.

Note: If the "Do Not Create a Back-up Copy" field is checked, then no back-up will be taken.

**Do Not Create a Back-up Copy**

Selecting this field instructs Smart Address not to create a back-up copy of the Address Book prior to performing the conversion.

Warning: It is NOT recommended to convert any Address Book, without first having a back-up copy taken. This field should only be selected if you are sure that you already have a back-up copy of the Address Book. If in doubt, do not select this field.

**Address Book**

This panel details the Address Book that is being opened.



**Cancel Button**

The Cancel Button terminates the Address Book open command and therefore doesn't convert or open the specified Address Book.

**Convert Button**

The Convert Button should be used to instruct Smart Address to convert the Address Book to a Version 2.x format file before opening the book.

**Read-Only Button**

The Read-Only Button instructs Smart Address not to convert the Address Book being opened, but to open it with Read Only access.

Note: The Address Book cannot be updated until it is converted to the new file format.

**Dialog Caption Bar**

The Caption Bar (window title) indicates what conversion is about to take place and details the version of Smart Address that created the file being opened.

**Select Fields for Insertion**

This panel allows the fields that will be inserted to the Word Processor document, to be chosen by simply checking the appropriate field.

Additional fields may be accessed by using the Page Tabs.

Note: This field definition is unique between Address Books

**OK Button**

The OK Button will apply the Word Processor definition to Smart Address, before terminating.

**Select Word Processor**

This panel allows the Word Processor being used by the user, to be chosen from the 'drop-down' list.

In order to use the "Edit | Insert in Word Processor" command, the Word Processor application being used must be defined, otherwise the insertion will not work.

**Document Details**

This area details the document that is being deleted. It presents the document description and the file associated with that document.



**Delete Document Association and Actual File**

Selecting this option, instructs Smart Address to remove the document association and delete the actual physical file

If a file is deleted, the deletion will NOT be un-done by use of Smart Address' UNDO command. The UNDO command will restore the document association but not the actual file..

**Delete Document Association Only**

Selecting this option, instructs Smart Address to only remove the document association from the current entry.

Smart Address will NOT delete the actual physical file -- only the association to the Address Book entry.

**OK Button**

The OK Button will terminate the dialogue after removing the document association from the current entry and, if requested, deleting the actual file.

**Complete Index List**

Selecting this field will cause all entries in the Index List to be deleted.

**OK Button**

The OK Button will allow the Delete Entries Request to continue for the entries selected.

**Delete Required**

This panel allows the range of entries to be deleted, to be chosen.

**Selected Entry**

By selecting this field, only the currently selected entry will be deleted.

**All Tagged Entries**

Selecting this field will cause all entries that have been tagged and appear in the Index List to be deleted.

Note: If there are currently no tagged entries within the Address Book, this field will be disabled.



**Dial Button**

The Dial Button instructs Smart Address to dial the selected number, before terminating this dialogue.

**Number Selection**

This panel allows the required telephone number to be selected for dialing. Only fields that contain a telephone number will be enabled for selection.

**Dialing Prefix**

This panel allows a prefix to be specified that can be appended to the front of any telephone number dialed. For example, it might be required to select an outside line by first dialing the number '9' or to select another telephone service provider by appending a set code before the number dialed.

Note: The Dialing Prefix will only be appended to a number if the Use Prefix field is checked.

**Edit Button**

The OK Button will validate that the file entered exists and if not offer the option of creating it.

For Smart Address to create the document, the file extension specified must be associated with an Application using Windows File Association facility. For more information on this, refer to the Windows Manual.

Once the file has been successfully validate, or created, Smart Address will terminate this dialogue and update the documents details on the Documents Page.

**Complete Index List**

Selecting this field will cause all entries in the Index List to be printed.

**Copies**

By its nature, envelope printing doesn't allow for a number of copies to be specified. Therefore the number of copies is set at "1".

The Copies Panel, is only enabled when printing Labels or Listings (see the "File | Print Label(s) or Listing(s)" command).

**Selected Entry to the End of List**

Selecting this field will cause all the entries, from the currently selected entry to the last entry in the Index List, to be printed.

**OK Button**

The OK Button will accept the values entered within this dialogue and produce the required print.



**Printer**

This field indicates the printer currently selected for printing. To change to another printer, use the "File | Printer Setup" command or the Setup Button on this dialogue.

**Print Range**

This panel allows the range of entries to be printed, to be chosen.

**Selected Entry**

By selecting this field, only the currently selected entry will be printed.

**Sort Printout By**

This Panel allows the user to specify the order that the print is to be produced in. Smart Address will sort the print according to the field chosen from the drop-down selection box. For example, if the user requires the resulting print to be printed in "Category" order, then the "Category" field should be chosen.

By checking the "Sort by Last Word" box, Smart Address will sort the printout according to the last word of the specified field. By default Smart Address uses the first word of each entry in determining the sort order.

**Style**

This field indicates the selected Style to be used. To change this Style, use the "File | Printer Setup" command or the Setup Button on the Dialogue.

**All Tagged Entries**

Selecting this field will cause all entries that have been tagged and appear in the Index List to be printed.

Note: If there are currently no tagged entries within the Address Book, this field will be disabled.

**All Button**

The All Button will automatically map all available data fields to the Export File Format list.

**Complete Index List**

Selecting this field will cause all entries in the Index List to be exported to a text file.



**Selected Entry to the End of List**

Selecting this field will cause all the entries, from the currently selected entry to the last entry in the Index List, to be exported to a text file.

**OK Button**

The OK Button will allow the Export Request to continue for the range selected.

**Export Range**

This panel allows the range of entries to be exported, to be chosen.

**Selected Entry**

By selecting this field, only the currently selected entry will be exported

**All Tagged Entries**

Selecting this field will cause all entries that have been tagged and appear in the Index List to be exported.

Note: If there are currently no tagged entries within the Address Book, this field will be disabled.

**Export Button**

The Export Button instructs Smart Address to export the specified data fields to a text file using the mappings defined by this dialogue. Once Smart Address has exported the data, this dialogue will terminate.

### **Select Fields for Export**

This panel presents the available data fields that can be exported from Smart Address. The panel consists of four tab pages and additional fields may be displayed by "tabbing" to the required page.

To create the order that Smart Address writes the data fields to the export file, select the required field from the Export File Format list and then click the required data field button. This will then associate that data field with the export field when the export is performed. To remove a export field from the Export File Format list, simply select the export field and click the data field button again.

**Export File Format**

This panel lists the available export fields. Each field is identified by a Field Number and shows if a data field has been mapped to that export field or not.

In order to map a field, the relevant field should be selected from the list and the required data field button used to associate the two fields.



**Reset Button**

The Reset Button will remove any set mappings for the export file and return all Export File Format fields to <Not Mapped>

**Save Field Names as Default**

Checking this field will instruct Smart Address that when the OK Button is pressed, the field labels within this dialogue will become the default field labels. This will mean that all new Address Books created, will be created with these field labels already set.

**Default Button**

The Default Button will restore all the field labels to their defaults.

**Field Labels**

This panel allows the Labels for each field to be set, by simply typing the required label in the appropriate field.

Additional fields may be accessed by using the Page Tabs.

Note: These field labels are unique between Address Books

**OK Button**

The OK Button will set the fields labels within the current Address Book to the values set by this dialogue, before terminating.

**Help Button**

This button displays the Help File for the Dialogue.

**All Button**

The All Button will automatically map the text file to the Smart Address Data Fields.

Note: This Button will only map correctly, if the text file was created using the All button of the Smart Address Export command.

**Import Fields**

This panel lists the available fields for import to Smart Address. Each field is identified by a Field Number and shows an extract from the import file to help identify what fields are what.

In order to map a field, the relevant field should be selected from the list and the required mapping button used to associate the two fields.



**Import Button**

The Import Button instructs Smart Address to import the specified text file using the mappings defined by this dialogue. Once the text file has been imported Smart Address will terminate this dialogue.

### **Data Mapping Buttons**

This panel presents the available data fields that the import files contents can be mapped to. The panel consists of four tab pages and additional fields may be displayed by "tabbing" to the required tab page.

To map an import field, select the required field from the Import Fields list and then click the required mapping button. This will then associate that import field with that data field when the import is performed. To remove a mapped field, simply click the mapping button again and this will return the import field back to the Import Fields list.

Import fields may be merged together by using both the mapping buttons associated with a data field. For example, if the import file has the name as two separate entries, one as first name and one as surname, these can be merged into one entry of "first\_name surname".

**Use First Line of Import File to Set Field Labels**

When this field is checked, Smart Address will set the field labels for the Address Book receiving the import, to the values specified in the first line of the import file.

If this field is not checked then Smart Address will import the first line as an entry.

## **Index Category**

This panel allows the Index Category for the Index Criteria to be chosen.

By default the Index Category will be <All Categories> resulting in all entries being eligible for display. The user may define a different category for restricting the entries displayed, by either entering a category or choosing one from the 'drop-down' list.

If the "Wild Match" field is selected then this means that any category beginning with the category chosen will be eligible for display. For example, a category of 'CONTACTS' and the Wild Match field selected, would make the entries with the following categories eligible for display :-

- Contacts
- Contacts - Personal
- Contacts - Business
- Contacts - Press

De-selecting the Wild Match field, would result in only the following category being eligible for display:-

- Contacts

**Index Character**

This panel allows the Index Character to be used by the Index Criteria to be specified. In order to chose a character, simply click on the character button required. To set the Index Character to all characters, the All Button should be used.

The Index Character is used to restrict the entries displayed within the Index List to certain entries only. For more information, see the Indexed On field on this dialogue.

**Indexed On**

This panel allows the Indexed On settings of the Index Criteria to be set. The Indexed On setting, determines how Smart Address uses the Index Character for restricting the entries displayed. Depending on this setting, Smart Address will either match the Index Character against the first letter of the first word, the first letter of the last word or the first letter of every word of the entry's index record. Only entries that provide a match for the Index Character and the Index Category will be displayed.

There are three values for the Indexed On setting - First Word, Last Word, All Words

This setting is also used to determine the order that entries are displayed within the Index List. If the setting is "Last Word", then the Index List will be sorted on the last word of each entry's Index Field. Otherwise, the Index List will be sorted on the first word of each entry's Index Field.

**OK Button**

The OK Button will set the Index Criteria for the current Address Book, based on the settings defined by this dialogue. The Index List will be rebuilt to display only entries matching this criteria before the dialogue is terminated.

**Reset Button**

The Reset Button will reset the Index Criteria to display all entries within the Address Book. The Index List will be rebuilt to display all entries before the dialogue is terminated.



**Access Allowed**

This field details the degree of access the user has to the Address Book. This may be either:-

UPDATE - Full Access is allowed

READ ONLY - Only the Read Functions are available

Additional access restrictions may also be in effect. See the Access Allowed field in the Supplier Panel.

**Address Book Created**

This field indicates the date and time that the Address Book was created. If the Address Book was converted from a pre-version 2.x Address Book, then this date will not be available and will therefore be displayed as "Not Available"

**File Name**

This field provides the fully qualified file that is the Address Book. This File Name is the name that Smart Address uses to store the Address Book on disk.

## **Address Book**

This field contains the Name of the Address Book. This is the Name that is displayed within the Address Book's Window Title.

**No.**

This field indicates the total number of entries contained within the Address Book.

**OK Button**

This button terminates the displayed dialogue.

**Supplier Panel**

This panel relates to commercially supplied Address Books. If the Address Book currently open is not a commercial book, then this panel will be disabled.

**Address Book Supplied By**

If the Address Book has been purchased from another company, then this field will detail the name of the company that supplied the Address Book.

**Access Allowed**

Companies that retail Address Lists using Smart Address, can set the level of access that is allowed against any Address Book supplied by them. This access will be indicated by the associated boxes being checked for the level of access that is available.

**Last Updated**

This field indicates the date and time that the Address Book was last updated.



**Copies**

This Panel allows the user to specify the number of copies of each entry required.

If a Listing Print Style is selected, then the number of copies relate to each page of the listing, with multiple entries on each page.

If a Label Print Style is selected, then the number relates to each entry. For example, if you requested 3 copies, then 3 copies of the first entry would be printed followed by three copies of the next entry and so on.

**Full Sheet of Labels for Each Entry**

Select this field to instruct Smart Address to print a complete sheet of labels for each entry printed. For example, if the Label Style defined is for labels that are 8 deep by 2 wide, then Smart Address will print 16 copies of each entry.

Note: This field is only available when a Label Print Style is defined.

**Number of Copies**

Select this field to control the numbers of copies by a set number. Once selected, then the Number of Copies text field will become available. This field should be completed with the number of copies required.

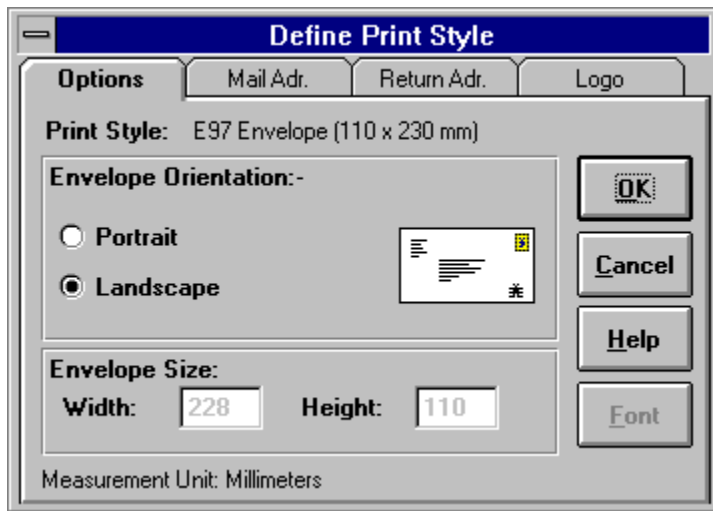


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## Envelope Layout Dialogue

This dialogue allows the physical layout of the Envelope Style to be set-up. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the general envelope settings to be defined. For more information, click on the required element:-



### See Also:-

- [Envelope Layout Dialogue \(Mail Address Tab\)](#)
- [Envelope Layout Dialogue \(Return Address Tab\)](#)
- [Envelope Layout Dialogue \(Logo Tab\)](#)

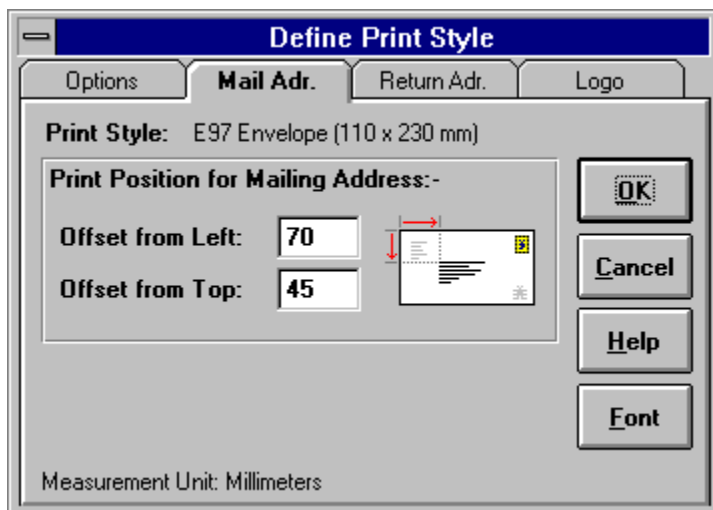


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## Envelope Layout Dialogue

This dialogue allows the physical layout of the Envelope Style to be set-up. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the print location of the Mail Address to be specified. For more information, click on the required element:-



### See Also:-

- [Envelope Layout Dialogue \(Options Tab\)](#)
- [Envelope Layout Dialogue \(Return Address Tab\)](#)
- [Envelope Layout Dialogue \(Logo Tab\)](#)

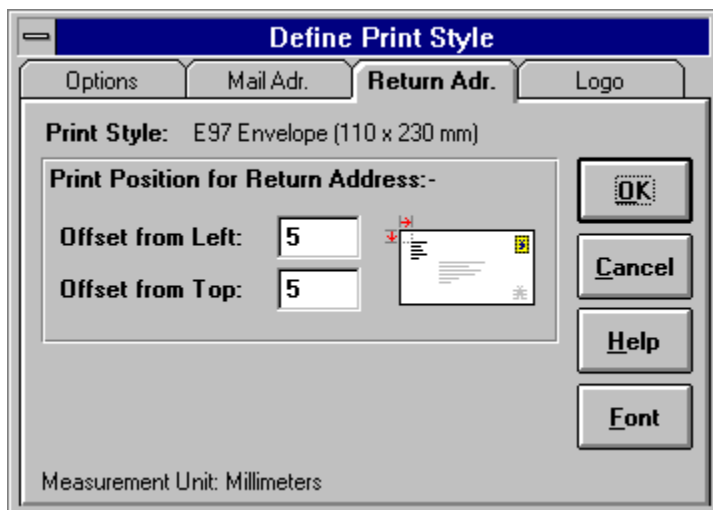


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## Envelope Layout Dialogue

This dialogue allows the physical layout of the Envelope Style to be set-up. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the print location of the Return Address to be specified. For more information, click on the required element:-



### See Also:-

- [Envelope Layout Dialogue \(Options Tab\)](#)
- [Envelope Layout Dialogue \(Mail Address Tab\)](#)
- [Envelope Layout Dialogue \(Logo Tab\)](#)

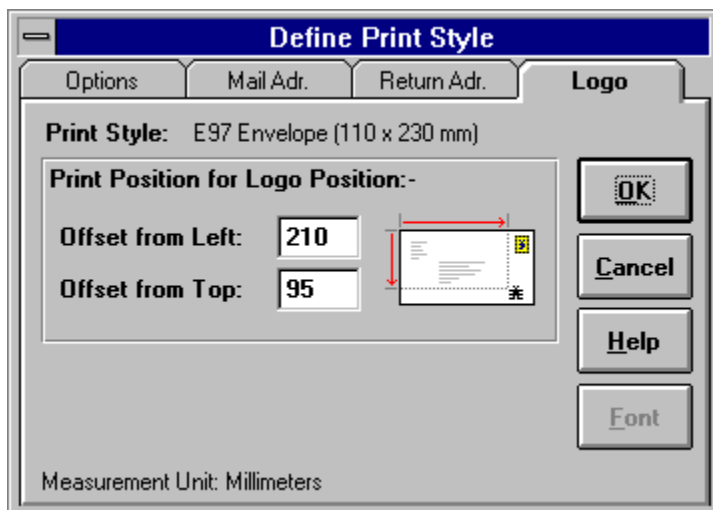


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## Envelope Layout Dialogue

This dialogue allows the physical layout of the Envelope Style to be set-up. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the print location of the Logo to be specified. For more information, click on the required element:-



### See Also:-

- [Envelope Layout Dialogue \(Options Tab\)](#)
- [Envelope Layout Dialogue \(Mail Address Tab\)](#)
- [Envelope Layout Dialogue \(Return Address Tab\)](#)

**Envelope Picture - Options Tab**

This picture represents the orientation chosen for the Envelope.

Note: This is not a scaled picture, i.e. it doesn't represent the true size/shape of the envelope, but is used to provide a visual reference to the orientation chosen.



**Picture - Logo Tab**

This picture represents the location of the Logo and indicates where the location measurements are taken from.

Note: This is not a scaled picture, i.e. it doesn't represent the true physical location of the Logo, but is used to provide a visual reference to where the location measurements are taken from.

**Picture - Mail Address Tab**

This picture represents the location of the Mail Address and indicates where the location measurements are taken from.

Note: This is not a scaled picture, i.e. it doesn't represent the true physical location of the Mail Address, but is used to provide a visual reference to where the location measurements are taken from.

**Picture - Return Address Tab**

This picture represents the location of the Return Address and indicates where the location measurements are taken from.

Note: This is not a scaled picture, i.e. it doesn't represent the true physical location of the Return Address, but is used to provide a visual reference to where the location measurements are taken from.

**Font Button**

The Font Button allows the font for the current object (Mail Address or Return Address) to be specified.

The font chosen is associated with the current Print Style, i.e. different Print Styles can have different fonts defined for these objects.

**Height**

This field allows the Height of the Envelope being used to be specified.

Note: If this field is disabled, then the Envelope Style currently selected is one of the supplied envelope definitions, therefore changes to it's Height is not allowed

**Offset from left**

This field allows the horizontal print position for the current object (Mail Address, Return Address or Logo) to be specified.

Note: This print position is specified from left edge of the stationary being used..

**Measurement Unit**

This field indicates the current unit used for measurement.

This measurement unit may be changed by via the International Option of the Windows Control Panel.

**OK Button**

The OK Button defines the Print Style chosen using the values entered on this dialogue, saves them to the Smart Address Configuration file and then terminates the dialogue.



**Envelope Orientation**

This Panel allows the orientation of the Envelope to be chosen. The envelope picture provides a visual reference of the orientation chosen, with the picture of the envelope changing between portrait and landscape accordingly.

**Print Position for Logo Position**

This panel allows the print positions, for location of the Logo on the output, to be specified.

**Print Position for Mailing Address**

This panel allows the print positions, for location of the Mailing Address on the output, to be specified.

**Print Position for Return Address**

This panel allows the print positions, for location of the Return Address on the output, to be specified.

**Envelope Size**

This panel allows the Envelope Size to be defined. Without the correct dimensions, Smart Address will not be able to correctly position the output on any Envelopes printed.

Note: If these fields are disabled, then the Envelope Style currently selected is one of the supplied envelope definitions, therefore changes to these values are not allowed.

**Print Style**

This field indicates the Print Style current in effect.

**Offset from Top**

This field allows the vertical print position for the current object (Mail Address, Return Address or Logo) to be specified.

Note: This print position is specified from top edge of the stationary being used..

**Width**

This field allows the Width of the Envelope being used to be specified.

Note: If this field is disabled, then the Envelope Style currently selected is one of the supplied envelope definitions, therefore changes to it's Width is not allowed.





## Label Layout Dialogue

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## Label Layout Dialogue

This dialogue allows the physical layout of the Label Style to be set-up. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the general label settings to be defined. For more information, click on the required element:-

The screenshot shows a dialog box titled "Define Print Style" with a blue header bar. Below the header are four tabs: "Options", "Mail Adr.", "Return Adr.", and "Logo". The "Options" tab is selected. The dialog displays the following information:

**Print Style:** Avery L7162 - Address Labels (3.39 x 9.9 cm)

**Label Definition:**

Label Width	99	Label Height	33.9
No. Across:	2	No. Down:	8
Top Margin:	13.7	Left Margin:	4.7
Horz. Gap:	2.6	Vertical Gap:	0

On the right side of the dialog, there are four buttons: "OK", "Cancel", "Help", and "Font". At the bottom left, it says "Measurement Unit: Millimeters".

### See Also:-

[Label Layout Dialogue \(Mail Address Tab\)](#)

[Label Layout Dialogue \(Return Address Tab\)](#)

[Label Layout Dialogue \(Logo Tab\)](#)



## Label Layout Dialogue

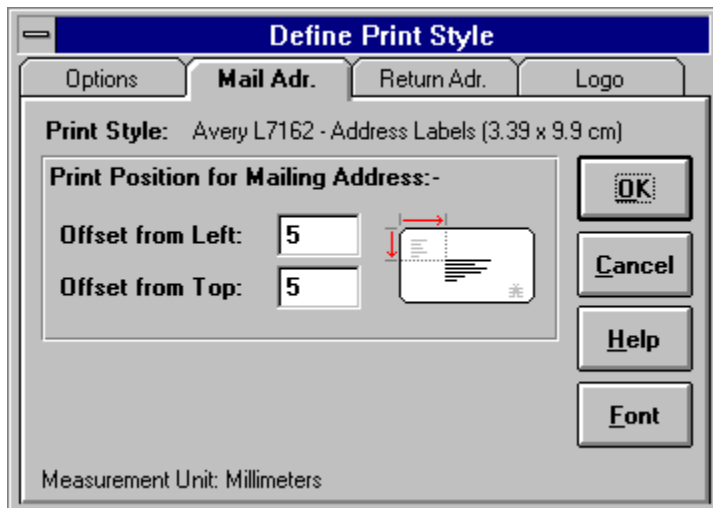
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## Label Layout Dialogue

This dialogue allows the physical layout of the Label Style to be set-up. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the print location of the Mail Address to be specified. For more information, click on the required element:-



### See Also:-

[Label Layout Dialogue \(Options Tab\)](#)

[Label Layout Dialogue \(Return Address Tab\)](#)

[Label Layout Dialogue \(Logo Tab\)](#)



## Label Layout Dialogue

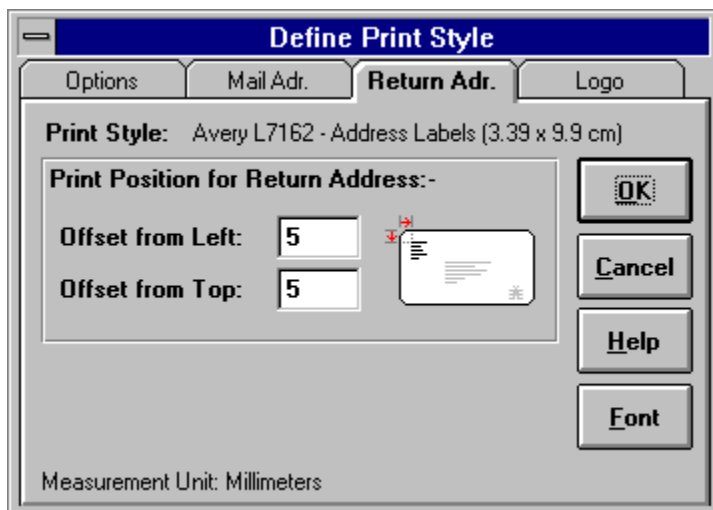
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## Label Layout Dialogue

This dialogue allows the physical layout of the Label Style to be set-up. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the print location of the Return Address to be specified. For more information, click on the required element:-



### See Also:-

[Label Layout Dialogue \(Options Tab\)](#)

[Label Layout Dialogue \(Mail Address Tab\)](#)

[Label Layout Dialogue \(Logo Tab\)](#)



## Label Layout Dialogue

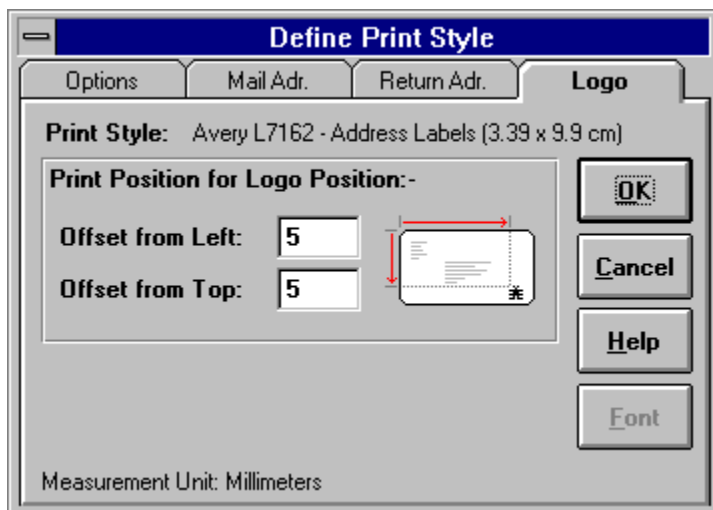
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## Label Layout Dialogue

This dialogue allows the physical layout of the Label Style to be set-up. The dialogue is presented as four Tab Pages which may be paged by clicking on the Tab Area.

This Tab enables the print location of the Logo to be specified. For more information, click on the required element:-



### See Also:-

[Label Layout Dialogue \(Options Tab\)](#)

[Label Layout Dialogue \(Mail Address Tab\)](#)

[Label Layout Dialogue \(Return Address Tab\)](#)

**No. Across**

This field is used to specify the number of labels across per sheet.

Note: If this field is disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to this value is not allowed.

**Label Definition**

The panel allows the size definition for the selected label to be defined. Without the correct dimensions, Smart Address will not be able to correctly position the output on any Labels printed.

Note: If these fields are disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to these values are not allowed.

**No. Down**

This field is used to specify the number of labels down per sheet.

Note: If this field is disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to this value is not allowed.

**Label Height**

This field is used to specify the physical height of a single label.

Note: If this field is disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to this value is not allowed.



**Horz. Gap**

This field is used to specify the horizontal gap between labels on the sheet. This is the measurement of the gap between labels 'across' the sheet.

Note: If this field is disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to this value is not allowed.

**Left Margin**

This field is used to specify the left margin of the label sheet. This is the measurement of the gap between the left edge of the page and the left edge of the first label.

Note: If this field is disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to this value is not allowed.

**Top Margin**

This field is used to specify the top margin of the label sheet. This is the measurement of the gap between the top of the page and the top of the first label.

Note: If this field is disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to this value is not allowed.

**Vertical Gap**

This field is used to specify the vertical gap between labels on the sheet. This is the measurement of the gap between labels 'down' the sheet.

Note: If this field is disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to this value is not allowed.

**Label Width**

This field is used to specify the physical width of a single label.

Note: If this field is disabled, then the Label Style currently selected is one of the supplied label definitions, therefore changes to this value is not allowed.

**Default Category**

This panel allows a default category to be defined which will be used as the initial category for all new entries and for any imported entry that does not have a category.

Note: This setting is unique to each Address Book

**Save as Default for New Address Books**

Checking this field will instruct Smart Address that when the OK Button is pressed, the settings defined within this tab page will become default. This will mean that all new Address Books created, will be created with these settings already defined.

**Default Index Field**

This panel allows the Default Index Field for an Address Book to be defined. By default, new entries are created with the Index Field set to <Default Index>. Smart Address will then use the field that is defined as the Default Index Field, to extract the Index data that is to be used.

Changing this value, will cause all entries that are set to <Default Index> to be re-indexed automatically to the new Default Index Field.

Note: This setting is unique to each Address Book



**Reminder Options**

This panel allows the Smart Address settings related to the date reminders facility, to be configured to the users requirements.

Note: These settings are unique to each address book.

**Indicate Active on Index List**

Selecting this field instructs Smart Address to place an "Active Reminder" marker to the left of the Index entry within the Index List. This allows a visual representation to be given, showing entries in the Index List that have "Active Reminders" present.

Note: This setting is unique to each Address Book

**Advance Warning at x Days**

This field allows the number of days for an advance warning of a date reminder to be set.

Smart Address indicates dates that will be becoming due, by turning on a yellow notification marker for the entry. The Advance Warning field, controls how far ahead Smart Address checks for due dates.

Note: This setting is unique to each Address Book

**General**

This panel allows the general Smart Address settings to be configured to the users requirements.

**Keep Active Tab between Entries**

Checking this field, instructs Smart Address not to change Tabs (Data Pages) between different entries.

For example, if the user is currently viewing the Reminders Tab and then selects another entry for display, if this field is not checked the current Tab will be changed to the Address Tab. With this field checked, the Reminders Tab would remain displayed.

**Enable Fast Edit of Entries**

Checking this field will enable the Fast Edit facility of Smart Address. This facility enables the Update Entry Mode when a data field is clicked with the mouse or is tabbed into using the TAB Key.

Without this facility enabled, the Toolbar or Menu Command must be used to update an entry.

Note: The Fast Edit facility will automatically enable the New Entry Mode if the Index List is empty when a data field is clicked or tabbed into.

**Use Vertical Tabs**

Checking this field instructs Smart Address to use vertical tab markers instead of horizontal markers.

**Enable Toolbar Tooltips**

Selecting this field enables the displaying of "tooltips" when the mouse pauses over a toolbar button. A "tooltip" is a short description, displayed just below the toolbar button, describing the function of the button.



**Import / Export Options**

This panel allows the Smart Address settings related to importing and exporting Address Books, to be configured to the users requirements.

**Export Address as Single Record**

Checking this field instructs Smart Address to export an entry's Address as a single record.

By default, Smart Address will export the five Address Lines of an entry as five separate records, separated by the specified Separation Character. If the user requires the Address exported as a single record, then this field should be checked. Smart Address will then export the address as one record, with each Address Line being separated by a Carriage Return and Line Feed.

**Field Separation Character**

This field allows the specification of the character to be used to separate data fields when exporting or importing Address Books. For example, if this character is "," then an export would output an entry as :-

"Title","Name","Position", .... and so on ....

**OK Button**

The OK Button will apply any changed settings to Smart Address, before terminating this dialogue.

**Confirmations**

This panel allows the Smart Address settings related to confirming user actions, to be configured to the users requirements.

**Confirm Acknowledgments**

Checking this field instructs Smart Address to request confirmation by the user, before any Date Reminders are acknowledged.

**Confirm Category Additions**

Checking this field instructs Smart Address to request confirmation by the user, before an unknown Category is applied to a entry.

**Confirm Address Book Deletions**

Checking this field instructs Smart Address to request confirmation by the user, before any entries are deleted from any Address Books.



**Save Options**

This panel allows the Smart Address settings related to saving Address Books, to be configured to the users requirements.

**Enable Auto-Save**

Checking this field, instructs Smart Address to save the current Address Book to disk after it has been updated. This ensures that if a problem was to occur with the PC (e.g. a power-cut, accidentally being powered-off, etc.) any previous updates would not be lost.

If this field is not checked, then updates will only be saved when closing the Address Book or via use of the "File | Save" Command.

**Back-up Address Books on Closing**

Checking this field, instructs Smart Address to create a back-up copy of an Address Book when it is closed. This back-up can then be used to recreate the Address Book if the original file should be damaged or lost for some reason.

The file name given to a back-up copy will be the same as the Address Book, except that it will have an extension name of ".BAK". For example:-

C:\SMARTADR\EXAMPLE.ADR would be backed up as C:\SMARTADR\EXAMPLE.BAK

**Updates before Auto-Save**

This field allows the number of updates necessary before an automatic save of the Address Book is performed, to be specified.

By default, Smart Address will perform an automatic save after every update. By changing this field, automatic saves can be configured to be performed at a greater interval.

Note: This field will only be enabled, if the Enable Auto-Save field is checked.



## Print Fields Dialogue

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## Print Fields Dialogue

This dialogue allows a user to define which field entries are printed for a specified Print Style. This definition is associated with the actual Print Style, i.e. each Print Style has its own definition of which fields are printed. For more information, click on the required element:-

The screenshot shows a dialog box titled "Define Fields for Printing". It has a blue header bar with the title. Below the header, there are four tabs: "Address", "Notes", "Reminders", and "Others". The "Address" tab is selected. Below the tabs, it says "Print Style: E97 Envelope (110 x 230 mm)". The main area is titled "Select the Fields to be Printed:" and contains a list of fields with checkboxes. The fields are: Title (checked), Name (checked), Position (checked), Company (checked), Address (checked), Home (unchecked), Work (unchecked), Fax (unchecked), Mobile (unchecked), and Category (unchecked). To the right of the list are three buttons: "OK", "Cancel", and "Help". At the bottom of the dialog, there are two more checkboxes: "Print the Field Labels on the Output" (unchecked) and "Print Blank Fields" (unchecked).

**Select the Fields to be Printed**

The fields that will be printed, when printing using the current Print Style, may be selected by checking the fields required. Additional fields may be accessed by using the Page Tabs.

**OK Button**

The OK Button creates the required Print Field Definition, associates it with the current Print Style and ends this dialogue.

**Print Blank Fields**

By default, Smart Address doesn't print data fields that are empty. By checking this field, Smart Address will print the data field regardless if it contains data or not.



**Print the Field Labels on the Output**

Checking this field, instructs Smart Address to print the field's label along with its data.

For example, a field labeled "Company Name" with a value of "Oakley Data Services" would print out as -

Company Name    Oakley Data Services

**Print Style**

This field indicates the selected Print Style that this Print Field definition is to be associated with.

**Logo File Button**

This button will only be enabled if the "Print Logo" field is checked. Selecting this button enables the Windows Bitmap file to be chosen. Once a file has been chosen, the file name will be placed in the "Logo File" field to the left of this button.

**Logo File Name**

This field will be enabled only when the "Print Logo" field is checked. When enabled, a file name should be entered to specify the Windows Bitmap file to be used.

**OK Button**

The OK Button will accept the values entered within this dialogue and define the required Print Styles.

**Printer**

This field indicates the currently selected printer for the current Print Style.

This printer may be changed by using the Printer Button on this dialogue.

**Return Address**

A Return Address may be printed on all Envelopes or Labels if required. If this option is enabled within the relevant Print Style, the Address entered within these fields will be used.

Note: The Return Address doesn't have to be an Address. It could, for example, be a message to appear on the envelopes printed.

**Printer Button**

The Printer Button allows the Printer to be used for the selected Print Style to be chosen, or set-up, from the list of printers installed to Windows.



**Print Style**

This 'drop-down' list box indicates the current style of stationary defined. This style may be changed by selecting the 'drop-down' arrow and choosing another style from the list displayed.

**Print logo**

Checking this field, instructs Smart Address to print a "logo" on the output. The Logo to be printed is a Windows Bitmap file, whose location is specified in the text field below the Print Logo field.

Note: This option is not available when defining Listing Styles.

**Print Return Address**

Checking this field, instructs Smart Address to print a "Return Address" on the output.

Note: This option is not available when defining Listing Styles.

**Date Rule**

This field allows a Date Rule to be defined for the search. A Date Rule allows entries that have date entries falling within the specified rule to be located. If no date searching is required, a Date Rule of <None> should be selected.

Note: For a search to take place, either the Text to Find field must be completed or a Date Rule defined.

**End Date**

This field allows the end date of a defined Date Rule to be specified. The format of the date displayed/entered is dependent on the International Setting within the Windows Control Panel.

Note: This field will only be enabled if an appropriate Date Rule has been selected.

**Fields**

This panel allows the scope of the search request to be specified. If All Fields is selected then the search will attempt to match against all the data fields within an entry. If Selected Fields is selected, then Smart Address will only attempt to match against the fields specified by the user.

**All Fields**

Selecting this field will instruct Smart Address to attempt to match the search request against all the data fields within an entry.

**Selected**

Selecting this field performs two functions. Firstly the dialogue will be extended automatically allowing individual fields to be selected for the scope of the search.

Secondly, it instructs Smart Address to only attempt to match the search request, against the individual fields selected by the user.



**Method**

This panel allows the Search method to be used, to be specified. This method controls how Smart Address attempts to match the text entered in the Text to Find entry field against the text in Address Book entries.

**Specific**

Selecting this field instructs Smart Address to perform a 'Specific' search when processing a search request.

When running a 'Specific' search, Smart Address will only match an entry that completely matches the search text. For example, if the Text to Find was entered as "Peter", the search would find :-

Peter

but not :-

Peterson  
Mark Peters  
Peter Smith  
etc.

**Wild**

Selecting this field instructs Smart Address to perform a 'Wild' search when processing a search request.

When running a 'Wild' search, Smart Address will match any entry that contains the search text. For example, if the Text to Find was entered as "Peter", the search could find :-

Peter  
Peterson  
Mark Peters  
Peter Smith  
etc.

**OK Button**

The OK Button will perform the requested search and display any matching entries within the Index List. If no matching entries could be found the Index List will remain unchanged and a message issued.

**Origin**

This panel allows the Search Origin to be specified. The Search may be performed against the complete Address Book or on the subset currently displayed within the Index List. The subset option, allows selective searches to be performed by searching on search results, etc.

**Book**

Selecting this field instructs Smart Address to search the complete Address Book, ignoring the selection currently displayed within the Index List.

**Index List**

Selecting this field instructs Smart Address to only search the subset currently displayed within the Index List. This enables selective searches to be performed by searching on a previous search result, etc.

**Start Date**

This field allows the start date of a defined Date Rule to be specified. The format of the date displayed/entered is dependent on the International Setting within the Windows Control Panel.

Note: This field will only be enabled if an appropriate Date Rule has been selected.



**Text to Find**

This field allows the text to be searched for, to be specified.

Note: For a search to take place, either the Text to Find field must be completed or a Date Rule defined.

**Save Field Selection as Default**

Checking this field will instruct Smart Address that when the OK Button is pressed, the field selection within this dialogue will become the default field selection. This will mean that all new Address Books created, will be created with only these fields showing.

**Default Button**

The Default Button will mark the fields to be shown based on the current default.

**Select Fields to be Displayed**

This panel allows the fields shown to be chosen by checking the field required. Checked fields will be displayed in the Address Book, whilst unchecked fields will not be displayed.

Additional fields may be accessed by using the Page Tabs.

Note: The fields chosen for displaying are unique between Address Books

**OK Button**

The OK Button will configure the fields displayed within the current Address Book to the choice specified by this dialogue, before terminating.

**Address Tab**

Clicking on this Tab, pages the dialogue so that the fields associated with the Address Page are displayed.

**Notes Tab**

Clicking on this Tab, pages the dialogue so that the fields associated with the Notes Page are displayed.

**Others Tab**

Clicking on this Tab, pages the dialogue so that the fields associated with the Others Page are displayed.



**Reminders Tab**

Clicking on this Tab, pages the dialogue so that the fields associated with the Reminders Page are displayed.

## Order Form - SmartAddress R2



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CIS: 74774,1347

You can print this order form by using the "Print Topic" option from the "File" menu.

You will receive:-

- A copy of the latest registered version of Smart Address, without the reminder screens. Whilst we always try to ship as quickly as we can, by Air Mail if outside the UK, please allow 21 days for delivery.
- Shareware versions of some of our other software, including at least SmartCat Plus - the premier Windows File Cataloger, Smart 'n Sticky - a very sophisticated labelling package designed to work with Smart Address, SmartSum - a sophisticated Windows emulation of a Printing Calculator which can actually speak the numbers as you say them, plus whatever else we have that will fit on the disk.

We can accept your order by mail, E-mail, Fax or Phone. You can also register single copies via the Compuserve SWREG service (GO SWREG), using Product ID 4521. The cost via SWREG is \$39.00 (Thirty Nine US Dollars). Unless otherwise requested we ship a 3.5" disk.

We also offer considerable discounts for multi-copy licences for use across networks, across sites or across corporations. Please contact us for details on +44 (0)1270 759739.

### Send your order to:-

Oakley Data Services,  
3 Oakley Close,  
Sandbach,  
Cheshire CW11 9RQ,  
England.

Please send me \_\_\_ registered copy(s) of Smart Address V2.

### Price :- £29.38 Pounds Sterling.

(In the EEC this is made up of 25.00 Pounds, plus VAT @17.5%, no charge for shipping. In the rest of the world this is made up of 25.00 Pounds, plus 4.38 Pounds Air-Mail Shipping + Handling).

(As of January 1995 the exchange rate was approximately 1.55 U.S. Dollars to 1.0 Pound Sterling. When we charge your credit card the card company will convert the cost to your local currency at the rate then prevailing and the sum will appear on your bill in your local currency.)

**Total Price :** .....

I enclose a cheque / wish to pay by MasterCard / Visa / Amex (delete as applicable)

**(Note: We can only accept cheques payable in the UK drawn in Sterling.)**

### Credit Card Details:-

Name as on card:-  
Card Number:-

Expiry Date:-

**Please send the registered version to:-**

Name:

Address:

Post/Zip Code:

Day Time Tel. No.

**You can also contact us by:-**

Phone:+44 (0)1270 759739; FAX: +44 (0)1270 765272; Compuserve: 74774,1347  
Internet: 74774.1347@compuserve.com , or via the World-Wide-Web at <http://198.49.174.129>,  
or via Section 4 of the UKSHARE forum on Compuserve.

It would also help us if you could tell us where you got Smart Address from:-

And any suggestions you have for enhancements:-

## Order Form - Smart Address R2



Call 801 295-1890  
Fax 801 299-1781

You can print this order form by using the "Print Topic" option from the "File" menu.

We can accept your order by mail, E-mail, Fax or Phone. Unless otherwise requested we ship a 3.5" disk.

We also offer considerable discounts for multi-copy licences for use across networks, across sites or across corporations. Please contact us for details on 801 295 1890.

### Send your order to:-

Insight Software Solutions  
P.O. Box 354,  
Bountiful, UT 84011-0354

Or Call 801 295-1890  
Or Fax 801 299-1781  
Or CompuServe: 71672,3464

### Please send me \_\_ registered copy(s) of Smart Address R2.

Price Per Copy:-

Price	\$39.00
Utah Residents add Sales Tax	\$ 2.39
Shipping by First Class Mail	\$ 3.00
--- or ---	
Priority or Int'l shipping	\$ 5.00
-----	-----
Total	\$
-----	-----

### All Prices are in US Dollars.

I enclose a check / wish to pay by MasterCard / Visa (delete as applicable)

### Credit Card Details:-

Name as on card:-

Card Number:-

Expiry Date:-

**Please send the registered version to:-**

Name:

Address:

Telephone Number.

**It would also help us if you could tell us where you got Smart Address from:-**

**And any suggestions you have for enhancements:-**

### **Address Book Caption Bar**

The Address Book Caption Bar contains the name of the Address Book belonging to that Window.

There will be instances where additional information is displayed on the Caption Bar with the Address Book Name. For example, an Address Book called EXAMPLE, may at times appear as:-

#### **EXAMPLE\***

Address Book Needs Saving

If the Auto-Save function (see the "Options | Preferences" command) has been disabled and the Address Book has been updated but not saved, then an \* will be appended to the Name on the Caption Bar. When the Address Book has been saved, this \* will be removed from the Name.

#### **EXAMPLE [Read Only]**

Address Book is Read Only

If the user does not have update access to the Address Book, either due to Network Access Permissions or the Book concerned has been marked as Read Only using Windows File Manager, then [Read Only] will be appended to the Name on the Caption Bar.



Categories Displayed  
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## **Categories Displayed**

This field on the Status Bar, indicates the current setting for the Index Category.

By default the Index Category will be <All Categories> resulting in all entries being eligible for display. The user may define a different category for restricting the entries displayed, by setting the appropriate value using the Display Index.

If the category displayed on the Status Bar is prefixed with '\*', then that means that the category restriction is applied to categories beginning with that category. For example, a category being displayed as ' CONTACTS \* ' would make the entries with the following categories eligible for display :-

Contacts - Personal  
Contacts - Business  
Contacts - Press

During a Search, this field will indicate the type of Search that is in effect against the Address Book, as a Search will override the Index Category and is therefore not relevant to the subset of entries displayed.

### **See Also:-**

[Setting the Display Index](#)

[Performing an Address Book Search](#)



## The Data Page

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### **The Data Page**

This area of an Address Book is used to present each entry's data. It is also used for updating and adding data for entries.

It is presented as four pages, or 'tabs', each containing a subset of the data connected to the entry. Each page may be accessed by clicking the mouse on the 'tab' required or by using the View Menu.

The Pages are :-

[The Address Tab](#)

[The Notes Tab](#)

[The Reminders Tab](#)

[The 'Others' Tab](#)

**See Also:-**

[The View Menu](#)





Indexed On

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## **Indexed On**

This field on the Status Bar, indicates the current setting for the Indexed On value. This value determines how Smart Address uses the Index Character for restricting the entries displayed.

There are three values for this setting - First Word, Last Word, All Words

This setting is also used to determine the order that entries are displayed within the Index List. If the setting is "Last Word", then the Index List will be sorted on the last word of each entry's Index Field. Otherwise, the Index List will be sorted on the first word of each entry's Index Field.

### **See Also:-**

[Setting the Display Index](#)



The Index List

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## **Index List**

The Index List displays a list of each entry's Index Field, that matches the current Index Criteria, in the order specified by the current Index Order.

The currently selected entry will be highlighted within the Index List and the details for that entry displayed within the Address Book's "Data Page".

To select another entry, simply use the mouse or keyboard to move the highlight to a different field.

### **See also:-**

[Navigating the Index List](#)

[Quickly Locating an Entry within the Index List](#)



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## **Navigating the Index List**

In order to move through the Index List, the following keys may be used:-

- <Left Arrow> or <Up Arrow>  
These keys move up the Index List one entry at a time.
- <Right Arrow> or <Down Arrow>  
These keys move down the Index List one entry at a time.
- <Page Up> or <Page Down>  
These keys will either move up or down the Index List one page at a time.
- <Home> or <End>  
These keys will either move to the top or bottom of the Index List

The mouse also may be used by clicking any entry to select it, or in conjunction with the Index Lists Scroll Bar.



Quickly Locating an Entry within the Index List

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### **Quickly Locating an Entry within the Index List**

An entry may be located quickly by simply typing in the name your required. For instance, if you wish to locate the entry for 'Windowshare', then as you type in 'Windowshare' the Index List will automatically position itself as you type in.

For example, when the 'W' is entered, the Index List will select the first entry beginning with 'W', when the 'i' is located then the first entry beginning with 'Wi' will be located and so on.

This will continue until either no matches can be made, indicated by a beep, a pause occurs during typing or one of the Index List navigation keys are used.



Number of Entries Displayed  
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## Number of Entries Displayed

This field on the [Status Bar](#), indicates what subset of entries are currently displayed. If all entries are displayed, the default state, then both numbers will match - for example 203 of 203.

If only a subset of entries have been displayed, either by use of "Tools | Set Display Index", "Tools | Show xx..." or an Address Book search, then the field will show the number of entries within the subset. For example, 100 of 203 informs us that 100 entries out of a possible 203 have been included in the Index List.

### See Also:-

[Setting the Display Index](#)

[Performing an Address Book Search](#)



The Status Area

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## **The Status Area**

This field of the Status Bar, is used for general information during the day-to-day running of Smart Address. The most common use for this area is to notify what the current search is, that is in effect against the Address Book.

Another use is to notify what Show command is currently applied to the Index List.

### **See Also:-**

[Performing an Address Book Search](#)

**Address Field**

These are five freeform text fields for use, by default, to specify an Address for the person or company concerned.

Smart Address allows the use and label of this field to be customized by the user.

**Drop Down Calendar Button**

These buttons will invoke a drop down calendar from which a date may be selected. Once a date is selected, that date will be placed in the associated date field to the left of the button pressed.



**Category Field**

This is a 'drop-down' list box for use, by default, to specify a category that the current entry belongs to. A new category may be entered into this field or an existing category chosen from the 'drop-down' list box.

Smart Address requires this field to be completed for any entry.

Smart Address allows the label of this field to be customized by the user.

**Company Field**

This is a freeform text field for use, by default, to specify a Company Name.

Smart Address requires either this field or the Name field to be completed for any entry.

Smart Address allows the use and label of this field to be customized by the user.

**Date Fields**

These are three Date fields that may be used to specify reminders for certain events to be set for the currently selected entry. Smart Address can then 'remind' you when these dates become due. For an example, you can set-up a reminder for a persons Birthday, a reminder for to re-contact a Client, etc.

The format of the date displayed/entered is dependent on the International Setting within the Windows Control Panel.

It should be noted that past dates may be used in order that fields can serve as a reminder of an event that has happened, as opposed to an event this is to happen. For example, a Date field may be used to hold the date that a Customer first became a customer.

**Date Field Labels**

Each of the three Date fields have a customizable label defined to them. This label should be used to describe the type of Reminder being set. For example, Birthday, Call Customer On, First Contacted, etc.

It should be noted that past dates may be used in order that fields can serve as a reminder of an event that has happened, as opposed to an event this is to happen. For example, a Date field may be used to hold the date that a Customer first became a customer.

**Telephone Dial Buttons**

These buttons allow Smart Address to dial the associated telephone number, using Smart Address's Auto-Dial facility. If no associated telephone number is present, then the button will be disabled.

Smart Address allows the showing of these buttons to be turned off by the user.

**Documents List**

This area presents, in a scrolling list box, details of all documents associated with the current Address Book entry. The details shown are:

**Application Icon**

This Icon denotes the application that was used to create the document. If a question mark Icon is shown, it means that the file associated could not be located or is not associated with any application.

**Description**

The top line, shown in bold, is the description associated with the document.

**File Name**

The second line details the Path and File Name of the actual file that is associated with the document.

**Indexed On Field**

This is used to define the field that is to be the Index for the currently selected entry. By default, the Index field will be <Default Index>, meaning that the entry will be indexed on the field the user has chosen as the default Index for this Address Book. This is set via "Options | Preferences".

If you wish to force an entry to always index on a certain field, regardless of what field is set as the default index, then choose the field from the 'drop-down' list box.

The field an entry is 'Indexed On', is the field that is displayed for that entry in the Index List.

Smart Address allows the label of this field to be customized by the user.

**Reminders Legend**

This field provides a legend to the various Notification Markers that may be displayed for an entry.

The number of days of advancing warning, i.e. to trigger the Yellow notification, is customizable by the user (see "Options | Preferences").

The displaying of this field may be turned off by the user in the Show Fields function (see "Options | Show Fields").



**Name Field**

This is a freeform text field for use, by default, to specify a persons Name.

Smart Address requires either this field or the Company field to be completed for any entry.

Smart Address allows the use and label of this field to be customized by the user.

**Notes Field**

This is a freeform text field for use, by default, to enter notes on the person or company concerned.

Smart Address allows the use and label of this field to be customized by the user.

**Reminder Notification Marker**

Smart Address will indicate when an entry has a date due by checking the Reminder Frequency and it's associated date. If that date falls within the notification period set, then a Notification Marker will be placed against the date concerned.

Smart Address can, if required, also place a Notification Marker against the entry within the Index List.

**Telephone Numbers**

These are four freeform text fields for use, by default, to specify up to four telephone numbers for the person or company concerned.

It should be noted that these fields can also be used to store non-telephone numbers, for example Electronic Mail addresses, product codes, etc.

Smart Address allows the use and label of these fields to be customized by the user.

**Position Field**

This is a freeform text field for use, by default, to specify the persons position within a Company. For example, Vice President, Managing Director, etc.

Smart Address allows the use and label of this field to be customized by the user.

**Reminder Frequency**

This field is a drop-down list box, that allows a reminder frequency to be associated with a date. Selecting the drop-down arrow, will display a list box containing a selection of reminder frequencies that may be set.

Once a Reminder is acknowledged (see "Tools | Acknowledge Reminder"), Smart Address will advance the associated date by the Reminder Frequency specified. For example, if the frequency is set as a four weekly reminder, then the associated date will be advanced by four weeks.

**Title Field**

This is a freeform text field for use, by default, to specify a persons 'Title'. For example, Mr, Mrs, Doctor, etc.

Smart Address allows the use and label of this field to be customized by the user.

**Spare Fields**

The 'Others' tab contains six freeform text fields that are by default labeled "User Definable 1 - 6". These fields do not have any defined use and may be used to hold additional information about the entry.

For example, one of the fields may be used as a Christmas card checklist. To do this, label the field as "Send Christmas Card" and enter the word "Yes" for any entries that require a card sending. When it's time to send your Christmas cards, you can perform a search against just the "Send Christmas Card" field for any entries that contain "Yes" in this field.

Smart Address allows the use and labels of these fields to be customized by the user.



## **"Active Reminder"**

An Active Reminder is where a date within an entry has a reminder set and that reminder has now become due.

## **"Data Page"**

The Data Page is the insert area to the right of the Index List that contains the entry's data within five tabbed pages.

## **"Index Criteria"**

The Index Criteria is the criteria used to restrict the entries displayed within the Index List. The criteria in effect is shown within the Status Bar at the bottom of the Smart Address application. The Index Criteria may be set by use of the Index, Search or Show.. commands found under the "Tools" menu.

## **"Index List"**

The Index List is the area on the left hand side of an Address Book, that lists the entries matching the current Index Criteria. An entry's data, may be displayed by selecting it's Index from this list.

## **"Tag"**

If an Entry has been "Tagged", then the entry's Tag state will be set.

## **"Tagged"**

An Entry's "tagged" state can be toggled by use of the "Tools | Tag Entry" command. Tagged entries are indicated in Red within the Index List.

**All Words**

This means that the Index Character is matched against the first character of every word of each entry's Index Field. If and of these are the same, then that entry is added to the Index List

**First Word**

This means that the Index Character is matched against the first character of the first word of each entry's Index Field. If these are the same then that entry is added to the Index List.



## **Index Category**

The Index Category is used for restricting entries within the Index List. This is set via the "Set Display Index" command of the Tools Menu.

**Index Character**

The Character used for restricting entries within the Index List. This is set via the "Set Display Index" command of the Tools Menu.

## **Index Criteria**

The Index Criteria is the criteria used to restrict the entries displayed within the Index List. The criteria in effect is shown within the Status Bar at the bottom of the Smart Address application. The Index Criteria may be set by use of the Index, Search or Show.. commands found under the "Tools" menu.

**Index Field**

The Index Field is the field whose content is used to Index that entry on. By default this is the Name field, but this may be changed by using either the 'Default Index' facility within the Preferences Menu, or by selecting a different Index Field via the Entry's "Others" Tab.

## **Index Order**

The Index Order is the order that entries are displayed within the Index List. This order is dependent on the current "Indexed On" value set by the Set Display Index Command of the Tools menu. If the value is set to "Last Word", then the Index List will be sorted on the last word of each entry's Index Field. Otherwise, the Index List will be sorted on the first word of each entry's Index Field.

**Last Word**

This means that the Index Character is matched against the first character of the last word of each entry's Index Field. If these are the same then that entry is added to the Index List

## **New Entry Mode**

New Entry Mode is when Smart Address has been asked to create a new entry. In this mode, the Index List is disabled and all fields within the "Data Page" are cleared allowing the new data to be entered.

## **Status Bar**

The Status Bar is the area at the bottom of the main Smart Address Application Window and is used to provide various feedback to the user regarding the current state of Smart Address.



## **Update Entry Mode**

In this mode, the Index List is disabled and the fields within the "Data Page" are enabled to allow updating of the Entry's data.



