Smart Address Version 2.5
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Help File Conventions
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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
Assocating 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

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, their 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 it's 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 it's own Print Style and it's 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:-

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 seperated 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

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...

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

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.

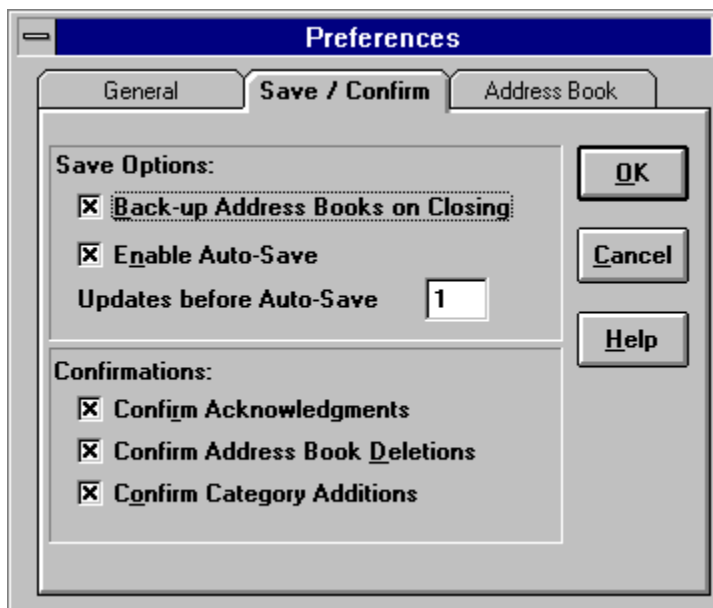**See Also:-**
Preferences Command
Securing your Smart Address Files

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)

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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:-

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 you disk was to be deleted or lost, then you would also loose your back-up Books as well as your original Books.

It is therefore recommended that your 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

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

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:-

Convert Version 1.2 Format File

Address Book:
C:\SMARTADR\EXAMPLE.ADR

Address Book will be Backed Up to:
C:\SMARTADR\EXAMPLE.V12

Do **N**ot Create a Back-up Copy ☐

The file being opened was created using Smart Address Version 1.2

Smart Address can convert this Address Book to a Version 2.0 file format and create a back-up with the above name.
Alternatively, you may elect not to convert the file, but open it as a Read Only file.

[**Help**] [**C**ancel] [**R**ead-Only] [**C**onvert]
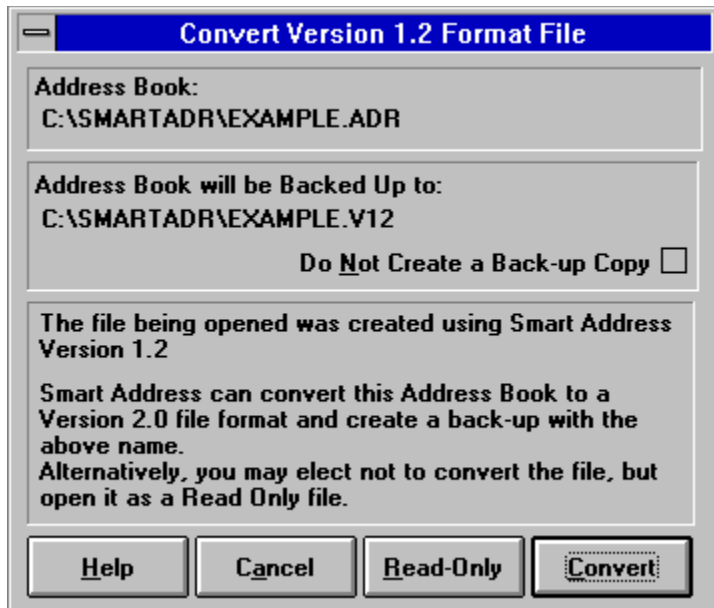
See Also:-
Hints and Tips: Converting Old Version Address Books

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 Manger, 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 reminder 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

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:-

Address Book - Index

Index Character:

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9	All

OK

Cancel

Index on:

◉ First Word   ○ Last Word   ○ All Words

Help

Index Category:

<All Categories>   ▼   ☐ Wild Match

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 uses 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

Smart Address holds all of it's 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 a 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 it's 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:
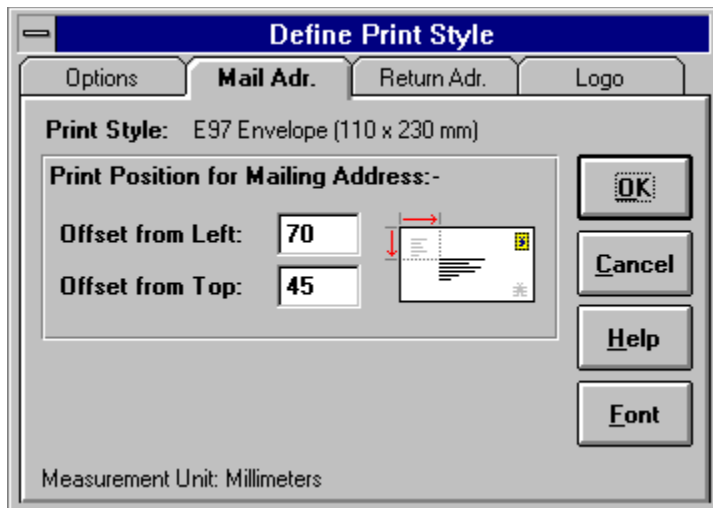
SMARTADR.CFG Lost or Corrupt
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SMARTADR.CFG Lost or Corrupt

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 them 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. the 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:-

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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.

This software is supplied as is without warranty or representation either express or implied with respect to the program or its documentation including their quality, performance, merchantability, or fitness for a particular purpose.

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 Word Wide Web Server at http://198.49.174.129, or on CIX in the oakley conference.

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Index

A

E

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

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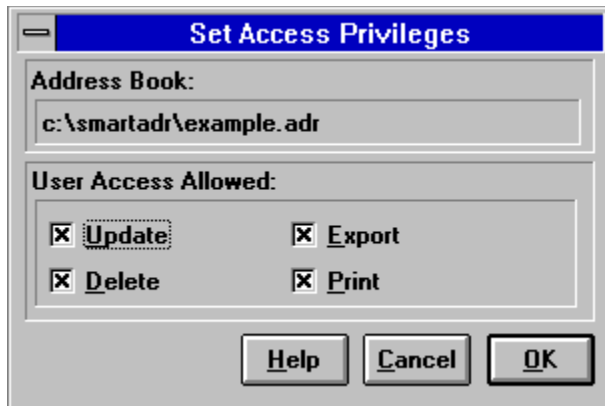
Note:-
This dialogue will only be available when using the customized version of Smart Address that supports Address Book Encryption. For more details on this version, please contact your supplier.

Acknowledge Reminder Command

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:-
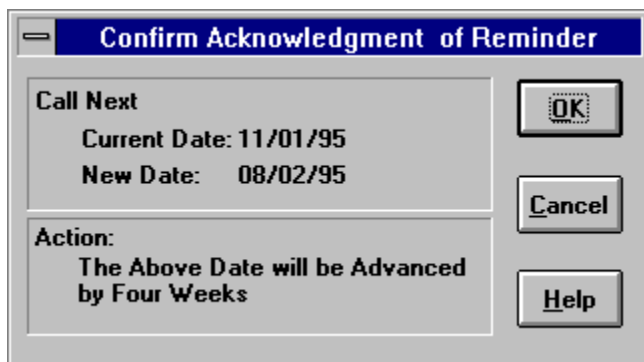
See Also:-

General Information: Using Reminders in Smart Address
Hints and Tips: Turning off Confirmations

Show Active Reminders

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 looses it's 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:-

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...

See Also:-
The Documents Menu

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The Documents 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 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:-

File	
New...	
Open...	
Save	
Save as...	
Close	
Address Book Info...	Ctrl+I
Print Envelope(s)...	Ctrl+P
Print Label(s) or Listings...	
Printer Setup...	
Import...	
Export...	
Exit	Alt+F4
1 c:\data\smartadr\nsa.adr	
2 c:\data\smartadr\general.adr	
3 c:\data\smartadr\phones.adr	
4 c:\data\smartadr\househld.adr	
5 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:-

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:-

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	
√Address Page	F5
Notes Page	F6
Reminders Page	F7
Others Page	F8
Documents 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:-

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:-
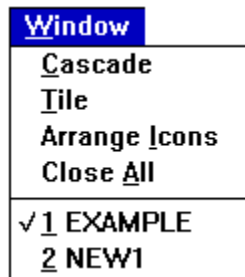
See Also:-
The File Menu
The Edit Menu
The Tools Menu
The View Menu
The Documents Menu
The Options Menu
The Help Menu

The Help Menu
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The Help Menu

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

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

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

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...

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:-

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:-

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...

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

Birthday
09/02/95
Yearly Reminder

Anniversary
No Reminder

Call Next
◇ 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

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...

Title	Name
Mr.	Colin Messitt

User Definable 1

User Definable 2

User Definable 3

User Definable 4

User Definable 5

User Definable 6

Indexed On

Company ▾

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

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

Configure Modem Command
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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

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        │
├─────────────────────────────────────────┤
│  ○ Home      ┌──────────────────────┐    │
│  ● Work      │ +44 (0)270 759739    │    │
│  ○ Fax       │ +44 (0)270 765272    │    │
│  ○ Mobile    └──────────────────────┘    │
│                                          │
│  Dialing Prefix: ┌──────────────────┐    │
│                  └──────────────────┘    │
│            ☐ Use Prefix                   │
│                                          │
│  ┌──────┐    ┌────────┐    ┌──────┐      │
│  │ Dial │    │ Cancel │    │ 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:-
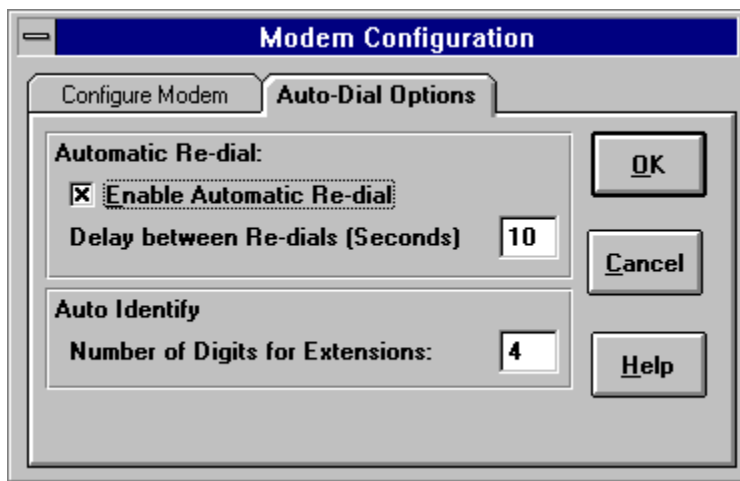
See Also:-
Configure Modem Dialogue (Configure Modem Tab)

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

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, a 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

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:-
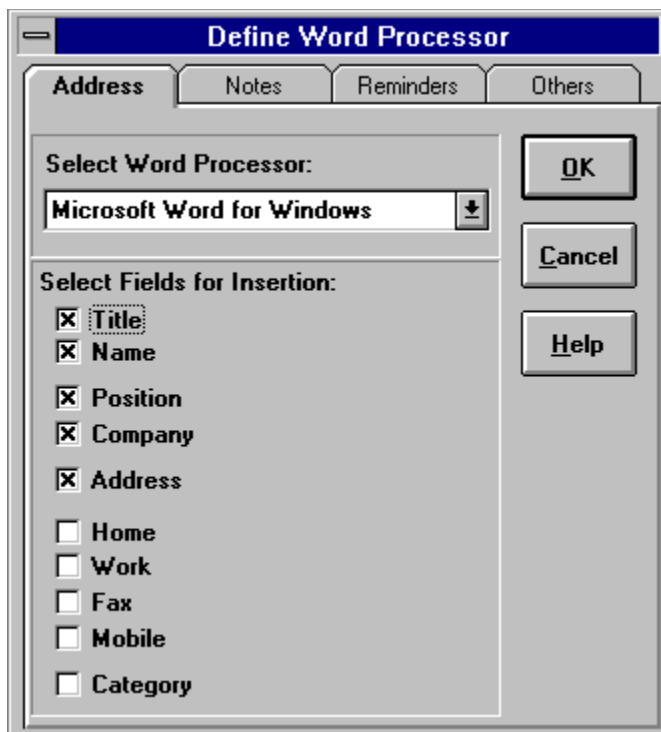
See Also:-
Hints and Tips: Adding a New Word Processor to Smart Address

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

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:-
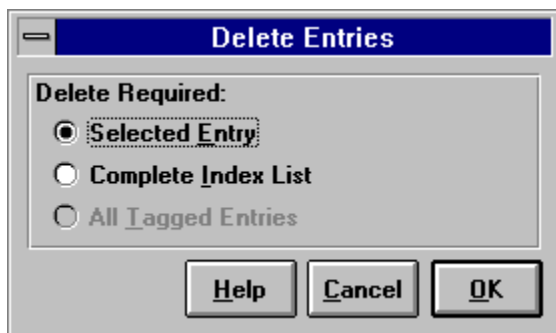
Delete Document Command

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 it's 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

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:-
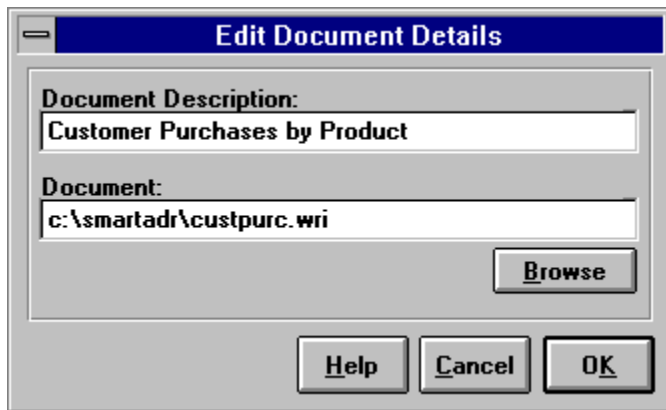
Exit Command
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Exit Command

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:-

Export Address Book to Text File
Address Notes Reminders Others

Select Fields for Export:

- Title
- Name
- Position
- Company
- Address
- Home
- Work
- Fax
- Mobile
- Category

Export File Format:

Field 01: <Not Mapped>
Field 02: <Not Mapped>
Field 03: <Not Mapped>
Field 04: <Not Mapped>
Field 05: <Not Mapped>
Field 06: <Not Mapped>
Field 07: <Not Mapped>
Field 08: <Not Mapped>
Field 09: <Not Mapped>
Field 10: <Not Mapped>
Field 11: <Not Mapped>
Field 12: <Not Mapped>
Field 13: <Not Mapped>
Field 14: <Not Mapped>
Field 15: <Not Mapped>
Field 16: <Not Mapped>
Field 17: <Not Mapped>
Field 18: <Not Mapped>
Field 19: <Not Mapped>
Field 20: <Not Mapped>

Help   All   Reset   Cancel   Export

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

Change Font Command
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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
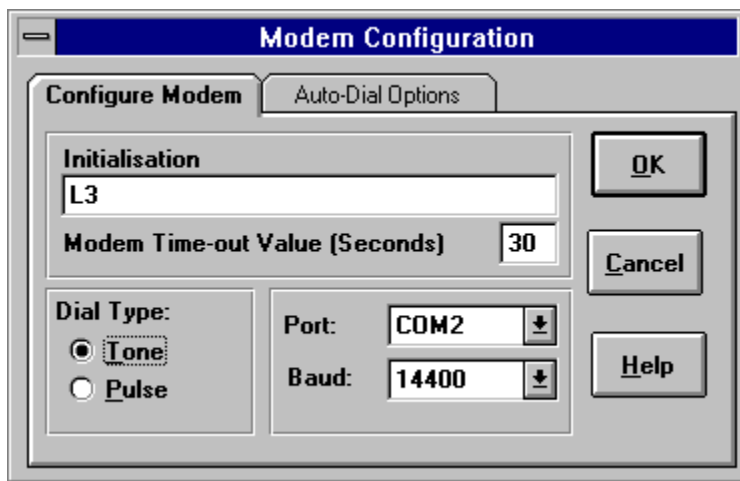Copyright © 1995 Oakley Data Services
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About Smart Address Command

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

Order Smart Address 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 ?

Address Book Information Command
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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:

☐ Update   ☐ Delete   ☐ Export   ☐ Print

Help   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.
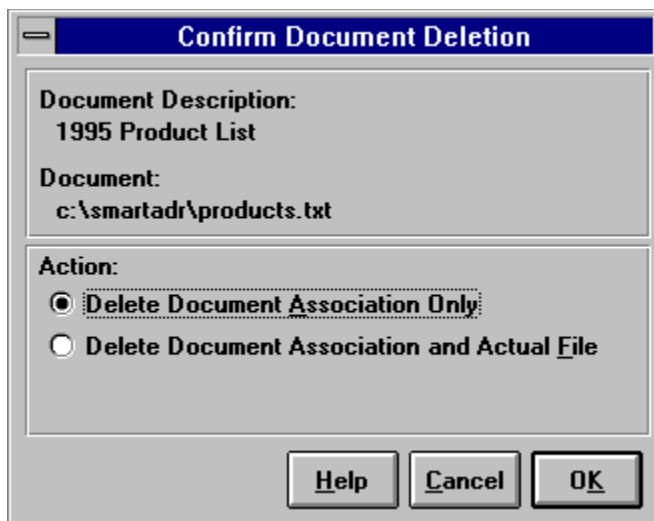
Keyboard Shortcut:-
None.

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:-

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
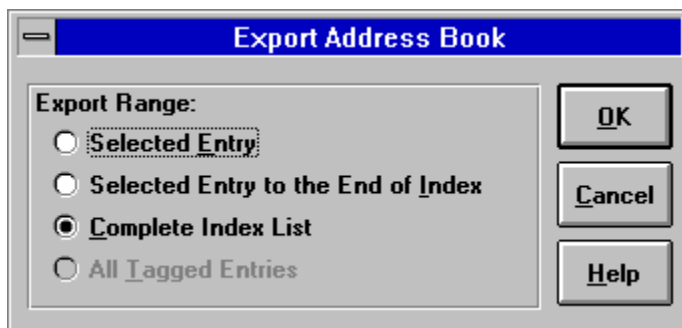Copyright © 1995 Oakley Data Services
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Printer Setup Dialogue

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:-

See Also:-
Printer Setup Dialogue (Envelope Tab)
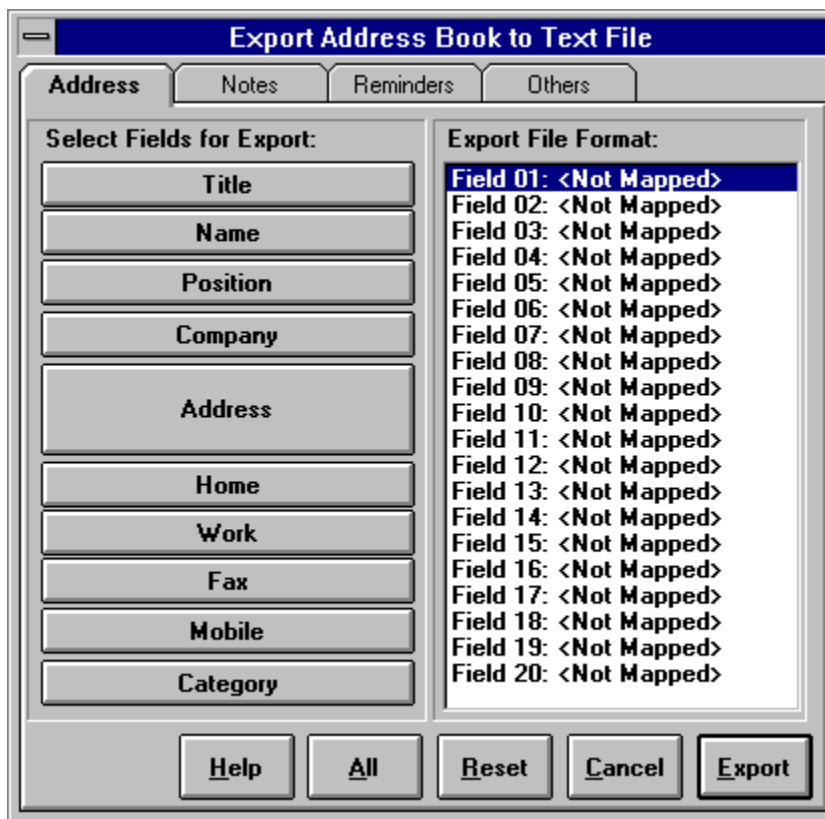Printer Setup Dialogue (Labels / Listings Tab)

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:-
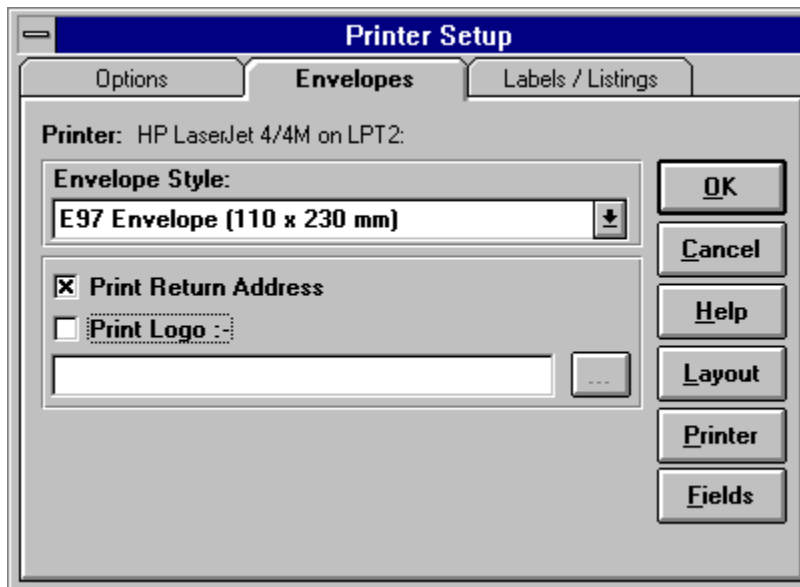
See Also:-
Printer Setup Dialogue (Options Tab)
Printer Setup Dialogue (Labels / Listings Tab)

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:-
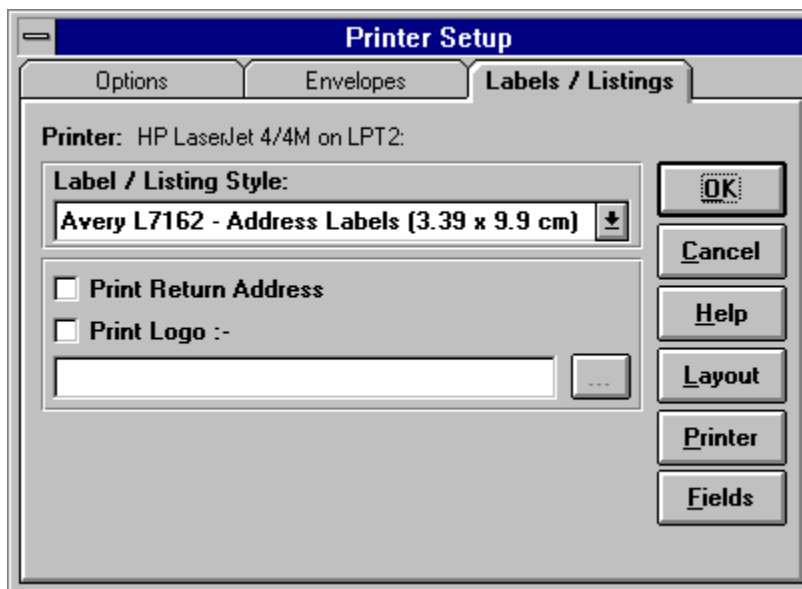
See Also:-
Printer Setup Dialogue (Options Tab)
Printer Setup Dialogue (Envelope Tab)

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:-

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 it's 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 revenant 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 with 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 revenant 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.

Envelope Layout Dialogue
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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)

Envelope Layout Dialogue
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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)

Envelope Layout Dialogue
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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)

Envelope Layout Dialogue
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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.
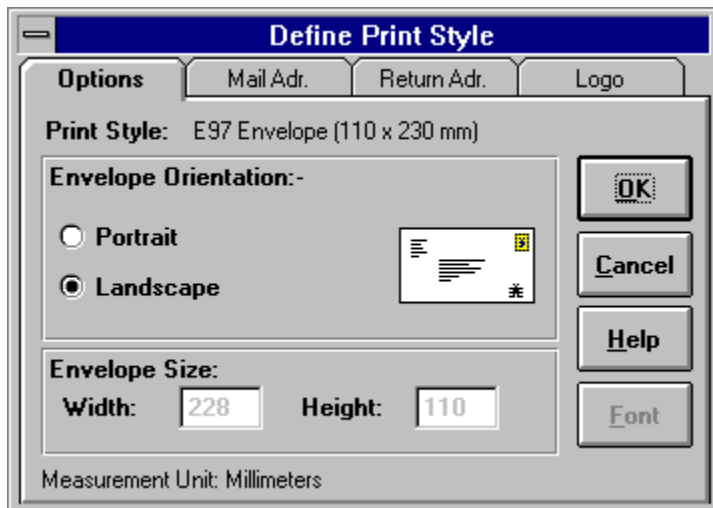
Label Layout Dialogue
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Label Layout Dialogue

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:-

See Also:-
Label Layout Dialogue (Mail Address Tab)
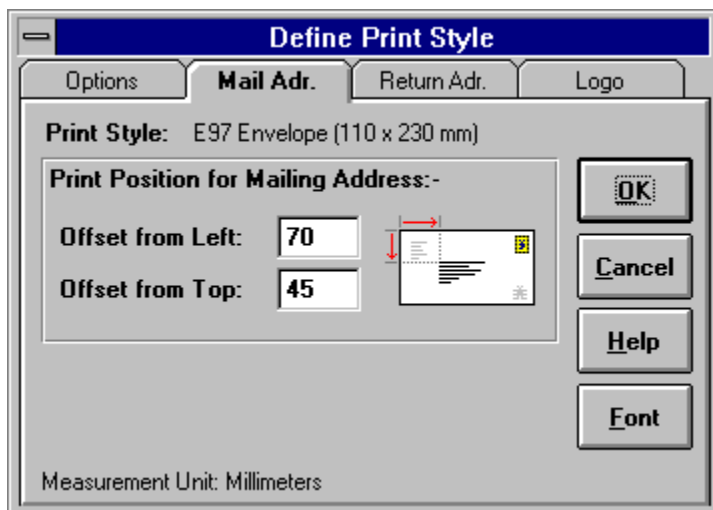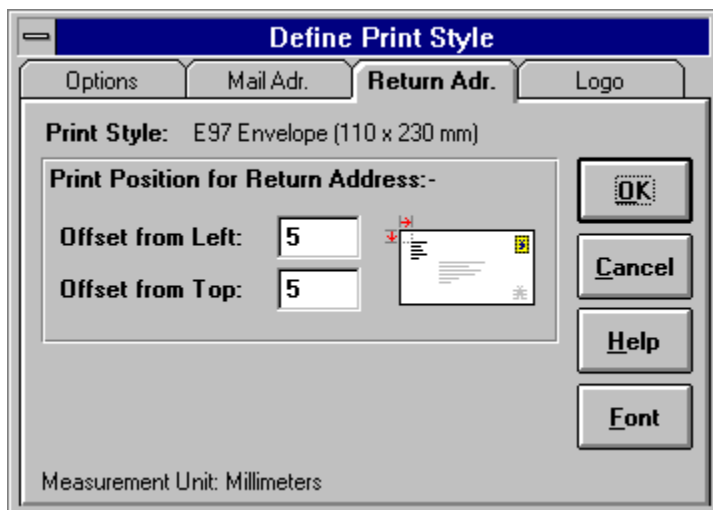Label Layout Dialogue (Return Address Tab)
Label Layout Dialogue (Logo Tab)

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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

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)
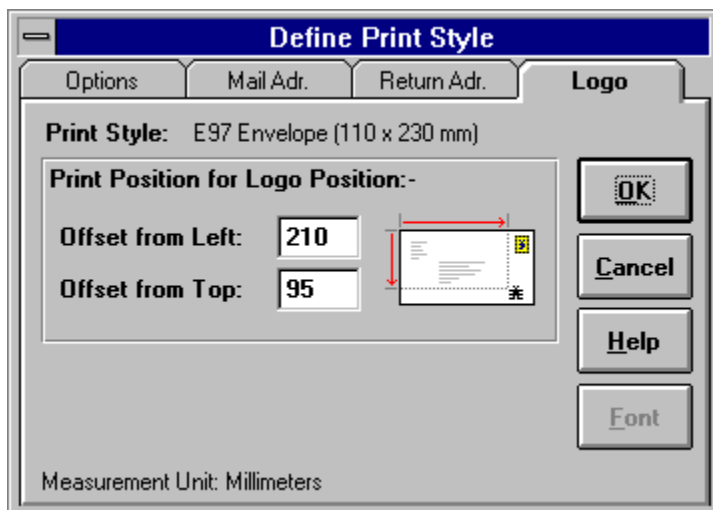Label Layout Dialogue (Mail Address Tab)
Label Layout Dialogue (Logo Tab)

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 <u>Update Entry Mode</u> 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 <u>New Entry Mode</u> 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 it own definition of which fields are printed. For more information, click on the required element:-

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 Addess from:-

And any suggestions you have for enhancements:-

Order Form - Smart Address R2

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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 Fist 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

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

Navigating 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.