Using CorelCENTRAL Address Book

CorelCENTRAL Address Book is an information center that lets you store personal and business contact information.

In this section, you'll learn about

- starting and quitting CorelCENTRAL Address Book
- creating address books
- opening and closing address books
- creating address entries
- sorting and filtering address book data
- renaming and deleting address books
- working with custom fields in address books
- setting access to address books and address entries
- publishing address books in HTML
- importing and exporting address book data between formats
- sending e-mail from CorelCENTRAL Address Book
- printing address books

For more information about using CorelCENTRAL Address Book, see "Reference: Using CorelCENTRAL Address Book."

Starting and quitting CorelCENTRAL Address Book

You can start CorelCENTRAL Address Book from the WordPerfect application window. You can quit CorelCENTRAL Address Book from the CorelCENTRAL Address Book application window.

{button ,AL(`Starting and quitting CorelCENTRAL Address Book;',0,"Defaultoverview",)} <u>How to</u>

To start CorelCENTRAL Address Book

- In the WordPerfect application window, click **Tools ▶ Address book**.

{button ,AL(`Starting and quitting CorelCENTRAL Address Book;',0,"Defaultoverview",)} <u>**Related topics**</u>

To quit CorelCENTRAL Address Book

- In the CorelCENTRAL Address Book application window, click **File ▶ Exit**.

{button ,AL(`Starting and quitting CorelCENTRAL Address Book;',0,"Defaultoverview",)} Related topics

Creating address books

You can create multiple address books to store different types of contact information. For example, you can create an address book to store business contact information, and another address book to store personal contact information.

{button ,AL(`Creating address books;',0,"Defaultoverview",)} **How to**

To create an address book

1 Click **File ▸ New**.

2   From the **Address book type** list, choose one of the following:

- **CorelCENTRAL**
- **MAPI**

3 Type a name for the address book in the **Name** box.

Note

- You cannot create a MAPI-compliant address book unless the Windows messaging profile is set up for MAPI. For more information about setting up your Windows messaging profile, see the Windows documentation.


{button ,AL(`Creating address books;',0,"Defaultoverview",)} Related topics

Opening and closing address books

The Tree view in the left pane displays all open address books, grouped by format. For example, the CorelCENTRAL book lists all open address books of that format, the WAB book lists all open Windows Address Books, and so on.

When you select an address book format in the Tree view in the left pane, all open address books in the selected format display in the Summary view in the right pane. For example, if you select the CorelCENTRAL format in the Tree view, all open CorelCENTRAL address books display in the Summary view. Similarly, if you select an address book of any format in the Tree view, the address entries it contains display in the Summary view.

The following illustration displays the 1) Tree view and 2) Summary view of the CorelCENTRAL Address Book application window.
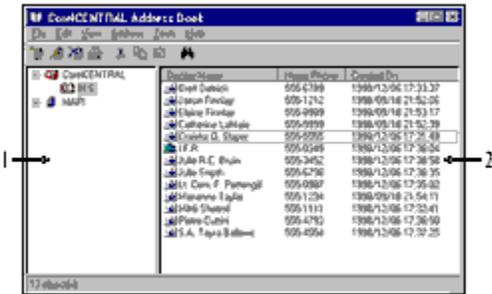
You can open a CorelCENTRAL address book. If a CorelCENTRAL address book does not display in the Tree view, you can browse to the folder in which it is saved on your computer and open it. You can connect to and open a Lightweight Directory Access Protocol (LDAP) directory server address book. You can also open a MAPI-compliant address book. When you open an address book, it displays in the Tree view.

You can close an address book. When you close an address book, it no longer displays in the Tree view.

{button ,AL(`Opening and closing address books;',0,"Defaultoverview",)} **How to**

To open a CorelCENTRAL address book displayed in the Tree view

1 Click **File ▸ Open**.

2   Choose an address book from the **Previously opened books** list.

{button ,AL(`Opening and closing address books;',0,"Defaultoverview",)} <u>Related topics</u>

To open a CorelCENTRAL address book not displayed in the Tree view

1 Click **File ▸ Open**.
2 Click the **CorelCENTRAL** button.
3 Click the **Browse** button.
4 Choose the drive and folder where the address book is stored.
5 Click **Select**.
6 Choose an address book from the **Available address books** list.
7 Click **OK**.
8 In the **Previously opened books** dialog box, choose an address book from the **Available address books** list.

{button ,AL(`Opening and closing address books;',0,"Defaultoverview",)} **Related topics**

To connect to an LDAP directory server address book

1 Click **File ▸ New**.
2 Choose **Directory servers** from the **Address book type** list.
3 In the **Directory server properties** dialog box, type a name in the **Descriptive name** box.
4 Type the server URL in the **Server URL** box.
5 Type a search root in the **Search root** box.

If you want to use multiple search roots, separate them with commas and do not use spaces.

6 Choose a field from the **Search criteria** list.

7 Open the **Filter operator** flyout, and click one of the following:

- **= Equal to**

- **[] Contains**

8 Type text in the box to the right of the **Filter operator** flyout.

9 Type a port number in the **Port no** box.

Notes

- By default, LDAP directory servers listen to port 389.

- For more information about search roots and filter operators, see "Reference: Using CorelCENTRAL Address Book."

_____

{button ,AL(`Opening and closing address books;',0,"Defaultoverview",)} **Related topics**

To open an LDAP directory server address book

1 Click **File ▶ Open**.
2 Choose **LDAP** from the **Select address book type** list.
3 In the **Select address book** dialog box, choose an address book from the **Address books** box.

![Note icon] **Note**

- For more information about search roots and filter operators, see <u>"Reference: Using CorelCENTRAL Address Book."</u>

{button ,AL(`Opening and closing address books;',0,"Defaultoverview",)} **<u>Related topics</u>**

To open a MAPI-compliant address book

1 Click **File ▸ Open**.
2   Click **Other**.
3   Choose an address book from the **Select address book** list.

{button ,AL(`Opening and closing address books;',0,"Defaultoverview",)} **Related topics**

To close an address book

1 Click an address book in the Tree view.

2 Click **File ▸ Close**.

{button ,AL(`Opening and closing address books;',0,"Defaultoverview",)} Related topics

Creating address entries

Address entries are the records that you create in an address book. You can create an address entry for a person. You can create a group address entry, which contains addresses from individual address entries in one entry. You can create an address entry for an organization. You can also create a resource entry to record details about resources such as equipment and information contacts.

An address entry can be edited and deleted.

{button ,AL(`Creating address entries;',0,"Defaultoverview",)} How to

To create an address entry for a person

1 Click an address book in the Tree view.

2 Click **Address ▶ New**.

3   Choose **Person** from the **Select entry type** list.

4   Click **OK**.

5   Type text in any of the boxes.

{button ,AL(`Creating address entries;',0,"Defaultoverview",)} <u>Related topics</u>

To create a group address entry

1 Click an address book in the Tree view.

2 Click **Address ▶ New**.

3   Choose **Group** from the **Select entry type** list.

4   Click **OK**.

5   Click the **Group** tab.

6   Type a name for the group in the **Group** box.

   If you want to include comments about the group, type text in the **Comments** box.

7 Click **Add/remove members**.

8 In the **Add/remove members** dialog box, choose a name from the **Addresses** list.

9 Click **Add**.

Notes

- You can add and remove the member addresses in a group at any time.
- A group address entry can contain individual, organizational, and resource address entries, as well as other group address entries.

Tip

- You can remove members from a group address entry. Choose a name from the **Addresses** list, and click **Delete**.

{button ,AL(`Creating address entries;',0,"Defaultoverview",)} Related topics

To create an address entry for an organization

1 Click an address book in the Tree view.

2 Click **Address ▶ New**.

3   Choose **Organization** from the **Select entry type** list.

4   Click **OK**.

5   Type text in any of the boxes.

{button ,AL(`Creating address entries;',0,"Defaultoverview",)} <u>**Related topics**</u>

To create a resource entry

1 Click an address book in the Tree view.

2 Click **Address ▶ New**.

3   Choose **Resource** from the **Select entry type** list.

4   Click OK.

5   Type text in any of the boxes.

{button ,AL(`Creating address entries;',0,"Defaultoverview",)} <u>Related topics</u>

To edit an address entry

1 Click an address entry in the Summary view.

2 Click **Address ▶ Edit**.

3 Make changes in any of the boxes.

{button ,AL(`Creating address entries;',0,"Defaultoverview",)} Related topics

To delete an address entry

1 Click an address entry in the Summary view.

2 Click **Address ▶ Delete**.

Tip

- You can also delete an address entry by right-clicking an address entry and clicking **Delete**.

{button ,AL(`Creating address entries;',0,"Defaultoverview",)} Related topics

Sorting and filtering address book data

In the Summary view, address field in an address entry displays in a column. You can display or hide an address field column. You can also sort an address field column in <u>ascending</u> or <u>descending</u> order.

CorelCENTRAL Address Book lets you search for address book data in several ways. Not only can you search for an address entry, but you can filter an address book to display a specific address entry or range of entries, or apply an advanced filter on an address book by using search filter operators and options. For more information about search filter operators and options, see <u>"Reference: Using CorelCENTRAL Address Book."</u>

{button ,AL(`Sorting and filtering address book data;',0,"Defaultoverview",)} <u>How to</u>

To display an address field column

1 Click an address book in the Tree view.

2 Click **View ▶ Columns**.

3 In the **Columns** dialog box, enable any of the check boxes.

Tip

- If you want to hide an address entry column, click **View ▶ Columns**, and disable any of the check boxes.

{button ,AL(`Sorting and filtering address book data;',0,"Defaultoverview",)} Related topics

To sort by an address field column

1 Click an address book in the Tree view.

2 Click a column title in the **Summary** view, and click one of the following arrows:

-
─ sorts a column in <u>ascending</u> order
-
─ sorts a column in <u>descending</u> order

{button ,AL(`Sorting and filtering address book data;',0,"Defaultoverview",)} <u>Related topics</u>

To search for an address entry

1 Click an address book in the Tree view.

2 Click **Edit ▶ Find**.

3 Type filter criteria in the **Find** box.

4 Click **Find now**.

5 In the **Find** dialog box, double-click an address entry in the list.

{button ,AL(`Sorting and filtering address book data;',0,"Defaultoverview",)} <u>Related topics</u>

To filter an address book to display a specific entry or range of entries

1 Click an address book in the Tree view.

2 Type filter criteria in the **Search names** box.

3 Press **Enter**.

{button ,AL(`Sorting and filtering address book data;',0,"Defaultoverview",)} <u>Related topics</u>

To apply an advanced filter on an address book

1 Click an address book in the Tree view.

2 Click **View ▶ Filter**.

3   Choose filter criteria from the list box.

4   Open the **Filter operator** flyout, and click a filter operator.

5   Type text in the box to the right of the **Filter operator** flyout.

6   Open the **Filter option** flyout, and click a filter option.

Note

- For more information about filter operators and filter options, see "Reference: Using CorelCENTRAL Address Book."

{button ,AL(`Sorting and filtering address book data;',0,"Defaultoverview",)} Related topics

Renaming and deleting address books

You can rename an address book. You can also delete an address book.

{button ,AL(`Renaming and deleting address books;',0,"Defaultoverview",)} <u>How to</u>

To rename an address book

1 Click an address book in the Tree view.

2 Click **File ▶ Rename**.

3   Click the **Address book** tab.

4   Type text in the **Name** box.

Note

- You cannot rename the default CorelCENTRAL address book named "Addresses".

{button ,AL(`Renaming and deleting address books;',0,"Defaultoverview",)} <u>Related topics</u>

To delete an address book

1 Click an address book in the Tree view.

2 Click **File ▶ Delete**.

Notes

- You cannot delete the default CorelCENTRAL address book named "Addresses".
- You cannot delete MAPI-compliant address books created in other applications from CorelCENTRAL Address Book.

{button ,AL(`Renaming and deleting address books;',0,"Defaultoverview",)} Related topics

Working with custom fields in address books

CorelCENTRAL Address Book lets you create custom fields to store specific information in an address book. You can enter data into a custom field. You can also rename or delete a custom field.

{button ,AL(`Working with custom fields in address books;',0,"Defaultoverview",)} <u>**How to**</u>

To create a custom field in an address book

1 Click an address book in the Tree view.

2 Click **Edit ▶ Custom fields**.

3   Click **New**.

4   In the **New custom field** dialog box, type text in the **New field name** box.

📌 **Notes**

- Custom fields display on the **Custom** tab in the **Properties** dialog box for each address entry in the address book.

- You can create up to ten custom fields in an address book.

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{button ,AL(`Working with custom fields in address books;',0,"Defaultoverview",)} **Related topics**

To enter data into a custom field

1 Click an address entry in the Summary view.

2 Click **Address ▶ Edit**.

3   Click the **Custom** tab.

4   Type text in the custom field box.

{button ,AL(`Working with custom fields in address books;',0,"Defaultoverview",)} <u>Related topics</u>

To rename a custom field

1 Click an address book in the Tree view.

2 Click **Edit ▶ Custom fields**.

3   Choose a field from the **Fields** list.

4   Click **Rename**.

5   In the **Rename custom field** dialog box, type text in the **New field name** box.

{button ,AL(`Working with custom fields in address books;',0,"Defaultoverview",)} <u>Related topics</u>

To delete a custom field

1 Click an address book in the Tree view.

2 Click **Edit ▶ Custom fields**.

3 Choose a field from the **Fields** list.

4 Click **Delete**.

{button ,AL(`Working with custom fields in address books;',0,"Defaultoverview",)} <u>Related topics</u>

Setting access to address books and address entries

You can apply hidden or read-only access to address books and address entries.

Address books and address entries with hidden access applied can't be viewed by other users. Address books and entries with read-only access can be viewed by other users but not modified.

{button ,AL(`Setting access to address books and address entries;',0,"Defaultoverview",)} How to

To apply hidden or read-only access to an address book

1 Click an address book in the Tree view.

2 Click **File ▶ Rename**.

3   Click the **Security** tab.

4   Enable one of the following check boxes:

- **Hidden**

- **Read-only**

{button ,AL(`Setting access to address books and address entries;',0,"Defaultoverview",)} <u>Related topics</u>

To apply hidden or read-only access to an address entry

1 Click an address entry in the Summary view.

2 Click **Address ▶ Edit**.

3   Click the **Security** tab.

4   Enable one of the following check boxes:

- **Hidden**

- **Read-only**

{button ,AL(`Setting access to address books and address entries;',0,"Defaultoverview",)} <u>**Related topics**</u>

Publishing address books in HTML

You can save address books in <u>HTML</u> for publishing to the <u>World Wide Web</u> or to an <u>intranet</u>. You can also include contact information in the signature, which displays at the bottom of the HTML file.

{button ,AL(`Publishing address books in HTML;',0,"Defaultoverview",)} <u>How to</u>

To save an address book in HTML

1 Click an address book in the Tree view.

2 Click **File ▶ Publish to HTML**.

3 Click the **Address book** tab.

4 In the **Layout** area, enable one of the following options:

- **Table layout**—publishes address entries in a table
- **Page layout**—publishes address entries on selected pages

5 In the **Range** area, enable one of the following options:

- **All entries**—publishes all address entries
- **Selected entries**—publishes selected address entries

6 In the **Columns to** area, enable any of the check boxes.

7 Click the **Location** tab.

8 Click the **Browse** button in the **Where to publish** box, and choose the drive and folder where you want to save the HTML file.

The **.htm** filename extension is automatically appended to the filename.

9 Type a filename in the **Filename prefix** box.

The filename prefix is automatically added to the filename.

You can also

View an HTML file immediately after it has been created	Click the **Location** tab. Enable the **View after** publishing check box.
Issue a warning before an HTML file replaces one with the same filename	Click the **Location** tab. Enable the **Prompt before overwriting files** check box.

{button ,AL(`Publishing address books in HTML;',0,"Defaultoverview",)} <u>Related topics</u>

To include contact information in the signature of an HTML file

1 Click **File ▶ Publish to HTML**.
2   Click the **Banner/signature** tab.
3   Enable the **Send comments to** check box, and type a name in the box to its right.
4   Enable the **E-mail address** check box, and type an e-mail address in the box to its right.

You can also

Include a banner in an HTML file	Type text in the **Banner** box.
Include copyright information in the signature of an HTML file	Enable the **Copyright** check box, and type a date in the **Copyright** box, and a name in the **By** box.
Include the current date in the signature of an HTML file	Enable the **Date updated** check box.

{button ,AL(`Publishing address books in HTML;',0,"Defaultoverview",)} **Related topics**

Importing and exporting address book data between formats

You can import and export data from one address book format to another.

Address book data can be imported into a field in CorelCENTRAL Address Book by using ASCII text (**TXT**) format, and Comma Separated Value (**CSV**) format. When you import address book data in these ways, you map fields in the file you are importing to corresponding fields in a CorelCENTRAL address book.

Corel Address Book 8 (**ABX**) files and Microsoft Outlook data can be imported and exported to and from CorelCENTRAL Address Book.

Group records cannot be imported or exported.

{button ,AL(`Importing and exporting address book data between formats;',0,"Defaultoverview",)}
How to

To import address book data

1 Click **File ▶ Import/export expert**.
2   Follow the instructions on your screen.

{button ,AL(`Importing and exporting address book data between formats;',0,"Defaultoverview",)}
Related topics

To export address book data

1 Click **File ▶ Import/export expert**.
2   Follow the instructions on your screen.

Note

- To import a Netscape Address Book file into CorelCENTRAL Address Book, you must first export the file in Tab Delimited ASCII text format (**TXT**) and then import it into CorelCENTRAL Address Book.

{button ,AL(`Importing and exporting address book data between formats;',0,"Defaultoverview",)}
Related topics

Sending e-mail from CorelCENTRAL Address Book

You can send e-mail from CorelCENTRAL Address Book using the default MAPI-compliant e-mail program set up in the Windows messaging profile. For information about MAPI, see "Reference: Using CorelCENTRAL Address Book."

For information about installing Windows messaging and creating Windows messaging profiles, see the Microsoft Windows documentation.

{button ,AL(`Sending email from CorelCENTRAL Address Book;',0,"Defaultoverview",)} How to

To send e-mail from CorelCENTRAL Address Book

1 Click an address entry in the Summary view.

2 Click **Tools ▶ Send mail**.

3 Choose a profile from the **Profile name** list box.

{button ,AL(`Sending email from CorelCENTRAL Address Book;',0,"Defaultoverview",)} <u>Related topics</u>

Printing address books

You can print one or more copies of an address book. You can set portrait or landscape orientation for printing. You can also set page margins.

{button ,AL(`Printing address books;',0,"Defaultoverview",)} How to

To print an address book

1 Click an address book in the Tree view.

2 Click **File ▶ Print**.
3   Click the **Print** tab.
4   Choose a printer from the **Current printer** list box.
5   Enable one of the following options:

- **Current record**—prints the current record
-    **Selected record(s)**—prints the selected record(s)
-    **All records**—prints all the records in the current address book

    If you want to print multiple copies, type a value in the **Number of copies** check box in the **Copies** area.

6 Click **Print**.

You can also

Collate printed pages	Enable the **Collate copies** option.
Group printed pages	Enable the **Group copies** option.
Print the last page first	Enable the **Print in reverse order** check box.
Choose a print format	In the **Print format** area, choose a format from the list box.

{button ,AL(`Printing address books;',0,"Defaultoverview",)} Related topics

To set portrait or landscape orientation for printing

1 Click **File ▶ Page setup**.
2   Enable one of the following options:

- **Portrait**—prints a page where the height is greater than the width
-     **Landscape**—prints a page where the width is greater than the height

{button ,AL(`Printing address books;',0,"Defaultoverview",)} <u>Related topics</u>

To set the page margins

1 Click **File ▸ Page setup**.
2　　　Click the **Margins** tab.
3　　　Type values in the following boxes:

- **Left**—to specify the width of the left margin
- 　　**Right**—to specify the width of the right margin
- 　　**Top**—to specify the height of the top margin
- 　　**Bottom**—to specify the height of the bottom margin

4 Click one of the following buttons:

- **Equal**—to set all margins equal to the last margin value edited
- 　　**Minimum**—to set all margins to the minimum size allowed by the current printer

{button ,AL(`Printing address books;',0,"Defaultoverview",)} <u>Related topics</u>

Reference: Using CorelCENTRAL Address Book

This topic contains additional information about working with Lightweight Directory Access Protocol (LDAP) directory server and Messaging Application Program Interface (MAPI) compliant address books, using filter operators and options, and CorelCENTRAL Address Book shortcut keys.

{button ,AL(`Reference Using CorelCENTRAL Address Book;',0,"Defaultoverview",)} **How to**

Working with LDAP directory server address books

CorelCENTRAL Address Book lets you connect to and open directory server address books using LDAP. LDAP directory servers store data in a hierarchical tree structure that reflects geographic and organizational boundaries, with countries listed below the node, followed by companies, states, or national organizations, and then individuals, including people or shared resources.

The hierarchical format of an LDAP directory server enables structured searches using what is called a Distinguished Name (DN). The DN is identified in CorelCENTRAL Address Book as the search root. When you search an LDAP directory server address book, you must provide a DN as the starting point for the search. For example, to search an LDAP directory server for a person, you could enter the DN or search root as "**cn=x,o=y,c=z**", where **x** represents the person's common name, **y** represents the organization with which the person is affiliated, and **z** represents the country in which the organization exists.

You can also apply filter operators to narrow the search to a range of entries that match the criteria you specify. For more information about filter operators, see "Using filter operators and options."

By default, LDAP directory servers listen to port 389.

The following table lists search roots you can use in a DN to search an LDAP directory server.

Distinguished name (DN)	Represents
cn	common name
o	organization
ou	organization unit
c	country
l	locality name
st	state
street	street address

{button ,AL(`Reference Using CorelCENTRAL Address Book;',0,"Defaultoverview",)} Related topics

Working with MAPI-compliant address books

CorelCENTRAL Address Book lets you access MAPI-compliant address books on your computer. For example, if you have an address book on your computer that was created with a MAPI-compliant application such as Novell GroupWise or Microsoft Outlook, you can open and edit it in CorelCENTRAL Address Book without using the application in which the address book was created.

If you want to open MAPI-compliant address books in CorelCENTRAL Address Book, you must first install Windows messaging, create a profile, and set it as the default. A Windows messaging profile contains configuration details for information services such as email applications and address book formats. CorelCENTRAL Address Book uses the settings in the default Windows messaging profile to determine which address books display in the Tree view of the CorelCENTRAL Address Book application window. For example, to display a Microsoft Outlook address book in CorelCENTRAL Address Book, you must create a Windows messaging profile that contains Microsoft Outlook, and set it as the default.

If you change the information services in a Windows messaging profile, the address book types that display in CorelCENTRAL Address Book also change. When you change the Windows messaging profile and set it as the default, you must update CorelCENTRAL Address Book to display the MAPI-compliant address books in the new profile. If you remove an address book format from a Windows messaging profile, the address books of that format still display in the Tree view, but you can no longer edit them. If such an address book displays, it is removed when you click it.

For more information about installing Windows messaging and creating Windows messaging profiles, see the Microsoft Windows documentation.

{button ,AL(`Reference Using CorelCENTRAL Address Book;',0,"Defaultoverview",)} Related topics

Using filter operators and options

CorelCENTRAL Address Book provides several filter operators and options. You can use filter operators to connect to an LDAP directory server address book. You can use filter operators and options to conduct an advanced filter on an address book.

The following table lists the filter operators and options that CorelCENTRAL Address Book supports.

Filter operator	Finds
= Equal to	Entries that equal the specified text or value
!= Not equal	Entries that do not equal the specified text or value
< Less than	Entries less than the specified text or value
<= Less than or equal	Entries less than or equal to the specified text or value
> Greater than	Entries greater than the specified text or value
>= Greater than or equal	Entries greater than or equal to the specified text or value
[ ] Contains	Entries that contain the specified text or value

Filter option	To
And	Include entries that meet two or more conditions. For example, using >L and <P displays only M, N, and O.
Or	Include entries that meet one of two or more conditions. For example, using =L or =P displays either L or P.
Insert row	Include another row to narrow or broaden the search. For example, to display the names of all employees whose last name begins with D and who work in the Manufacturing department, use **Insert row** to create a three-row filter based on that criteria.
Delete row	Delete any row in the filter
New group	Create another filter string

CorelCENTRAL Address Book shortcut keys

The following tables show the shortcut keys for CorelCENTRAL Address Book.

File menu shortcuts

Press	To
Ctrl + **N**	Open a **New** document
Ctrl + **O**	**Open** a document
Ctrl + **F4**	**Close** the active document
Ctrl + **E**	**Import** or **export** address book from other formats
Ctrl + **P**	**Print** from an address book
Alt + **F4**	**Quit** CorelCENTRAL Address Book

Edit menu shortcuts

Press	To
Ctrl + **X**	Move the selected address entry to the Clipboard, and remove it from the address book
Ctrl + **V**	Insert address entry from the clipboard into the address book
Ctrl + **A**	**Select all**
Ctrl + **F**	Open the **Find** dialog box

Tools menu shortcuts

Press	To
Alt + **F11**	Start the Visual Basic Editor

Help menu shortcuts

Press	To
F1	Display a list of **Help** topics

Dialog box shortcuts

Press	For
F4	**Browse** button
Tab + **Spacebar**	**Add/remove members** button

{button ,AL(`Reference Using CorelCENTRAL Address Book;',0,"Defaultoverview",)} <u>**Related topics**</u>

→

The **Right arrow** button maps the fields selected in the Imported and Address Book boxes.

←

The **Left arrow** button unmaps the fields selected in the Mapped boxes.

The **Browse** button lets you browse to a folder on your computer.

The **Ascending arrow** lets you sort in ascending order.

The **Descending arrow** lets you sort in descending order.

The **Address Book** button opens CorelCENTRAL Address Book.

The **Down arrow** lets you view and choose a category icon from the list.

Add ->

The **Add** button.

<- <u>R</u>emove

The **Remove** button.

The **Categories** button lets you create categories in address books.

Descending order

A sort order. In text fields, alphabetical order is generally from Z to A and case-sensitive, but the order may depend on the language you are using; in numeric fields, it is highest to lowest (9 to 0); and in date fields, it is the latest date to the earliest date.

Icon well

An area at the bottom of the CorelCENTRAL Day Planner application window. The icon well can be configured with graphical representations of icons that you can click to start CorelCENTRAL applications, other applications, and to open files and folders.

ASCII

A basic set of 128 alphabetic and numeric characters, symbols, and control instructions. The ASCII character set is a subset of the ANSI character set used in Windows products.

HTML

An authoring language used to create documents for the World Wide Web. HTML allows you to create hyperlinks to other parts of a document, to other pages, or to other resources on the Internet.

Ascending order

A sort order. In text fields,   alphabetic order is generally from A to Z and case-sensitive, but the order may depend on the language you are using; in numeric fields, it is lowest to highest (0 to 9); and in date fields, it is the earliest date to the latest date.

Intranet

A private network usually contained within an organization. An Intranet is primarily intended as a medium for sharing information and resources among employees.

World Wide Web (WWW)

The graphical component of the Internet. Text and images are displayed on Web sites using HTML coding and <u>GIF</u> and <u>JPG</u> picture formats.

ANSI

The character set used in Windows products. ANSI characters can be translated into decimal and hexadecimal numbers.

See also ASCII.

GIF

A bitmapped image file format often on the World Wide Web pages. GIF supports color and various resolutions and includes data compression. GIF format is generally used for images that contain text and blocks of solid color. JPEG format offers better compression for photos.

JPG

A file format for bitmapped images. Although JPEG can compress a file to as much as 5% of its original size, some detail is lost in the compression.

vCard

An industry standard format for exchanging personal or business card information electronically. vCard information is often exchanged as an attachment to an email message. A vCard can contain a name, address, the date and time, and options such as photographs, company logos, and sound files. You can view vCard information and drag it to an address book to integrate it with an address entry.

`=`

The **Filter operator** flyout lets you choose a filter operator.

End

The **Filter option** flyout lets you choose a filter option.

Merge data file

A WordPerfect data file supplies information to the form document during a merge. You can arrange the information in either a <u>text</u> or <u>table</u> format. (In previous versions of WordPerfect, a data file was known as a secondary merge file.)

Form document

In WordPerfect, a form document provides the repeated information and layout for a merged document. It can contain text, graphics, and page formatting for each merged document, as well as field names and merge codes. (In previous versions of WordPerfect, a form document was known as a form file or a primary merge file.)

Record

In WordPerfect, a record is a series of related fields of information in a data source. A record can contain one field or many. In a text file, each record is separated by an ENDRECORD marker. In a table file, each record is a row. In CorelCENTRAL Address Book, a record (or an entry) is a row of information.

Data source

In WordPerfect, a data source supplies information to a <u>form document</u> during a merge. You can use a WordPerfect data file or a CorelCENTRAL Address Bookas a data source. You can also use keyboard input, an ODBC data source, a database file from another application, a spreadsheet file, an ASCII Delimited Text file, or a data file in another word processing format.

Field (WordPerfect)

A field is the smallest unit of information in a data file that can be referenced in a merge. A field can be one character or many. In a <u>text file,</u> each field is separated by an ENDFIELD marker. In a <u>table file,</u> each individual field is a cell, or a field group is a column.

Data table file

In WordPerfect, a data file provides data to the form file during a merge. You can create a data file in either text or table format. When the data file is arranged in text format, information is separated into fields and records. (In previous versions of WordPerfect, a data file was known as a secondary merge file.)

Data text file

In WordPerfect, a data file provides data to the form file during a merge. You can create a data file in either text or table format. When the data file is arranged in text format, information is separated into fields and records. When the data file is arranged in table format, each column of the table contains a field. Each row contains a record. (In previous versions of WordPerfect a data file was known as a secondary merge file.)