

## The Address Book



The Address Book is a convenient place for you to store information about friends, family and business associates. It's completely customizable so it works the way you want it to.

You can...

- \* Search the address book by any field to find a specific contact.
- \* Sort by any field.
- \* Dial phone numbers with the click of your mouse.
- \* Print a list of contacts in a variety of formats.
- \* Import contacts from any comma delimited text file.
- \* Export any or all contacts to a text file for use with mail merges or for importing into another program.

## Adding or Editing a Contact



### Select Edit|New or Edit|Properties

To add a new contact perform the following steps:

1. Select Edit|New.
2. Fill in the contact information.
3. Click OK.

To edit a contact's properties perform the following steps:


1. Select the contact you want to edit.
2. Select Edit|Properties.
3. Make any changes to the contact information.
4. Click OK.

### **Notes:**

Within the contact properties dialog box you can

1. Dial the contact's phone number.
2. Send the contact e-mail
3. Visit the contact's web site

by clicking the  button next to the corresponding field.

These actions can also be performed directly from the main screen by clicking one of these buttons 



on the toolbar or choosing the appropriate command on the **Contact** menu.

## Deleting a Contact



### Select Edit|Delete

To delete a contact perform the following steps:

1. Select the contact you want to edit.
2. Select Edit|Delete.
3. Click YES.

## Searching for a Contact



### Select Edit|Find or Edit|Find Next

You can use the search features to search for a contact in a variety of ways.

To search for a contact perform the following steps:

1. Select Edit|Find.
2. Enter the text you want to search for.
3. Select the field you want to search or check *Search all fields* to search all fields.
4. Check *Exact matches only* to search for an exact match.
5. Check *Case sensitive* to make the search case sensitive.
6. Click OK.

### **Notes:**

The contact that matches will be highlighted or an error message will be displayed if no contacts match.

You can use the Find Next... command to find the next contact after the currently selected contact that matches.

# Printing your Address Book



## Select File|Print

The print command allows you to print your address book in a variety of ways.

To print your address book perform the following steps:

1. Select File|Print
2. Choose the fields you want to include in the printout.
3. Choose the records (contacts) you want to include.
4. Choose the options:
  - \* If *Skip blank fields* is checked then blank fields will not be printed, otherwise blank fields will be printed but will be empty (for example Name: ).
5. Choose the Print size.
6. Choose the Font size
7. Click OK.

# Exporting your Address Book

## Select File|Export

The export command allows you to export selected contacts in your address book to a comma delimited text files. You can use the text file to do mail merges or import the contacts into some other program.

To export your address book perform the following steps:

1. Select File|Export.
2. Choose the fields you want to export.
3. Choose the records (contacts) you want to export.
4. Choose the options:
  - \* If *Include field names on first line* is checked then field names will be included on the first line in the export text file. Many programs require this and it makes it easier to identify fields in your export file.
  - \* If *Use quotes to enclose fields* is checked then fields are enclosed in quotes. This option must be checked if any of your fields contain the delimiter character (,)
5. Click OK.

# Importing Contacts

## Select File|Import

The import command allows you to import contacts in a comma delimited text file into your address book. This command is useful to transfer your address book from any other program that supports comma delimited text files.

To import contacts perform the following steps:

1. Select File|Import.
2. Choose the import file.
3. Click Open.

### Notes:

The import file must be a standard comma delimited text file with fields enclosed in quotes.

The file must be an ASCII text file consisting of one or more records (each on a separate line). Each record consists of one or more fields, enclosed in quotes and separated by a comma.

The fields must be in the following order within each record.

Last Name  
First Name  
Company  
Title  
Birthday  
Anniversary  
Address 1  
Address 2  
City  
State  
Zip  
Country  
Phone 1  
Phone 2  
Fax  
Email  
Notes  
WWW  
User 1  
User 2  
Business Address 1  
Business Address 2  
Business City  
Business State  
Business Zip  
Business Country  
Business Phone 1

Business Phone 2  
Business Fax  
Business Email  
Business Notes  
Business WWW  
Business User 1  
Business User 2

Records do not need to include all fields, but the fields must be kept in order. If, for example, a record has a Birthday field but no Company or Title fields, the Company and Title fields must be present but blank:

“Smith”,”John”,”,”, “June 20, 1970”,”,”,”111 Smitty Lane”

Trailing fields that are blank can be left out completely.



# Setting the Displayed Fields

## Select Edit|Columns

To select the fields that are displayed perform the following steps:

1. Select Edit|Columns
2. Add the desired fields to the selected field listbox.
3. Click OK

### **Notes:**

You can resize any column by clicking on the column header divider and dragging to the desired size.

You can sort by an field by clicking on the column header above the field you want to sort by. Each click will reverse the order for that field.

