My Personal Data Binder Help

[Adding Records](#)
[Deleting Records](#)
[Saving/Updating Records](#)
[Browsing Records](#)
[Searching Records](#)
[Printing Records](#)
[Internet Options](#)
[Saving and Restoring Database](#)
[About](#)

Adding Records

To add a record, click **Add** and enter the information for that record. When you're done, don't forget to click **Save/Update** !!!

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Deleting Records

To delete a record, go to the particular record and click **Delete** .

Printing Records

To print out a hard copy of your database, click on Print which is located on top of the program's screen and choose All Information. Click on print preview or print report to printer. Print preview will give you a preview of what the database will look like if you print it out and print report to printer is pretty self explainatory. There are also three other reports that you can print. Personal Information, Business/College Information and Internet Information. All of these reports support print preview and print report to printer.

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About

My Personal Data Binder was written in Visual Basic 5 using Windows NT 4.0 Workstation. If you have any questions, comments, or ideas on making this program better, please email me at mbarys@megsinet.net.

I would like to thank Tony Johnson for helping me with a few routines. I really appreciate the help.

Remember to check my webpage frequently for updates: http://www.megsinet.com/mbarys

Thanks for trying the program,
Matt

This program is now shareware. You have a 60 day trial period to try out the software. If you like it, you are encouraged to register it for $15. If you don't register it within 60 days, the program will be obsolete.

To register, send a check for $15 (US funds only) to:

Matt Barys
813 Junie Ct.
Joliet, IL 60435

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Saving/Updating Records

To save or update a record, click [Save/Update] on the bottom of the program. When updating a record, you can select the box or text you want to replace or add to and then click [Save/Update].

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Browsing Records

To browse from record to record, click on the farthest arrows on this ⏮◀ PDB.MDB ▶⏭ which is located towards the top of the program.

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Saving and Restoring Database

To save the database, click on the Backup Database icon in your folder. This option only works if you have a disk in your a: drive. You can backup the database as many times as you want with the same disk, it will just overwrite the data. To restore the database, click on the Restore Database icon in your folder and put the backup disk in drive a:.

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Searching Records

To find a specific person, click on Search on top of the form. You will then have two choices: Full name and Partial name. If you know the persons full name that you entered when creating the record, enter it in the box provided in the following format: lastname, firstname. If you don't know the correct spelling of the last name, but do know the first few letters, chose the Partial name option. When the input box appears, enter a few of the letters of the lastname you're looking for followed by an *. The result will be the first record it finds that starts with those letters. Don't forget the * or it will give you a not found message.

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Compacting Database

This feature is in your My Personal Data Binder folder. When creating and deleteing records in your database, it tends to leave unwanted extra space which in turn makes the database file larger then wanted. To reduce the size of the database file and increase speed, use this option. All you have to do is click on the icon and it will do everything automatically. I recommend this feature be done periodically.

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Internet Options

I have added a few nifty options that work with your Internet browser and Email client. If you look under the Internet tab, you'll see a box with an L in it. If you have specified an Email address or Home Page URL, you can access these by clicking on the L. For example, if you want to go the that person's web site from MPDB, just click on the L and your default web browser will open up and go to that URL! Same goes for the Email. If your click on the L, your default Email client will pop up and the person's name will appear in the To: field and you can start typing!

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