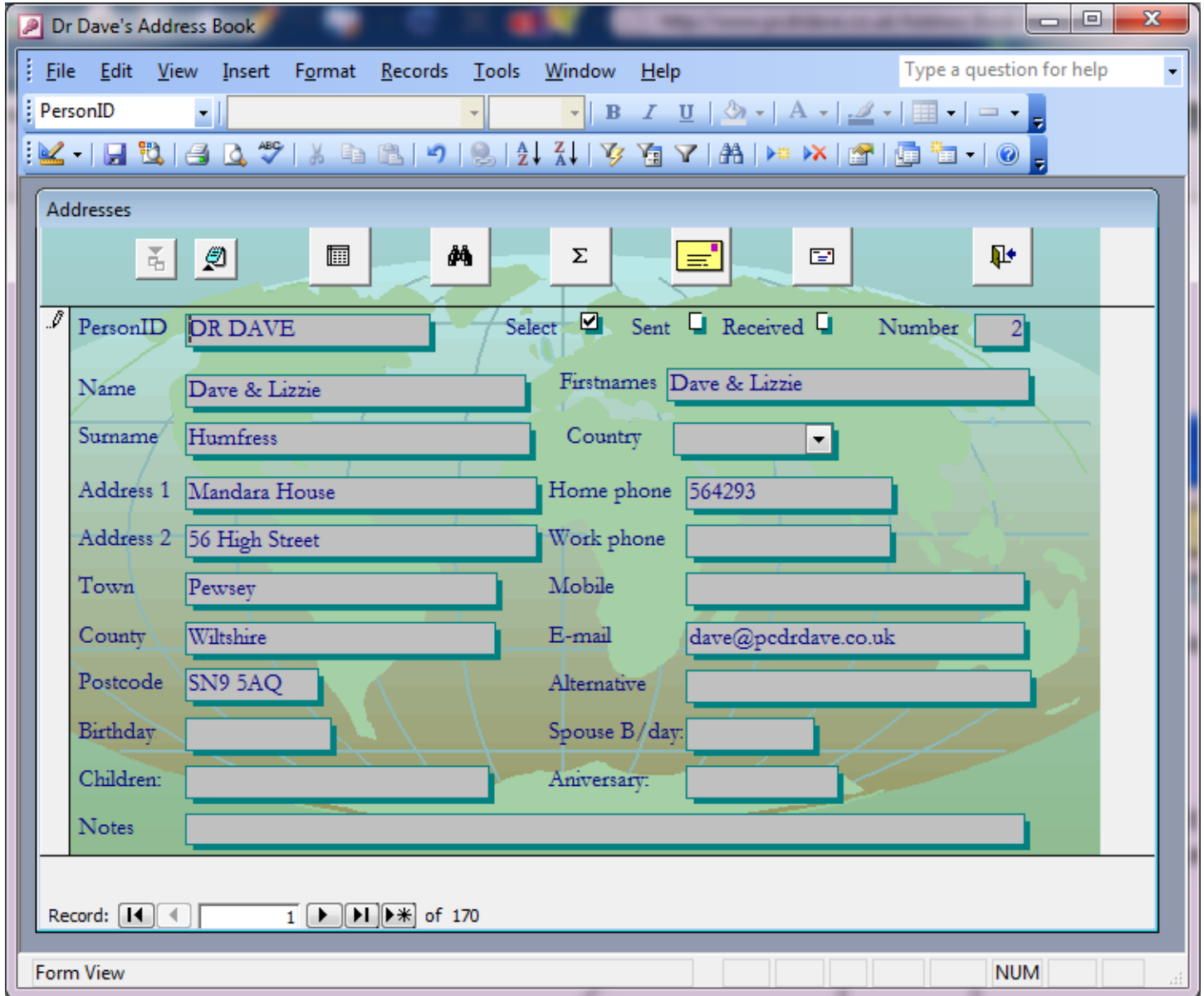


PC Doctor Dave's Address Book

When the database is opened you will see the following (the records shown will be the first alphabetic entry).



The screenshot shows the 'Dr Dave's Address Book' application window. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. A search bar is present with the text 'Type a question for help'. The main area is titled 'Addresses' and contains a toolbar with icons for import, search, grid view, group view, summary, print, and refresh. Below the toolbar is a form for a contact. The form fields are as follows:

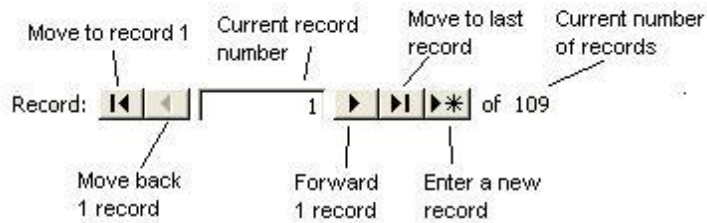
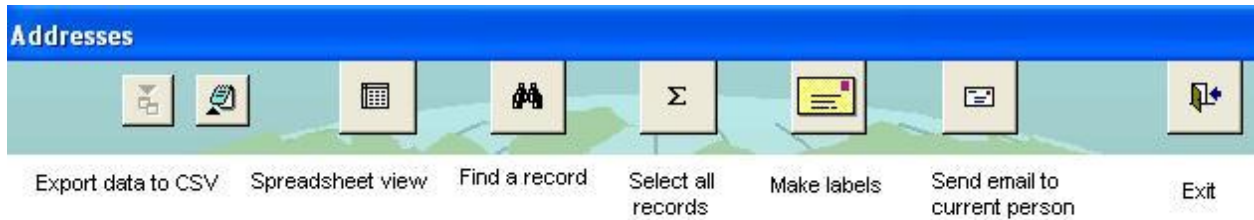
Field	Value	Field	Value
PersonID	DR DAVE	Select	<input checked="" type="checkbox"/>
Name	Dave & Lizzie	Firstnames	Dave & Lizzie
Surname	Humfress	Country	
Address 1	Mandara House	Home phone	564293
Address 2	56 High Street	Work phone	
Town	Pewsey	Mobile	
County	Wiltshire	E-mail	dave@pcdrdave.co.uk
Postcode	SN9 5AQ	Alternative	
Birthday		Spouse B/day	
Children		Aniversary	
Notes			

At the bottom of the form, there is a record navigation bar showing 'Record: 1 of 170'. The status bar at the very bottom indicates 'Form View' and 'NUM'.

The first icon allows import from Thunderbird email client and is 'greyed out' if you do not use Thunderbird. At the moment the package does not link to outlook but this can be added if you are interested.

More on the next page

The address form explained



NOTE: The entry in PersonID (the first field) is mandatory and it must be unique. If there are 2 people called SMITH, the second should be added as SMITH2.

The pre-selection form

The screenshot shows a dialog box titled "Label preselection" with the following options:

- Data selection
 - One-off labels
 - Labels for selected addresses
 - Labels for sent addresses
 - Labels for received addresses
- Data reset selections
 - Do not reset any fields
 - Clear all selections and set sent to selected items
 - Clear sent only and set to selected items
 - Clear received only

Label Type: Avery 4-5 J8163 – 14 labels per sheet – LA9237

Buttons: OK, Exit

Data selection choices

One-off labels is intended for when you are sending just one or a few letters for a specific reason and need to pick out some specific names.

Having selected some (or all) of the records, the choice 'Labels for selected addresses' will produce labels for all the records that you have selected.

If you have cleared the selections and set the sent accordingly (see below), the choice 'labels for sent addresses' will let you repeat the label run without having to repeat you selection.

The last choice for 'received addresses' is unlikely to be needed but is included for 'belt and braces' !

Data reset selections

NOTE – reset is done as soon as OK is pressed. You do not actually have to print

The default *Do not reset any fields* has no effect on the 3 selection boxes.

Clear all selections and set sent to selected items moves the selected value to the sent value and clears the received and selected fields. This is intended for a yearly Christmas label run.

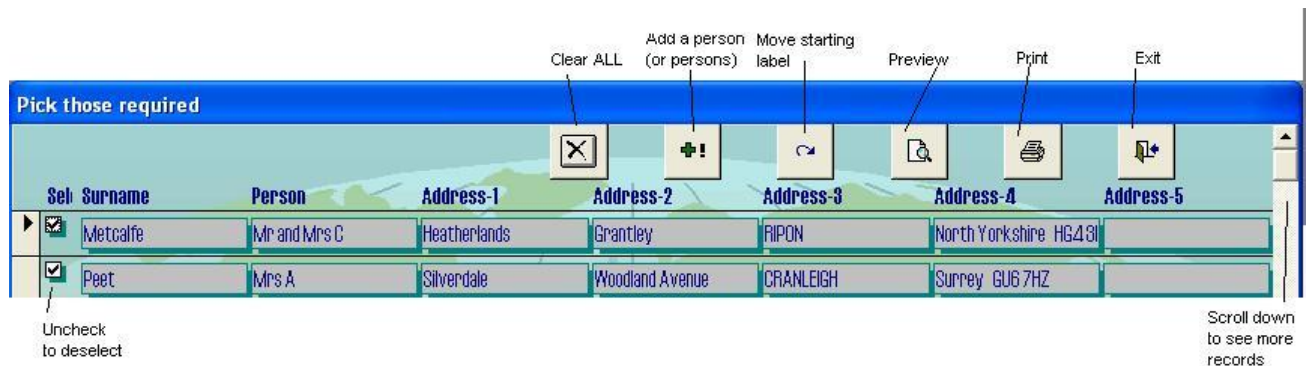
Clear sent and set to selected preserves selected and received values

Clear received only does what is says on the box. Nothing is changed in selected and sent fields.

Label type should not need to be adjusted.

More on the next page

The print screen explained



Clear all is more likely to be used when preparing one-off labels.

When adding people, records are selected that start with the entered characters. For example entering 'SMITH' will select SMITH, SMITH2 and SMITHY. Entering 'H' will select all records that have a PersonID that begins with H.

The label starting position allows you to re-use a sheet of labels having already removed one or more label. Entering 2 will make the first label blank.

Preview lets you see how the labels will look when printed.

Print will print immediately to the default printer. Be sure to load your labels into the printer.

The checkbox in the first column allows you to remove someone added in error or (more likely) one of a group of people added for one off labels (eg when adding SMITH – see above). Note that this does NOT affect the select box in the main screen.

The scrollbar allows you to move up and down the list of selected records.