



Universal Address Book

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Program Description

Universal Address/Phone Book is an information manager that allows you to quickly locate, enter and modify addresses.

All records are sorted alphabetically by any field so you can find them easily.


Once you have located the desired record the Universal Address/Phone Book can dial the phone number for you (providing you have a modem connected to the phone line).


Flexible import/export functions allow the exchange of data between many applications.


The program organizes the data efficiently, so that the information is readily accessible in a variety of ways.


A similar format to a physical note book makes the program very easy to use, intuitive, and straightforward. On-line help messages are only one mouse click away. Can be used by both beginners and advanced users.

New Features and Services


 New Standard Help System was added. Just click on the Help push button. There is still our old help system (right mouse click) for fast reference of the corresponding information.

 There are new options for printing envelopes. You can specify top and left margins of the return address and addressee. You can also select font name, size, and attributes.

 Popup Menus have been added for [Record Buttons](#). Popup menus give you a fast way to access some functions (Call, Print Envelope, Delete, Quick View, Sort By...).

 Now you can order with VISA credit card directly from us. If you have access to online system fill the registration form, encrypt it, and send to our online address.

 Now we do not charge for upgrades! All new versions are free for our registered users!

 We have opened PrimaSoft WWW Home Page. This is the first place where new releases of our software are ready for downloads:

<http://www.primasoft.com>

Update your bookmarks!


 Great news for America Online users. We have opened PrimaSoft Forum at America Online system. Use the KEYWORD function (under GO TO menu item). Enter the keyword "PRIMASOFT FORUM" or "**PRIMASOFT**", which will take you to the main menu of our Forum.

Table Of Contents Window

The Table of Contents window is opened at the program startup.

Table of Contents' purpose is to display a record list in a notebook format, making it a general purpose viewing tool. From here, you can browse through records, sort them, filter the records you like or don't like arranging them the way you like.

Fields listed in the Table of Contents are only in the readable form. Records can be created or modified in the [Details Window](#). Press on the [Record Button](#) or press on the [New Button](#) to display the Details Window.

Details Window

Details Window displays all data fields for the selected record. You can modify information displayed in edit boxes. You can also delete the current record or create a new one. PgUp and PgDn buttons let you display details of other records.

Press on the [Record Button](#) or the New Button in the [Table of Contents](#) window to display the Details Window.



[Data Entry Fields](#)





[Delete](#)



[Call](#)

Speed Bar - Table of Contents

The Speed Bar is a shortcut to application functions. Speed Bar is displayed at the bottom part of the program window. Press buttons on the Speed Bar panel to execute functions.

 Search	<u>Search</u>
 Filter	<u>Filter</u>
 Summary	<u>Summary</u>
 Color	<u>Colors</u>
 Print	<u>Print</u>
 Options	<u>Options</u>
 New	<u>New</u>
 Load	<u>Load</u>
 Exit	<u>Exit</u>
Export	<u>Export</u>
Import	<u>Import</u>

How To Register ?

Choose the most convenient way to register/order the program:

1) Money Order, Check, or Cash

Please send your money order, check (drawn on Canadian or American Bank), or cash with a registration form to the following address:

PrimaSoft PC, Inc.
P.O. Box 456
Surrey, BC V3T 5B7
CANADA

2) Credit Card Orders

We accept VISA Card orders. Please send us a registration form with the card number, the cardholder name and the expiration date. You may send all this information to the address mentioned above or by:

Phone: 1-604-951-1085
Fax: 1-604-951-1085
CompuServe: 74643,2635
Internet: abrzezin@direct.ca
AOL: MKosznik
MSN: Primasoft

IMPORTANT: For those who want to send us an order form as an e-mail with the attached encrypted file (order form file). Do it in the following way:

- From INTERNET - then send to our INTERNET address.
- From COMPUSERVE - then send to our COMPUSERVE address.
- From America OnLine - then send to our America OnLine address.
- From Microsoft Network - then send to our Microsoft network address.

3) Compuserve Registration

Compuserve provides a convenient on-line registration system. Just GO SWREG and place an order. The payment will be billed to your Compuserve Statement. You will be asked for the Product Number, keep it handy.

GO SWREG

Product Number:**9491**

4) INTERNET Registration Through Our WWW Home Page or First Virtual (all Credit Cards)

You need a World-Wide Web browser. You may visit our HOME PAGE :

<http://www.primasoft.com>

You need a World-Wide Web browser. You may visit our HOME PAGE at First Virtual directly, use address:

http://www.infohaus.com/access/by-seller/PrimaSoft_Inc

How to register through First Virtual ?

- 1) Locate the following Internet Site: <http://www.fv.com>
- 2) Find the information on how to open a buyer's account at First Virtual (it's easy and you only do it once)
- 3) After you have opened a buyer's account enter the First Virtual Infohause (on-line shopping mall)
- 4) Browse the catalog by seller and select PrimaSoft PC, Inc.

5) Select the program you want and download it (just click on the icon)

About PrimaSoft PC

PrimaSoft PC, Inc., a Canadian software company, specializes in developing utility software for PC users. To date, the company has developed a number of DOS and Windows-based utility packages, such as text editors, organizers, catalogues which are currently distributed as shareware all over the world.

Over the past four years, PrimaSoft PC has designed and implemented about 25 Windows programs that are distributed as **PrimaSoft Windows Collection**. All programs use a book-like user interface that seems to be well received by most users, especially computer novices.

Beginning with PrimaSoft Internet Organizer, PrimaSoft PC has introduced a new product line based on greatly improved user interface and powerful DBase database engine (industry standard). New products should appeal to both beginners as well as sophisticated users and corporations (the software can be used in multiuser environments).

We will also be releasing small, user-friendly utilities that can make your life easier. Some examples are: PrimaSoft Dialer, PrimaSoft Mouse Tracker, and PrimaSoft Text.

[Contact Information](#)
[Other PrimaSoft Products](#)

Contact Information

PrimaSoft PC, Inc.
P.O. Box 456
Surrey, BC V3T 5B7
CANADA

Phone: 1-604-951-1085
Fax: 1-604-951-1085

CompuServe: 74643,2635
Internet: abrzezin@direct.ca
America Online:MKosznik
Microsoft Network: Primasoft

Internet - PrimaSoft's WWW Home Page:
<http://www.primasoft.com>

Internet - PrimaSoft's Store at First Virtual:
http://www.infohaus.com/access/by-seller/primasoft_inc

Other PrimaSoft PC Products

- 1) PrimaSoft Internet Organizer:** a powerful yet easy-to-use database system that will help you organize your Internet information; especially useful for keeping track of and accessing Web Pages; supports all major browsers.
- 2) PrimaSoft Mouse Tracker:** a small utility program that animates the mouse cursor so that it is easy to spot. This is a FREEWARE program.
- 3) PrimaSoft Dialer:** a fast and small phone dialer; it will save you time by automatically redialing when the line is busy; it will save you money by calculating your current phone call cost.
- 4) Primasoft Text:** a simple but very useful text manipulation program.
- 5) Internet Book for Windows:** organize your Internet resources in one place (simpler version of PrimaSoft Internet Organizer).
- 6) Phone Book for Windows:** neatly organize your personal or business phone book.
- 7) Password Book for Windows:** keep track of your passwords, user IDs, etc.
- 8) Universal Phone Book for Windows:** a flexible phone book for home and business.
- 9) Collectibles Catalog for Windows:** keep track of your collectibles.
- 10) Plastic Book for Windows:** keep track of your "plastic" cards (e.g. credit cards etc.).
- 11) Daily Notes for Windows:** keep small notes organized in one place.
- 12) Music Catalog for Windows:** organize your records, CDs, or cassettes.
- 13) Movie Catalog for Windows:** organize your video tape collection.
- 14) Car Book Plus for Windows:** keep a log of your car expenses and mileage.
- 15) Contact Book Plus for Windows:** organize your personal and business contacts.
- 16) Home Inventory Book for Windows:** keep track of your home or office inventory.
- 17) Software Book for Windows:** keep track of your computer software.
- 18) Bank Book for Windows:** keep track of your bank accounts.
- 19) Book Catalog for Windows:** organize your books or magazines.
- 20) Calendar/Reminder for Windows:** keep track of important events and appointments.
- 21) Sport Card Catalog for Windows:** organize your sport card collection.
- 22) Coin Catalog for Windows:** organize your coin collection.
- 23) Hardware Catalog for Windows:** keep track of your computer hardware.
- 24) Stamp Catalog for Windows:** organize your stamp collection.
- 25) Student Organizer for Windows:** keep track of your courses and school related info.
- 26) Wine Cellar Book for Windows:** organize your wine collection.
- 27) Who Is Who Book for Windows:** keep track of employees and organization members.

[Where can I find the shareware versions of all your programs?](#)

[What Users Say About PrimaSoft PC's Products Special Offer](#)

Frequently Asked Questions

[What happens after I register?](#)

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[Where can I find the shareware versions of all your programs?](#)

[How can I learn about new versions of your software?](#)

Sources of PrimaSoft PC's products.

1) Internet

To find our products on the Internet:

- PrimaSoft WWW Home Page:

<http://www.PrimaSoft.com>

- Connect with our Home Page at AOL :

<http://members.aol.com/MKosznik/primasft.htm>

- Connect with our Home Page at First Virtual :

http://www.infohaus.com/access/by-seller/PrimaSoft_Inc

- Search shareware archives, e.g.:

<http://www.coast.net/simtel>

2) America Online

On the America Online do:

Use the KEYWORD function (under GO TO menu item). Enter the keyword "PRIMASOFT FORUM" or "PRIMASOFT", which will take you to the main menu of our Forum.

3) CompuServe

To find our products on CompuServe:

- Go WINPROD and do search by contributor id:74643,2635

- Go WINSHARE and do search by contributor id:74643,2635

- Go WUGNET and do search by contributor id:74643,2635

4) Microsoft Network

On the Microsoft Network do:

Select Edit/Go To/Other Location menu function. Then type in "Primasoft" and click on the OK button.

5) From authors

To find additional sources of our programs, contact us:

[Contact Information](#)

What happens after I register?

After you register PrimaSoft software you will receive diskettes with the registered version of the program. The registered version is functionally identical to the shareware version but the Registration Reminder screen is no longer displayed and the program is not time-limited. We will always send you the latest version of the program. If you register on-line on the Internet through one of our on-line stores you will be able to download the registered version of the program - in this case we will not send you diskettes by mail. If you register by e-mail we will send you back the registration code.

What is shareware?

Shareware is a marketing method of computer software in which the user has a chance to try the software before buying it (Try-Before-You-Buy). The user can freely copy the shareware version of the program and install it on his/her computer. After the evaluation period (typically about 4 weeks), if the user decides that he/she likes the program and wants to use it, he/she should register the program by sending the registration fee to the program author.

What are the differences between the shareware and registered versions of your software?

Assuming you have the latest shareware version of our software there are no functional differences between the Shareware and Registered versions. The Registered version will not display the Registration Reminder screens and is not time-limited. Registered users are entitled to discounts and in many cases to free upgrades.

Is there a printed manual included with your registered version?

No, we don't include any printed documentation. You will only receive a short letter with Installation instructions. If you have problems using our software try reading help messages. Once you learn how to use one of our programs you should have no trouble using all our other programs. If you still have problems send us an e-mail message.

Can I register using my credit card?

You can register over the phone, through on-line systems (Compuserve, AOL, Internet, MSN), or regular mail using your VISA Card.

IMPORTANT: For those who want to send us an order form as an e-mail with the attached encrypted file (order form file). Do it in the following way:

- From INTERNET - then send to our INTERNET address.
- From COMPUSERVE - then send to our COMPUSERVE address.
- From America OnLine - then send to our America OnLine address.
- From Microsoft Network - then send to our Microsoft network address.

How can I learn about new versions of your software?

You should visit one of our Web Pages on regular basis. Our Web Pages are the first place where new releases of our software are be announced.

[Location of PrimaSoft home pages on WWW](#)



Search

Search button displays the Search dialog box. You can enter a text for the Search and choose the search scope there. If the text is found the record containing it is displayed. To repeat search click again on the Search push button and then on the OK push button in the Search dialog box. Shortcut key: Alt - S.



Print

Print button sends all data to a printer. The Windows default printer is used.
Shortcut key: Alt - P.



Load

Load File button opens the Load Data dialog box where you can select another data file. The default data file name is DATA.DAT and it is loaded automatically at the program startup.

If you want to create a new data file select Load function and enter the file name that does not exist. The new file will be created for you. Important: by default the extension of the new data file should be DAT.

Shortcut key: Alt - O.



Exit

Exit push button terminates the application. All data will be automatically saved in a file. Shortcut key: Alt - X.



Delete

Delete push button permanently deletes the selected record. A dialog box will be displayed before the deletion asking the user to confirm the action.
Shortcut key: Alt - E (left page) or Alt - L (right page).



New

New push button saves the current record and clears all entry fields thus creating a blank record. After that you can start entering your new data.
Shortcut key: Alt - W.

Data Entry Fields

Data entry fields are the fields where you may enter your data. Some data entry fields are regular edit boxes, some are specialized edit boxes. Specialized edit boxes allow you to speed up the typing process or may generate command that is logically relevant to the contents of the box.

Edit Box

Standard edit box for entering text information. There are two types of edit boxes: one line edit box and multiple lines edit boxes.

Phone Edit Box

Standard edit box for entering text information (phone number). When you click on the Call button the Dial dialog box will be displayed. If your computer is equipped with a modem you can dial the number that is contained in the Phone Edit Box (or any other number). In order for the Dial function to work your modem COM Port must be selected in Options Dialog box.

Date Edit Box

Date field is a variation of an edit box that displays and accepts date values in different formats. Enter a date using numeric keys on the keyboard. Clicking on the Calendar Button displays a small calendar, from which you can select a date. The date will be automatically entered as a text in the date field. Shortcuts: Alt-1 fills the left date edit box with today's date, Alt-2 fills the right date edit box with today's date. There are three available date formats: YY/MM/DD, MM/DD/YY, DD/MM/YY. The date format you can select in the [Options Dialog](#) box.

Combo Box

Combo box contains the edit box and the arrow button. Combo box speeds up the entry process by selecting the data element from the list. Click on the arrow button to display the dropped down list with all possible selections. Choose element by clicking on it. This element will be displayed in the edit box portion of the control. You may also enter new data by typing it in the edit box part. This element later will be available in the dropped down list. You may add, modify, delete elements in the dropped down list in the Lists Dialog box.

Shortcut Commands

Select text: **Shift-Arrow key**

Copy selected text: **Ctrl-Insert**

Paste text: **Shift-Insert**

Move cursor: **Arrow Keys**

Undo last edit operation: **Alt-Back Space**

What Users Say About PrimaSoft's WINDOWS COLLECTION

"Great programs! Easy to use. Very beneficial. Reasonable prices. Excellent offer for multiple buys."

"I find your programs very well thought out, with all the essentials there but without all the unnecessary "frills" that complicate some of the more expensive programs. Well done.."

"It is much more intuitive and user friendly than anything I've seen on the commercial market."

"The Best! I have been searching for the program that would give me all of the options available in this program and luckily I can afford to register the program."

"It has made using the "net" much easier."

"I use the Phone Book and the Daily Diary almost every day and I consider them some of the best buys I ever got in software as far as long term usability."

"One word.....Awesome!"

"The concept and the overall presentation/operation of the program are all superior, not only in terms of shareware but also compared to many main-stream commercially marketed apps with which I am familiar. I am making almost daily use of my copy."


"I absolutely LOVE this program. I only need to use this program for 10 minutes and knew it was perfect! Thank you! :)"

"Wow, now THAT is great customer relations/service! I had expected to pay for the upgrades...thanks for allowing me to upgrade free of charge. You can be sure that I will promote your products even more, now!"

.....

Special Offer

When you want to buy more than 1 program you can take advantage of our special prices: buy one program at full price and then

 **pay only \$5** for every additional program which has a regular price of \$17 and

 **pay only \$10** for every additional program which has a regular price of \$22.



Find Next

Find Next push button repeats the last search operation beginning from the last found item. Shortcut key: Alt-F

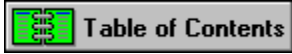


Table of Contents

Table of Contents will be displayed. You can quickly locate your records there. Shortcut key: Alt-O



Options

Options button displays the Options Dialog box. In the Options Dialog box you can select the date format, the way all your data will be sorted, which fields will be displayed on the [Record Buttons](#) in the Table of Contents window. You can also select the COM Port to which your modem is connected and the dial type. Shortcut key: Alt-T

Colors Dialog Box

In the Colors Dialog box you can set colors for your application. Select an element from the elements list, and pick a color.

Your favorite color settings can be saved in templates (Save button). These templates can be later retrieved and activated (Load button).



Record Buttons

Record Buttons are displayed in the [Table Of Contents](#). In essence, record buttons give you a quick view of a certain number of records at once. You can see 28 record buttons.

Clicking on a Record Button results in the selection of the record. [Details Page](#) for the selected record is displayed.

Record buttons have the following Popup Menu functions (right mouse click):

- [Call Phone 1](#)
- [Call Phone 2](#)
- [Call Cellular](#)
- [Print Envelope](#)
- [Delete](#)
- Help
- [Quick Record View](#)
- [Sort Records By](#)



Filter

Set Filters button displays the Filter dialog box. There you can specify which records should be filtered out (temporarily hidden) from your file. For example you may want to see only records only from one category. Shortcut key: Alt - F.



Lists

Lists button displays a dialog box in which you can add or delete elements from the selected list. The lists are used in Details Window as a source for the Drop Down Lists - [Combo Box](#). They will save you time - instead of retyping the repeating text you can select it from the list.

Shortcut key: Alt - T.



Summary

Summary button displays a dialog box which summarizes your records by a selected attribute. Shortcut key: Alt - M.

Export

Export

Export function allows you to export the contents of the entire book to a text file. You can then edit it with a text editor or import to a spreadsheet or a database. The first step of Exporting is selecting the fields delimiter and the fields separator in the Export/Import Options dialog box. The second and the last step is choosing the export file name in the Export To File dialog box.

Import

Import

If you have your records in a spreadsheet or a database you can export them to a text (ASCII) file. Then you can Import data from the text file to this program.

The first step of importing is selecting the fields delimiter and the fields separator in the Export/Import Options dialog box. You should use the same options that you have used when creating the text file. The second and the last step is entering the name of the text file in the Import From File dialog box.

The fields in the text file must be in the order as they are listed in the Detail Window.

Records are imported to the currently opened file. If this file has already some records, new ones will be added to them (merge).

Speed Bar - Details Window

The Speed Bar is a shortcut to application functions. Speed Bar is displayed at the bottom part of the program window. Press buttons on the Speed Bar panel to execute functions.



[Search](#)



[Find Next](#)



[Envelope](#)



[Lists](#)



[New](#)



[Table of Contents](#)



Envelope

This button allows you to print all or selected records on the envelopes.

After you press the Envelope button the Print Envelopes Options dialog box is displayed. In the Print Envelopes dialog box you may define:

- Return Address (select the return address from the list: your business address, your private address,...)
- Return Address Position (set the X and Y coordinates that the address is correctly placed on the envelope)
- Addressee Position (set the X and Y coordinates that the address is correctly placed on the envelope)
- Return Address, Addressee Fonts
- Data Entry Model (check the Check Box if the last name is entered first; the order will be correct on the envelope)
- Scope



Call

Call button displays the Call Dialog box. If you have a modem the computer can dial the phone number for you. Set your modem COM Port first in the [Options Dialog](#) box.



Color

Colors button displays the Colors Dialog box. In the [Colors Dialog](#) box you can customize the colors of all the application interface elements.

Quick Record View

Quick View gives you a fast view of the selected record directly from the Record Button without having to actually make the record active.

Sort Records By

Sort Records By gives you a fast way to change the order of the records directly from the Record Button without opening the Options Dialog box.

