



1. Click on the Contents button above to view the Help Topics for A to Z Digital Address Book.
2. Click on the Index button above to search for a specific help topic.
3. Press F1 or click the Help button while in any window of A to Z Digital Address Book for help on that window/topic.

Getting Started

Before using A to Z Digital Address Book it is recommended that you view the following...

1. Please read the license agreement for using A to Z Digital Address Book. The license agreement can be found under the Help menu
2. Read the [Introduction](#) section of the Help files for information on how to use the features of this program.
3. Please read the [Tips](#) section of the Help files for tips on how to effectively use this program.

Introduction

Welcome to A to Z Digital Address Book. Below is a list of features that this program includes...

1. Easily store, access and categorize all addresses under either Business or Personal.
2. Manage all your email addresses and internet URL's. You can also link this program to your favourite email client or web browser.
3. Manage multiple address books for maximum organization.
4. Store pictures along with every profile.
5. Neatly print single addresses or whole address books.
6. Export address books to a text file for further editing and customization.
7. Fully customizable interface.
8. Filter an address book to easily find and view specific profiles

Tips

Below is a list of Tips that should help you use this program's features...

1. Always backup your address books on a regular basis.
2. Organize your profiles into various address books according to subject and name the address book the subject. An example might be to have one address book called "Baseball" which would contain all addresses of a little league baseball team you run.
3. Store all pictures associated with profiles in the "pictures" directory where A to Z Digital Address Book was installed to.
4. Open the Preferences Dialogue Box to customize this program to your needs and likes.
5. Use the Alphabetic Profile List on the Main Window for quick access to a specific profile.
6. Use the arrow buttons located on the bottom right hand corner of the Profile Window to navigate through the profiles and see their full information at the same time
7. Be sure to read the help file on [Printing](#) for all options available to you.
8. To quickly make a label from a profile just click the Envelope button located on the Profile Window.
9. To view specific types of profiles (example: view only personal profiles that contain email addresses) use Filter found under the Tools menu.

Main Window



This is the main interface window for A to Z Digital Address Book. Four profiles at a time are displayed. The main window only displays part of the information for each profile. To see the full information entered for each profile, just double click the profile.

The profile that is displayed in colored text (example: red) is called the active profile. Whenever you click on the add, edit or remove side buttons, they will affect the active profile. The easiest way to make a profile active is to click on it. The easiest way to edit (view all information associated with profile) a profile is to double click a profile.

The icons that are beside each profile indicate whether the profile is a business or personal listing. This should help you organize and quickly find profiles.

The profiles that are displayed are from the active address book. To change the active address book, just choose a different one from the Active Address Book drop down box.

The quickest way to access a specific profile is to select it from the Alphabetic Profile List. You can also double click on a profile from this list to edit (view) it.

The 6 buttons at the bottom allow you to navigate through the profiles. From the left to right the buttons are: First, Back 1, Back 4, Forward 1, Forward 4, and Last.

See also [Customizing the Interface](#), [Managing Books](#) and [Managing Profiles](#).

Profile Window

The screenshot shows a 'Profile' window with the following sections:

- Name Information:** Title (Mr), First Name (James), Last Name (Business) (Brown), List Type (Personal).
- Address Information:** Home (Street: 567 E 3rd Avenue, City: Hollywood, State/Prov: California, Zip/P.C: 90210, Country: USA) and Business (Work) (Street, City, State/Prov, Zip/P.C, Country). Includes an 'Envelope' button and a 'Click to add picture' button.
- Contact Information:** Home Phone # (310) 345-1234, Business (Work) Phone #, Fax, Email (brown@hollywood.com), Cell/Pager, Website (http://www.brown.com). Includes 'Send' and 'Go' buttons.
- Birthday:** Last Edited: May 7, 1998.
- Notes:** Not the famous entertainer.

Buttons on the right side include Print, Close, Help, and navigation arrows.

This window will be used when you add profiles, edit profiles or want to view the full information that a profile contains. When this window is open and you are editing (viewing not adding), you can navigate through all the profiles by clicking on the buttons in located on the bottom right.

When adding or editing a profile, just enter in the information that you want to include. The only required field is the Last Name (Business). This field is used to arrange the profile with all others. It should also be noted that each field has a maximum character setting.

The radio buttons that list Home or Business are options for display in the main window. Example: if you choose the Home option for the Phone numbers, then the home phone number for that profile will be listed in the main window.

The Envelope button will take the address information from the profile and compose it in a text form so you can copy and paste it into a label maker program.

If the profile has an email address then you can click the Send button to launch your email client with email address automatically loaded into a new message. If the profile has a website URL then you can click the Go button to launch a web browser with the URL automatically loaded. Note that you can choose which browser and email client is loaded in the Preferences Dialogue Box.

You can store a picture for each profile. Just click on the picture box to add/edit the picture. To remove a picture just right click on the picture box. Note that the picture size is 117 by 125 (width by height in pixels). If the picture is bigger than this then it will be cropped. You can store your pictures

anywhere on your computer but for convenience it is recommended that you move them to the 'pictures' directory of this program and then insert them into the picture box. Also, A to Z Digital Address Book will only recognize the formats '.bmp', '.gif' and '.jpg'.

The Print button in the bottom right hand corner of this window allows you to print the active (currently displayed) profile by itself. To print all profiles from the active address book, click the Print button on the Main Window.

See also [Email/Browsers](#), [Managing Profiles](#), [Preferences Dialogue Box](#) and [Printing](#) .

Preferences Dialogue Box



Use the Preferences Dialogue Box to setup various components of this program. These settings will be automatically loaded each time the program is launched.

You can choose to have the profiles in the main window display large or normal fonts. You can also setup the main window to display a graphical (fancy) or non-graphical (standard windows) interface.

The last 2 lines of each profile listing in the main window can be configured to display any combination of Cell/Pager, Email, Fax or Website. Just choose these settings from the Profile Listings drop down boxes.

Only one address book can be loaded at a time. Therefore, you must choose which book is automatically loaded into this program upon launch from the Default Address Book drop down box. All address books that are found will be listed here.

You can set which color will be displayed in the main window for the active profile's text and the color that the profile's text will turn when the mouse passes over it using the drop down boxes under Profile List Colors.

You can choose which browser and email client is loaded when you click on the Send or Go buttons in the Profile Window by clicking on the Browse buttons and locating the executable file for the client application (example: netscape.exe). For users of Netscape's Mail Client (the mail program that comes with Communicator or Netscape 3) just locate the actual browser executable ('netscape.exe') and this program will automatically apply the proper arguments ('-mail') to make the email work. If you leave the Email and Browser fields on Auto then the system default browser and email client will be loaded (example: Microsoft Internet Explorer and Outlook Express). To return the email and browser clients to the system default just click the Auto button beside each.

See also [Customizing the Interface](#) and [Email/Browsers](#).

Print Setup Dialogue Box



The Print Setup Dialogue Box is called up when you are going to print the active address book.

By checking or unchecking the 3 checkboxes under Address Book Options you turn on/off printing the title of the address book at the beginning, printing the alphabetical markers (Aa, Ww etc.) and printing the date at the end of the book. You can also determine the number of profiles that will be printed per page. If your profiles are long (contain lots of content) then they may spill over onto another page when choosing a value greater than 3.

Under Printer Options you can set up the printer quality, number of copies and orientation of page. Note that not all printers will support these options. Check you printer documentation.

See also [Printing](#).

Filter Window



The Filter Window allows you to sort through all the profiles of the active address book and only view the ones that meet a specific criteria that you set. For instance, you may only want to view Profiles that are personal and contain an email address.

All profiles that meet the criteria that you set in this window will be displayed in the Profile List box. Keep in mind that this window is independent of the whole program. No editing is done to the address book, the filtering done is only for viewing purposes

The Profiles frame has 3 options. If you choose Both then all both Personal and Business profiles may be included in the Profile List. If you choose either Personal Profiles or Business Profiles then the Profile List will contain only profiles of the type you chose.

The Data frame contains 6 options and the Data Filter On checkbox. When the Data Filter On checkbox is checked the 6 options will be enabled and affecting the filter. When it is off then the 6 options will be disabled and not affecting the filter. The 6 options perform the following filtering:

- All displays profiles if they contain information for all of the last 4 options (Cell/Page..Website)
- None displays profiles if they contain no information for all of the last 4 options
- Cell/Pager displays profiles if they contain a Cell/Pager number
- Email displays profiles if they contain a Email address
- Fax displays profiles if they contain a Fax number
- Website displays profiles if they contain a Website address

Keep in mind that both the Profile frame and the Data frame work in combination (unless Data Filter On checkbox is unchecked) for a specific targeted filter. After you have set your filter you can choose which profile you want to view by doubleclicking on the name in the Profile List. The Profile Window will open up and display the full contents of the profile.

Menus

The menus are located on the menubar of the Main Window. They are standard Windows menus, complete with keyboard shortcuts. Below is an explanation of all menus...

File Menu

Restore Address Book from Backup: allows you to backup the active address book and store it on another drive/disk for safe keeping

Export Address Book for Backup: allows you to restore an address book that was backed up

Export Active Address Book to text: exports the active address book to a text (ascii) file

Print Address Book: prints all profiles of the active address book

Exit: closes A to Z Digital Address Book

Book Menu

New: creates a new address book

Delete: deletes the active address book

Duplicate: duplicates the active address book

Rename: renames the active address book

Profile Menu

New: adds a new profile to the active address book

Edit: edits or views the active profile of the active address book in the Profile Window

Remove: removes the active profile from the active address book

Set Active: sets which profile of the active address book will be active

Navigational: the bottom 6 menu items perform the same navigational functions (move through the profiles) as the 6 buttons on the bottom of the Main Window do

Options Menu

Normal/Large Font: sets the font size display of the profiles in the Main Window

Interface Font: sets the interface of the Main Window to graphical (fancy) or standard (Windows)

Preferences: opens the Preferences Dialogue Box where you can customize various components of this program

Tools Menu

Filter: Opens Filter Window for filtering profiles of active address book

Make Envelope: composes address of active profile for display on an envelope

Help Menu

Help...: opens Help for this program or for more specifically the Main Window

Order: opens the Order Form that you can fill out to purchase this program

Register: opens up the Registration dialogue box that you enter in your name and password

See also [Backing Up](#), [Export to Text](#), [Filter Window](#), [Printing](#), [Managing Books](#), [Managing Profiles](#), [Customizing the Interface](#), [Ordering](#) and [Registration](#).

Backing Up

Backing up address books is simple. Make the address book that you want to backup active (select it from the Active Address Book drop down box). Then choose Export Address Book for Backup from under the File menu. Then just save the address book to a storage device (floppy disk, another hard drive etc.). You may change the name if you like.

To restore a backed up address book from storage just choose Restore Address Book from Backup from under the File menu and select the backed up file. If the backed up file has the same name as another address book then you will be asked whether you want to replace the address book with the backed up version.

Email/Browsers

A to Z Digital Address Book allows you to manage your email addresses and website URL's. To do so you can link your favourite browser (Netscape Navigator) and/or email client (Eudora) to this browser. Linking these to items can be done in the Preferences Dialogue Box.

Once you set your email and browsers up in the Preferences Dialogue Box you can click on the Go and Send buttons located in the Profile Window to send Email or go to the website URL of the active profile. Note that if you do not setup your email and browsers then the system default browser and email client will be launched. This will work fine for many users. Also, not all email clients will automatically display the email address you are sending to so you may have to manually type it in.

Export to Text

A to Z Digital Address Book allows you to export an address book to text (ASCII). When exported as text the address book will look a lot like it does when printed except it will be in a text file not a piece of paper.

Exporting an address book to text is useful for custom editing. Once exported, the address book can be opened up in any text editor (Notepad) or word processor (Word Perfect).

To export an address book to text just make the address book that you want to export active (select it from the Active Address Book drop down box). Then choose Export Active Address Book to Text from under the File Menu.

Customizing the Interface

A to Z Digital Address Book allows you to customize the interface in 2 ways:

1. The last 2 lines of each profile listing on the Main Window can be customized to display any combination of Cell/Pager, Email, Fax and Website. The default setup is Email and Website. To edit what the last 2 lines show, go to the [Preferences Dialogue Box](#).

2. The graphical display of the Main Window can be set to either Standard Interface (Windows) or Graphical Interface (the default). If your computer cannot handle too many colors then you may want to set it to Standard Interface. Note that the Standard Interface makes use of your current Windows Appearance setting which is set in the Control Panel. The graphical display of the Main Window can be set from under the Options menu.

Managing Books

A to Z Digital Address book can display one address book at a time but can load as many address books as you create. The address book that is being displayed is known as the Active Address Book. You select which address book is displayed (active) from the Active Address Book drop down box on the left hand side of the Main Window. All address books that you have created are listed in this drop down box.

This program manages and stores your address books automatically for you. Therefore, when you make any changes to a profile the book is automatically resaved. All books are also stored in the "address books" folder of the directory that A to Z Digital Address Book was installed to. Do not attempt to change that directory or this program will not function correctly.

Address books can be created, deleted, duplicated and renamed from under the Book menu.

The address book that is automatically loaded upon program launch is called the Default Address Book. You can set the Default Address Book from the Preferences Dialogue Box.

Managing Profiles

A profile is all the information entered under one name (person or company). The Main Window displays 4 profiles at one time. To navigate through the profiles of the active address book, click on the buttons at the bottom of the Main Window or use the menu items and/or their keyboard shortcuts under the Profile menu. You can also navigate by clicking on the various names in the Alphabetic Profile List located on the left hand side of the Main Window.

To edit a Profile (change its information) or to view a Profile's full information, just double click on the Profile. The Profile Window will then open. When you click (or double click) on a Profile it will change its color. This indicates that it is the Active Profile. The Active Profile is what gets edited when you choose Edit or Remove from under the Profile menu. You will also notice that the Active Profile and the Alphabetical Profile List are linked together to always highlight the same Profile.

A to Z Digital Address Book automatically saves any changes that you make to a profile.

Printing

There are 2 places to print in A to Z Digital Address Book. To print the whole Active Address Book choose Print Active Address Book from under the File menu. To print only the Active Profile choose Edit from under the Profile menu to bring up the Profile Window and click on the Print button.

If you choose to print the whole Active Address Book then the [Print Dialogue Box](#) will open with customizable settings for both the output of the Address Book and the printer settings.

See also [Print Dialogue Box](#).

Contact Info

Website: <http://www.computan.on.ca/~todd/AtoZ>

Email: todd@computan.on.ca

Troubleshooting

1. View all related help files for the topic that is causing the problems
2. Go to the A to Z Digital Address Book website
(<http://www.computan.on.ca/~todd/AtoZ>) for additional support
3. If both of the above fail then please contact me at todd@computan.on.ca

Ordering

To order A to Z Digital Address Book (register it) just fill out the order form which can be found under the Help menu and print it by clicking the Print button. If you do not have a printer (or have printer problems), then just write out all the information including the product name and version number (example: A to Z Digital Address Book version 1.0).

Once payment is received, an email will be sent to you containing your password. A receipt will also follow in the mail. The benefits of ordering are...

1. Full and unrestricted use of this program
2. Notification of upgrades by email
3. At least 50% off all future versions of A to Z Digital Address Book
4. Free upgrades for current versions (standard software practise)

See also [Registration](#) and [Trial Use](#).

Registration

After payment is received (order form with money) you will receive an email with your password information. Enter this information into the proper fields of the Registration dialogue box exactly how it is in the email. You can find the Registration dialogue box under the Help menu. A receipt will follow in the mail which will also contain your password information. You should keep this information safe in case you ever have to reinstall this program.

See also [Ordering](#) and [Trial Use](#).

Trial Use

An unregistered (unpaid) version of A to Z Digital Address Book is considered in trial use. This means that you have 25 free uses. After the 25th use many features of this program will be disabled but you will be able to continue to use the program. To return the program to full use you must register it (pay for it). Below is a list of features that will be disabled after the 25th use in an unregistered version of A to Z Digital Address Book...

1. All printing
2. Adding, renaming, duplicating, editing or deleting of profiles and books
3. All exporting, importing and backups
4. Only the default address book will be loaded

Keep in mind that only features of the program will be disabled. All address books and profiles will be preserved. You will only have difficulty viewing them.

See also [Ordering](#) and [Registration](#)

Updates

After downloading and installing A to Z Digital Address Book you should check with it's website (<http://www.computan.on.ca/~todd/AtoZ>) to see if there are any updates. Updates are useful because they may correct bugs within the program or add new features.

Updates are free to download for all users whether registered or unregistered. However, if you are unregistered and you install an update, the program will still maintain the same use count.

