FaxNow!

Phone Book

Keyboard
Phone Book keys

Commands
Browse
Edit
Export
Group
Import
Toolbar

Procedures
Browsing
Editing
Export
Import
Printing

Getting Help
RedRock on the World Wide Web

Phone Book keyboard interface

Key(s)	Function
TAB	Moves between fields when editing. Direction: up down, left right.
SHIFT TAB	Moves between fields when editing. Direction: right left, down up.
CTRL TAB	Tabulates 8 characters in the selected field.
RETURN	Used as a return key in multiline edit boxes.
ALT O	Save edited record.
ESC	Cancel editing.

Phone Book Menu Commands Index

Browse

Your Phone Book database is indexed by three record fields: Forename, Surname, Company. This menu option allows you to select a suitable sequence to <u>browse</u> the database. Browse also changes the ordering in the find list box.

by Forename

The database browse sequence is alphabetical - ordered by Forename.

by Surname

The database browse sequence is alphabetical - ordered by Surname.

by Company

The database browse sequence is alphabetical - ordered by Company.

Edit

Each of the record fields can be cut, copied or pasted to the Windows Clipboard. Contents of fields can be quickly copied to other fields within the same record. Use the Clipboard to copy fields to other applications - e.g. the address field to an editor.

Export

Export creates files that other applications can manipulate. Your Phone Book database is not restricted to **FaxNow!** software!

Group

Groups allow you to create arbitrary sets of records. This is useful when you have multiple destinations for a fax transmission. Typically you would create groups of friends, business contacts etc. An individual can be a member of up to 96 groups. Group names may be used to reduce the number of retrieved entries when searching the data base - see Browse.

The group dialog can also be invoked by double clicking on the group list box.

To become a member of an already existing group double click on the desired group.

Group names can be renamed - click the group name then click **Rename**.

Group names can be deleted. Note only the name is deleted, not the record with that group name. If you attempt to delete a group name used by other records the delete will be not be performed.

The **Move** buttons allow you to change group membership without double clicking selected group names.

Import

Import reads databases exported from other applications. Any existing database you have can be read in to the Phone Book, providing the database is converted to a CSV file. The file format is defined in the export procedure.

Toolbar

The Toolbar consists of nine buttons and a status box.

Prev, **Next** and **Find** are used when browsing the database.

Amend, **Add**, and **Copy** are used when editing the database.

OK is used to confirm an edit and **Cancel** is used to quit an edit.

Delete removes the current record from the database.

The status box displays the current Phone Book mode:

Add	New Record being added.
Amend	Existing record being altered.
Copy	New record being added, initial contents the same as an existing record.
Browse	Database is being browsed.

Procedures

Browsing the Phone Book Database

The two buttons, **Prev** and **Next**, are used to browse the Phone Book. **Next** will display the next Phone Book entry. **Prev** will display the previous Phone Book entry.

The <u>Browse</u> menu is used to change the field used to browse the Phone Book. By default surnames are used, as in a conventional telephone book. If forename is selected then browsing will follow the alphabetical order of the forename. Similarly, when company is selected browsing follows the company ordering.

Specific records can be searched for using **Find**. Suppose you want to view John Smith's record. Click **Find** on the toolbar. Type the first few letters into the corresponding field. 'J' in forename; 'sm' in surname. Click **Find**. The matching entries will be listed, together with the voice telephone number. Double click on the particular line showing John Smith. The full record is now displayed.

The search can be further constrained by use of groups. By selecting a particular group name, other than "search all groups", only the Phone Book entries that are a member of that group will be listed.

Editing Phone Book entries

Add a new entry to the database

Click the **Add** button. The fields are cleared, and an identifier inserted. Enter text in field as required. Click **OK** or **Cancel** when completed.

Amending Entries

Entries that are already in the database, and need correcting or updating can be re-edited by clicking on **Amend**.

Copying Entries

New entries can be copying from existing entries. This is useful when creating a new record with the majority of the fields the same as a record already in the database. Find an entry to copy. Click **Copy**. Edit the fields as required. Click **OK** or **Cancel**.

Deleting Entries

Select the entry to remove from the database. Click **Delete**. A dialog box will ask you to verify that you want the entry deleted.

Editing Groups

Double click on the group list box, or on the menu **Group**. Click 'Add' to enter a new group name. (friend, business etc.) Click 'OK'. Group membership can be changed by double clicking on either of the two list boxes. Re-naming a group affects the entire database: all records, if a member of the renamed group, will become members of the new group. Click 'OK'. The new group memberships are shown in the group list box. Refer to group commands.

Export
The database can be exported to other applications, such as spreadsheets and other databases. Use the DOS option to interface with DOS software packages. Use ANSI with Windows software. Use Fax Manager's settings menu to change the Phone Book database path and filename as required.

Phone Book CSV File Formats

Two files are required to be generated if the entire database is to be reconstructed: the group CSV file and the record CSV file. Comma separated variable, CSV, file format is used. Please refer to the User Manual for the record field definitions.

Import
The Phone Book database can be regenerated from record and group CSV files. The records imported will be merge with the existing Phone Book records. The groups imported will overwrite existing Phone Book groups. Use Fax Manager's settings menu to change the Phone Book database path and filename if required.

Printing

Entries may be printed directly from the Phone Book in a number of formats. The Phone Book comes complete with a predefined set of layouts for plain paper, envelopes and the complete range of Avery labels. You may add your own custom formats or modify existing formats using the File, Page Setup... dialog. In order to print one or more entries select the File, Print menu item. Select the required Print Record Range. You may print the current record, all records or a subset of records located using the Find... dialog. Select the page style you require and click OK. You may first select the target printer from the Setup... dialog if required.

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If you have any issue with your FaxNow software, take a few moments to read the manual supplied. There are pages that offer advise and tips on how to solve some of the most common questions that users have.

Alternatively, if you have access to the world wide web, you can find the same information and much much more on our web site at **http://www.redrock.co.uk.**