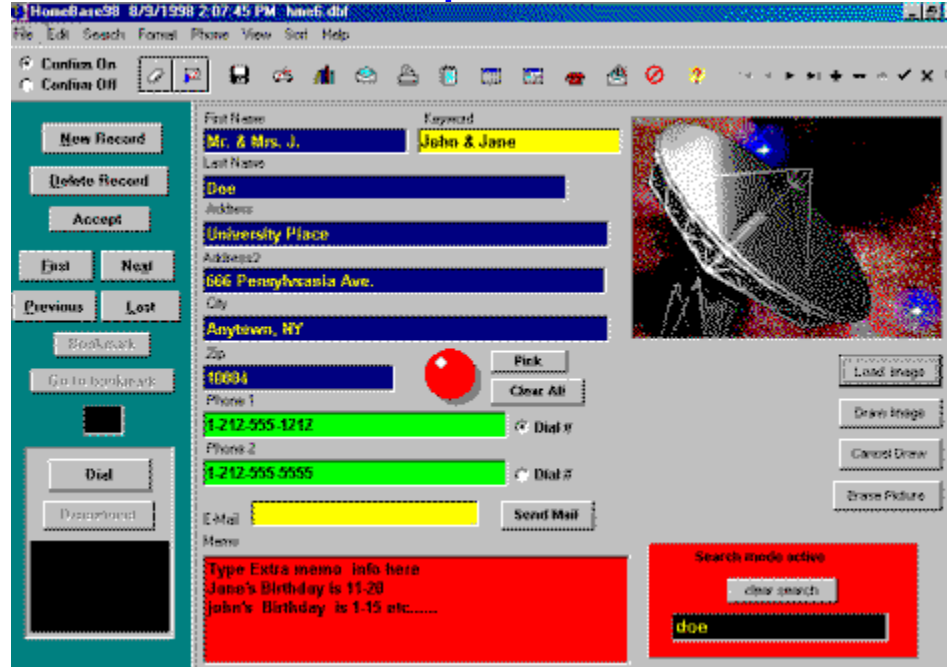


HomeBase Help



Welcome to "HomeBase98" your complete home database solution.

This program can do a number of time saving things for you. You can store names ,addresses, and phone numbers plus extra memo information to your own,easily searched database. If you have a modem you can speedial the currently displayed phone number, or manual dial a different number.

You can pick any number of records to be printed to envelopes or labels. Or you can just make any number of labels with your return address.

You can search any record by typing a few characters in the search box and HomeBase will find it for you. You can also store picture (photos for example) to each record in your database.

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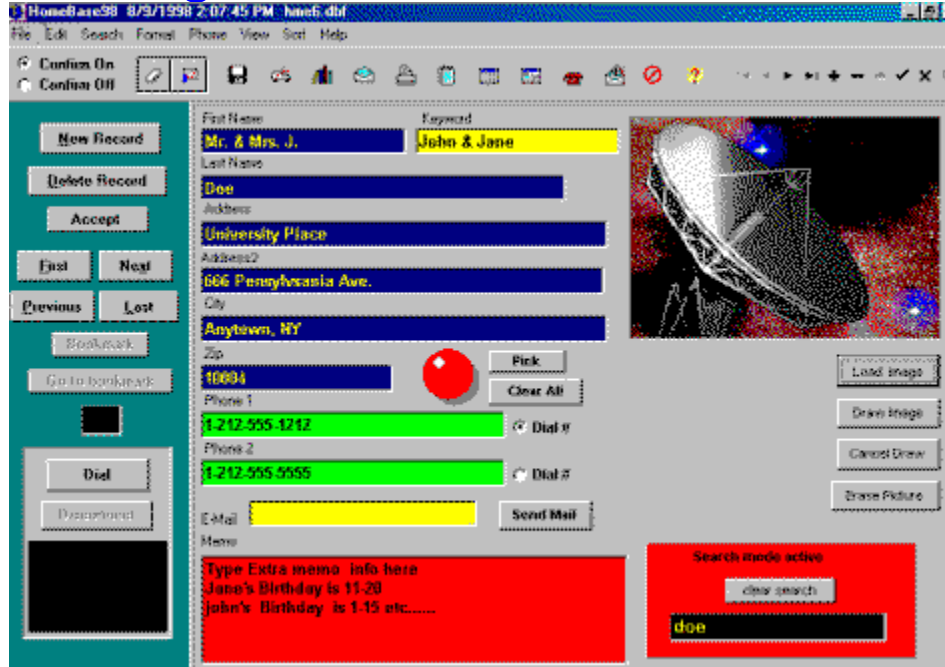
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Help file generated by HelpWriter for Delphi.

New to this Version

1. Printing labels now is independent of printer resolution. The labels will print correctly in any printer.
2. You can now add a picture to you return address labels.
 - 2.a You can now add a picture to your envelopes.
3. You can now drag an address form word processor directly into database
3. Store E-Mail Addresses and Send E-Mail from HomeBase.
4. BookmarkEntries in database.
5. Faster optimized code, program now is even faster.
6. Many more label styles now supported.
7. New drawing tools for database and home address.
8. Store mailing lists that can be called up for printing .
9. Print a complete report, or create a paper address book.
10. Name Field is now split into First & Last .
11. Auto prefix entry in First Name field. (right click);
12. Additional non printable keyword field. (Great for catagorizing entries, searchable).
13. Backward compatable with Version 5.
14. Calendar added to tool bar.
15. Reports can now be customized.
16. Added auto-cap feature. Now when you type in the data fields, Homebase will detect when you need a capital letter.

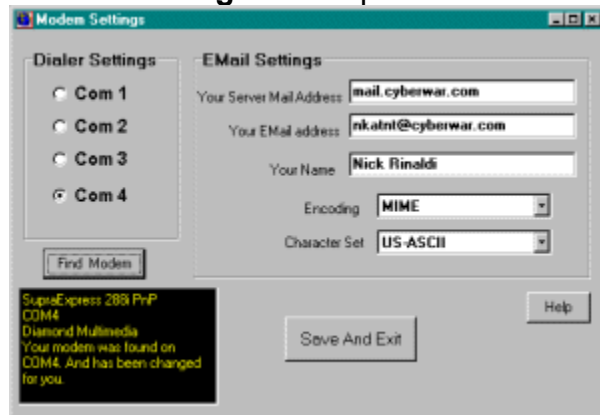
Getting Started



After program loads, your database will have one entry in it. This is there so you can see the recommended format.

- Before you build your database you should set up the proper comport for your modem . Go to "

Modem settings" in the phone menu. Select your comport.



If you are not sure what comm port your modem is set to, you can try pushing the **Find It** button. This will select the right comm port for you.

(note: Find it isn't fool proof , sometimes a commport can be opened but still not be the port where the modem is connected. If you are still having trouble try all of them through trial and error , until you get a dial tone...)

- Then go to the **Format** menu and select "set return address" Type your return address in the fields, then select save and exit.

Now you can begin building your database .

1. Select the new button (Alt-n,) this will clear out the fields, and start typing.
The tab key will move you down to the next field.
2. It doesn't matter what order you enter entries in the database, they will be automatically sorted alphabetically using the top field in the database.
3. If you want to remember birthdays.anniversaries, etc. type that in the memo box.
4. If you want to link a picture(photo,clipart etc.)click on the picture box and load picture.
5. You can also draw a sketch by pressing the "Draw Picture" button.
6. You can jump to next field in the database with the tab key . also there are keyboard keystrokes for all of the database's functions.
7. If you have to make a change in a entry, just call up entry with search box or next, previous, keys. Type over entry, then click the **next** button or the **accept** button to save changes.
8. Always type the phone number in the bottom two fields so the speed dialing feature will work.
9. The **phone number** field and the **Keyword** field will not print on the labels, or envelopes, but will be included along with any picture , if your printing just the current address.
- 10 . That's all there is to it.

Building Database

This database is a "dbase" type database. It works like most databases. Homebase is designed to make building databases as fast as possible. All functions can be done from the keyboard.

(Alt-N,) to start a new entry.

Start typing adding the First Name first, right clicking on the First name field will bring up prefix choices. when selected they will be inserted in that field. Then hit tab key.

- type last name, hit the tab key
- type the street address, hit the tab key
- type additional address info if needed
- type town, city, hit the tab key
- type zip, hit tab
- type phone number, hit tab
- type second phone number, hit tab
- type e-mail address, hit tab
- type memo info, (if desired)
- Add picture (if desired)
- Add Keyword (if desired)
- (Alt-N,) to save.

note: Any field can be left blank except the **last name** field.
All the **blue** colored fields will be printed on the labels or envelopes.

Simple rules:

1- To add a new entry always press the New button. If you just clear out the display and type, you make changes to the current entry.

2- To save a new entry press New again or the Next, Back or Accept Buttons. (the pageup and pagedown keys will also work).

3- To edit a current entry, just type over existing text then press one of the keyboard shortcut keys or **Next, Previous, First or Last**, or **Accept** buttons.

4 - To undo a change press the Cancel Button on the toolbar or **Escape** button on the keyboard. (this only works if it hasn't already been saved.)

5- For added safety you can select Confirm on the toolbar. When selected all deletions will have a prompt, before committing any changes.

6- Never change the name of any files supplied with the program. This will confuse

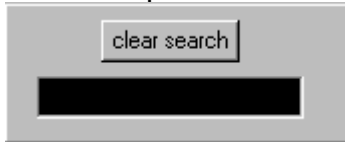
Homebase.

Help file generated by HelpWriter for Delphi.

Searching

Press the F8 Key

The search panel will turn **red**.



The Search features have been expanded in this version. You can search in list view or single view. You can now search all fields in the data base. The default is the "last name" field but you can change it by clicking on "Search Field " , from the Search menu.

The search engine works this way. UPPER or lower case dosen't matter, but spaces do . Also HomeBase will search any combination of letters, so if you are looking for "John Doe " , you can type "doe" and anybody with the name "Doe" will be displayed .

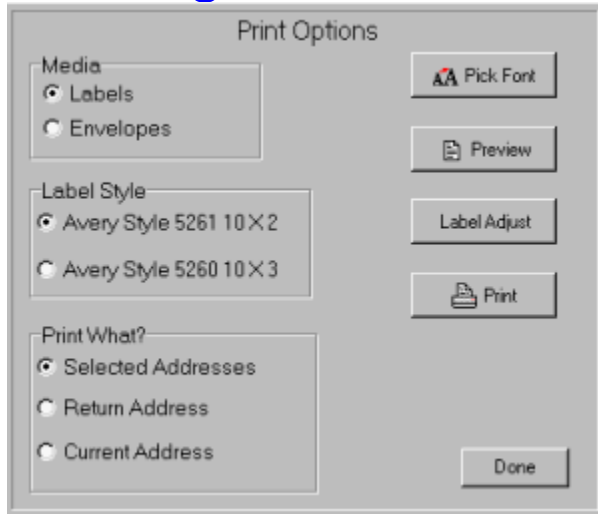
Every time you type a letter in the search box a new search begins. after searching be sure to press the clear search button. Now the searched data will remain as the current entry, where you can bookmark it or edit it.

The search field can be changed by clicking the right mouse button over the search panel.

Sounds confusing , but it's not. Just play with it a little.

(Note: New entries cannot be added when in search mode.)

Printing



Printing Labels is easy:

First decide if you are going to print labels for a mailing list or just a bunch of return address labels.

Mailing list :

To create your mailing list, pick which entries in your database you want to include. You do this by pressing the pick button, when the little light is green, then that entry is included. If the light is red then it is not included.

You may find it easier to use list view. Just double-click the mouse over any selection, an "x" will appear or disappear. If an address has an 'x' then it's selected.

Also you can use the search function to find which entries you want to pick. Press the **F8** key and type a few characters of the entry you want to search for. When found, press the pick button. There is a clear all button to de-select all entries.

After you have selected your entries then press then then **Print Options** button on the toolbar. Pick a font. Select label Style. This program is formatted for Avery Style Labels in either 2 or 3 row style. Now press the preview button on the panel. You can see the layout of the labels. If you want to save these selections click the "**save mailing list**" button on the toolbar (the one with the picture of books). Then name the file anything you like. It can then be called up at any time in the **print options panel** by selecting **mailing list** and then selecting the file from the filebox.

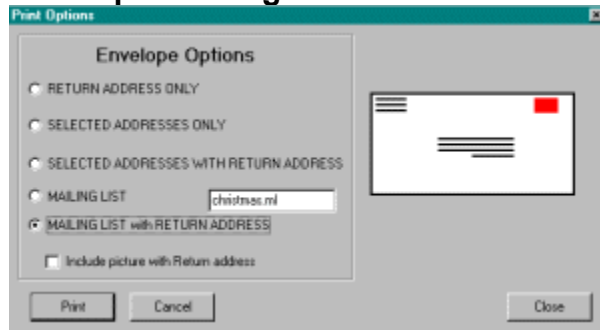
Using partially used label sheets:

Press the Set Label Start button on the panel. From here you can remove labels from the sheet to match your actual sheet. If you find that the print isn't lining up just right on the labels, you can also make fine adjustments of the print placement, using the directional buttons. If desired you can preview the layout again to check.

Return address:

To print return address labels select the return address option on the print option panel. Press the preview button. Select amount of labels. Then hit the print button. (see [Adding Picture to Return Address](#));

Envelope Printing:



Envelope printing works the same as mailing list printing, except that you do not pick a label style. Use the same procedure for picking your address list (as described above), Then press the envelope option on the panel set your printer for #10 Envelopes, and paper orientation to Landscape .

You will see options to include your return address, print selected addresses or just your return address on the envelopes.

((Note: Some printers may not require you to put the page orientation in Landscape when printing to envelopes))

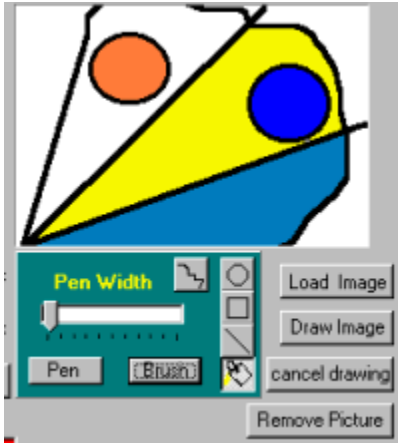
Current Address:

You can also print the currently displayed address on sheet of paper. All info is printed, including any pictures or drawings.

Report :

You can now print a complete report of the entire database or just selected entries. Select **print report** from the print options panel. You will be prompted whether to print a **complete** report or the **currently selected** entries. Then HomeBase will analyze the database and determine the best printing method. Many times, it will tell you to select a smaller font so the report will fit on the page. Small fonts or narrow fonts (like arial narrow) will usually work. Keep reducing the size until it prints, this way you get the largest font that will work, and make it most readable. Using legal size paper also helps. In all cases, the report prints in landscape mode to aid in getting all the fields on one page. See [report printing](#)—

Pictures



You can load pictures into any entry of your database, the pictures must be in the BMP. format. You can also create your own sketches, press the **Draw Picture** button on the main panel. Right click the mouse over the picture area to select color. Adjust **pen width** with the sliderbar. Draw by pressing the left mouse button over the drawing area. These pictures are saved along with the rest of the data in the database.

Note(Try not to load too many large files into the database as this will make your data files very large too.)

Speed Dialing

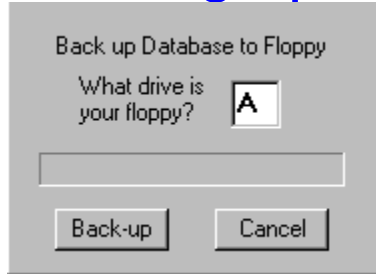


Homebase makes a great speed dialer. Just press the **phone** button on the toolbar, this displays the dialer. Press **dial**, the currently displayed address is dialed. You have the option to dial the second phone number, just press the option button next to the other phone number.

After connecting press the **hang up** button, this will disconnect the modem from the phone line so you can hear and speak through your phone.

Help file generated by HelpWriter for Delphi.

Backing up Database



After spending much time building your database, it's a good idea to save your work to a floppy disk. Select **Save to Floppy** from the **File** menu . This will copy all the data files to a floppy disk.

If you need to restore a corrupted or damaged database , copy the files back to your HomeBase directory, using the **windows explorer** When asked to replace existing files press **yes** .

Or you can select the **restore database** button on the toolbar .
note: If your database contains many pictures or is very large it may not fit on a floppy. You can do two things. Copy the files **hme5.dbf**, **hme5.dbt**, **hme5.mdx** to a backup directory. Then if you need to restore just copy those files back.

About

HomeBase98(ver 6) is a 32 bit program designed to run in Windows95,98 or WindowsNT .

note:

This retail version is sold for \$12. mail order.

A free trial version is available on the net. Browse

<http://www.cyberwar.com/~nkatnt/Nickprod.htm>

Legal Stuff:

I distribute this program 'as is' with no guarantees of performance or compatibility with anything at any time. I won't be held liable for anything that gets broken, damaged, or lost because of this program. Use it at your own risk.

Send comments to

Programmer and designer:

Nick Rinaldi

75 Harriet Ave

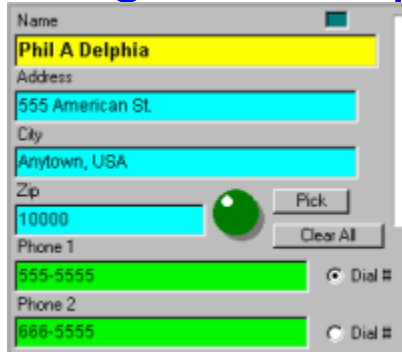
Bergenfield, New Jersey

07621

Email: Nkatnt@Cyberwar.com.

Web page: www.cyberwar.com/~nkatnt

Drag and Drop



A screenshot of a contact form interface. The fields are as follows:

Name	Phil A Delphia
Address	555 American St.
City	Anytown, USA
Zip	10000
Phone 1	555-5555
Phone 2	888-5555

Buttons: Pick, Clear All. Radio buttons: Dial # (selected for Phone 1).

Another feature new to this version is the **drag address** feature:

You can now drag an address from any word processor that supports drag and drop. Just highlight the address (the address must be in the format) :

First Name Last Name

Address

city, town

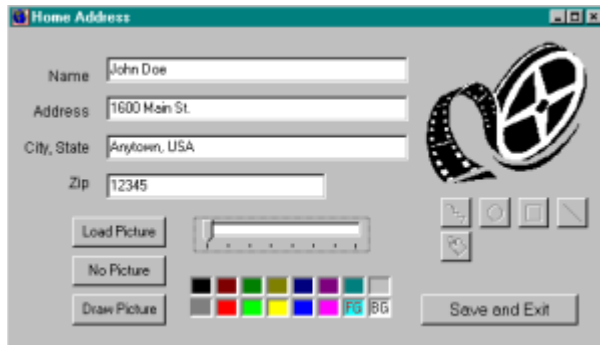
Zip code

phone #

Phone #

Drag it into the little box under the bookmark buttons. The address info will be inserted into the database as a new entry.

Adding Picture to Return Address



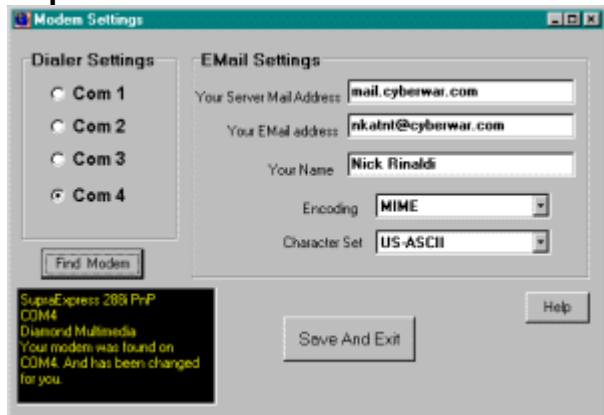
You can add clipart or photos to your return address labels. Click the **Return Address** button on the toolbar, press the **load picture** button. Pictures can be in the BMP, ICO or WMF format.

Now when you print your return address labels, you will be prompted whether you want to include the picture with the labels. The pictures will be placed on the right of the label.

Help file generated by HelpWriter for Delphi.

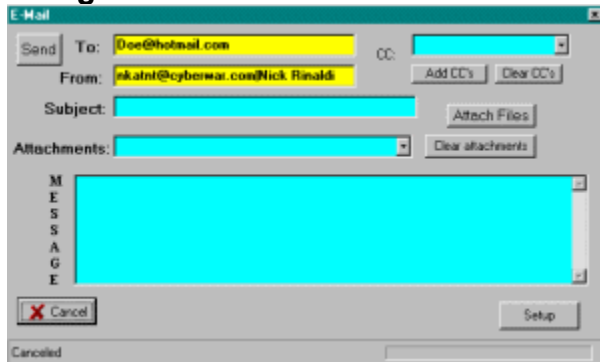
E-Mail

Setup :



- *This is important:* Go to the phone menu, click on **E-mail** setup, then type the address of your ISP server. It's usually in the format of *mail.servername.com*. For example ; *mail.aol.com* or *mail.netcom.com*. If you are not sure call you local service provider to help you.
- Then type your **e-mail** address in the next box.
 - Then type your **name**.
 - You can probably leave **Character Set** and **Encoding** alone.

Using:



HomeBase98 added an extra field to the database for **E-Mail** addresses. When you want to **E-mail** someone in your database, just search for the person you want to E-Mail by pressing **F8** and typing their name . Then press the **E-Mail** button on the toolbar or main window. The form will call up with the stored **E-mail** address in the window. Fill out the rest of the form , add attachments if desired and press **send**. That's all . Be sure to be connected to your Server first. If you use dial-up networking to call your server, go to **internet settings** in the **windows control panel**, then select "**Use auto dial** " with this setting ,when you press **send** the dialer will come up automatically.

Bookmarks

If you have an entry that you want to return to, just push the **bookmark** button . To return to entry press **Go to Bookmark**.

This feature is disabled in the search mode.

Help file generated by HelpWriter for Delphi.

Mailing Lists

To make a mailing list, first press the **clear all** button. Then select the addresses you want to print. You can do this in list view by double clicking on an entry. In single view by pressing the **pick** button . The light will turn **green**.

When finished, go to the toolbar and press the **save mailing list button**.

Name your list "Christmas" for example.

Now when you go to the print options panel, select "mailing list" . You should see your list displayed in the file box. Click on it in the box.

This list is now ready to print..

Editing mailing lists

Help file generated by HelpWriter for Delphi.

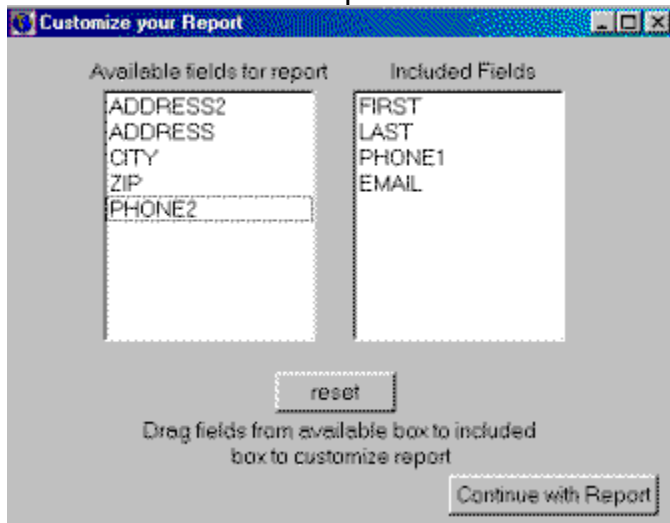
KeyWord Field

This non-printable field was added so you can categorize or aid in the search of a specific entry or entries. Say you address your labels "Mr. & Mrs. J. Doe", "Mr. & Mrs. J" would go in the **first name** field, and "Doe" would go in the **last name** field. Then you can store their first names in the **keyword** field say "John & Jane". On the other hand, you can type a category keyword such as "Jane's cousins". Type Jane's cousins in the keyword field, for all of Jane's cousins. Then you can do a keyword search, typing Jane's cousins in the search box. The database will then display all of Jane' cousins. You can then tag them for printing. In addition, save it as a separate mailing list.

Help file generated by HelpWriter for Delphi.

Report Printing

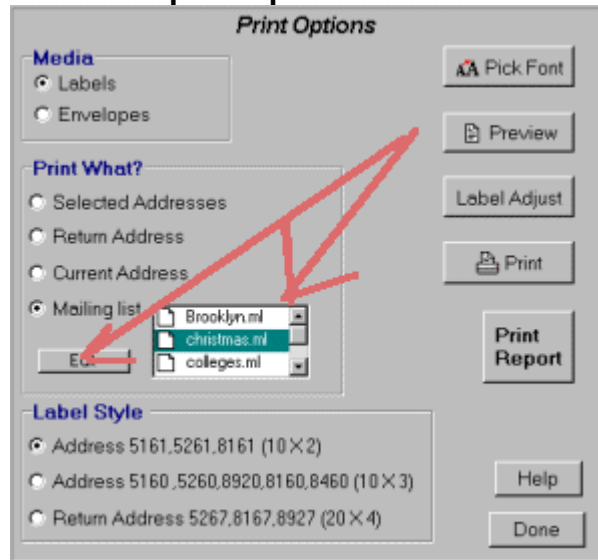
You can now print a complete report of the entire database or just selected entries. Select **print report** from the print options panel. You will be prompted to decide to print a **complete report** or the **currently selected** entries. Then HomeBase will analyze the database and determine the best printing method. Many times, it will tell you to select a smaller font so the report will fit on the page. Small fonts or narrow fonts (like arial narrow) will usually work. Keep reducing the size until it prints, this way you get the largest font that will work, and make it most readable. Using legal size paper also helps. In all cases, the report prints in landscape mode to aid in getting all the fields on one page. Also with this new version, you select the fields you want to include in the report. The fewer the fields the bigger you can make the font size



Help file generated by HelpWriter for Delphi.

Edit Mailing Lists

To edit an existing mailing list. Click the **print options** button on the toolbar.

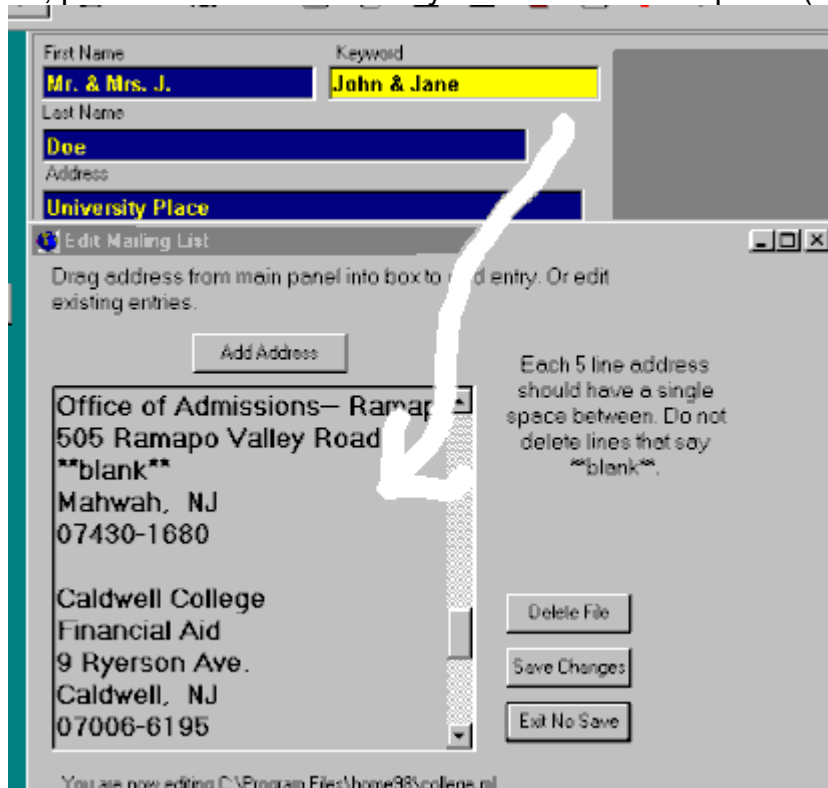


Then select , to print a mailing list .

Then select the mailing list you want to edit in the filebox. Then click the **edit** button.

- To add an address, press the mouse down anywhere on the main panel (Single

Then



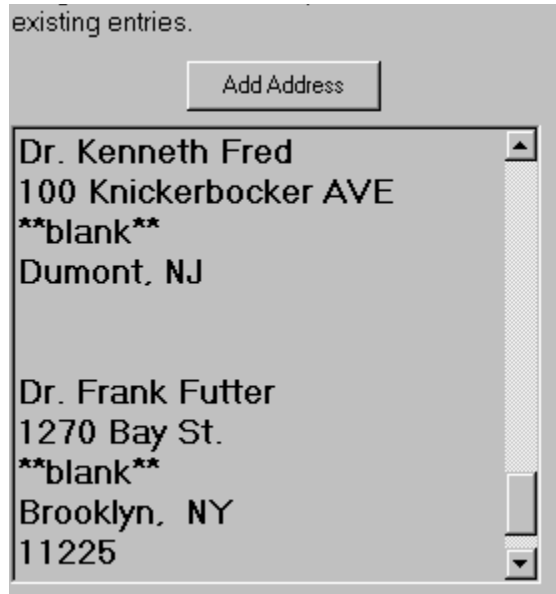
view mode) .

Drag the displayed address into the list box. It will be added to the bottom of the list.

- To edit an existing address, just edit it in the list box. Be sure that all 5 line addresses have one space in between them. 4 line addresses should have 2 spaces. Right click to cut and paste.
- To delete a mailing list press the **delete** button.

Drag

- See closer look below:



The format is as follows:

first,last name

address

address2 or **blank**

city,state

zip

space

first,last name

address2 or **blank**

city,state

zip

space etc...

be sure that you follow this,

Don't delete any **blank** lines they tell the printer to format for a 3 line address.

Keyboard shortcuts:

Short Cut Keys:

F1--Help
F3-- List View
F4--Single View
F8-- Search

PageUp--Previous Record
PageDown--Next Record
Home--First Record
End--Last Record

Tab key --next field
Alt keys--underlined on buttons
Escape--Cancel Editing

*(Some menu items also have short cut keys,look next to menu item)

Help file generated by HelpWriter for Delphi.

