TSC Free Address Book

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Note:
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click "Tools > Manual Designer" and modify the print manual
template.

Title page 1

Use this page to introduce the product

by Lemuel D Turner

This is "Title Page 1" - you may use this page to introduce your product, show title, author, copyright, company logos, etc.

This page intentionally starts on an odd page, so that it is on the right half of an open book from the readers point of view. This is the reason why the previous page was blank (the previous page is the back side of the cover)

TSC Free Address Book

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Special thanks to:

All the people who contributed to this document, to mum and dad and grandpa, to my sisters and brothers and mothers in law, to our secretary Kathrin, to the graphic artist who created this great product logo on the cover page (sorry, don't remember your name at the moment but you did a great work), to the pizza service down the street (your daily Capricciosas saved our lives), to the copy shop where this document will be duplicated, and and and...

Last not least, we want to thank EC Software who wrote this great help tool called HELP & MANUAL which printed this document.

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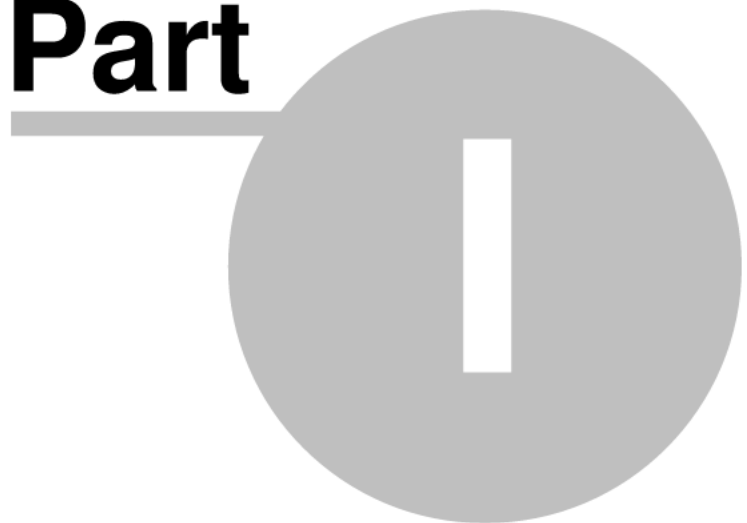
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Foreword

This is just another title page
placed between table of contents
and topics

Top Level Intro

This page is printed before a
new top-level chapter starts

Part

I

1   Introduction

Welcome to TSC Free Address Book. TSC Free Address Book is an easy to use program to keep track of your contacts and print letters, labels and lists. The program allows you to create an unlimited number of letters using the built-in letter writer that includes spell checking. With this program you can assign your contacts to one or more lists, such as a Christmas Card or Club List. You can print letters (with address merge) or labels to an individual, to all members of a list or to everyone in the database. You can print letters in multiple languages. The program can decide which language to use for each person. Using the easy to use query wizard you can filter individual list or databases to print to exactly the individuals you want. You can mark a contact as active or inactive for any mailing list. You can then choose to mail to only active, inactive or both members of a list depending upon your needs. You can use a user defined keyword list to define a list of criteria (i.e. products, interests, customer types, etc.) that can be assigned to individuals. More than one keyword can be assigned to an individual for flexibility. Use the list building utility which allows an entire mailing list to be created quickly. Simply fill in criteria to select a unique group of people (i.e. by keywords, state, birthday) and check the results. Add on to existing list one person at a time, or add a group of people with the list building utility. You can also create an unlimited number of databases. The last used database will be automatically opened when you start the program. With the letter writer you can create letters in multiple languages and the correct language letter will be printed based on the contacts language stored in the database.

Quickly get driving directions to any address in your database. Press the Address Info button and get detailed information about and address such as latitude, longitude, time zone, Congressional Representative, census tract, census block, county, school district, delivery post office and much more. Dial a contacts number or send them an email with the touch of a button. Print letters, labels or listings to the screen for preview, printer, PDF, text, XML or HTML that can be posted on the web.

You can import data into the system from data stored in dBase, ASCII comma delimited or Excel format. You can also export your data in dBase, ASCII delimited, ASCII flat file, Excel and HTML formats. The program has a zip compatible backup and restore module to protect your data

Top Level Intro

This page is printed before a
new top-level chapter starts

Part

II
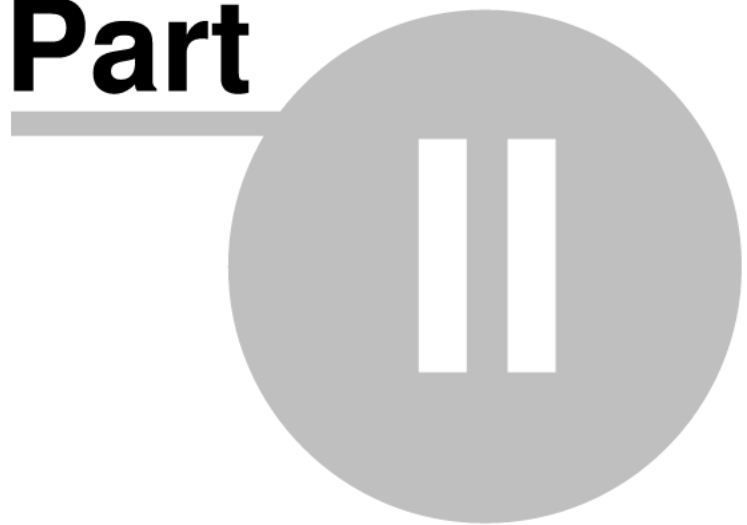
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Top Level Intro

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new top-level chapter starts

Part

III
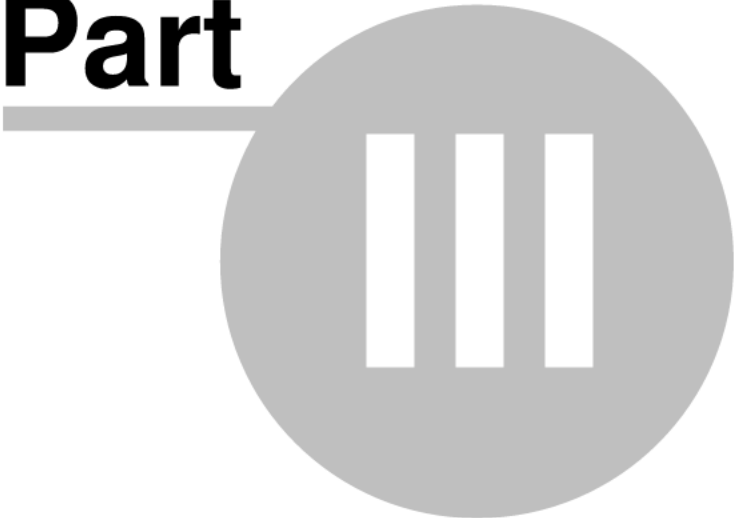
3   Getting Started with TSC Free Address Book

Welcome to **TSC Free Address Book**. TSC Free Address Book is an easy to use program to keep track of your contacts and print letters, labels and lists. The program allows you to create an unlimited number of letters using the built-in letter writer that includes spell checking. With this program you can assign your contacts to one or more lists, such as a Christmas Card or Club List. You can create an unlimited number of list with TSC Free Address Book. You can print letters or labels to an individual, to all members of a list or to everyone in the database. Using the easy to use query wizard you can filter individual list or databases to print to exactly the individuals you want. You can mark a contact as active or inactive for any mailing list. You can then choose to mail to only active, inactive or both members of a list depending upon your needs. You can use a user defined keyword list to define a list of criteria (i.e. products, interests, customer types, etc.) that can be assigned to individuals. More than one keyword can be assigned to an individual for flexibility. Use the list building utility which allows an entire mailing list to be created quickly. Simply fill in criteria to select a unique group of people (i.e. by keywords, state, birthday) and check the results. Add on to existing list one person at a time, or add a group of people with the list building utility. You can also create an unlimited number of databases. With the letter writer you can create letters in multiple languages and the correct language letter will be printed based on the contacts language stored in the database.

Quickly get driving directions to any address in your database. Press the Address Info button and get detailed information about and address such as latitude, longitude, time zone, Congressional Representative, census tract, census block, county, school district, delivery post office and much more. Email a contact with the touch of a button. Print letters, labels or listings to the screen for preview, printer, PDF, text, XML or HTML that can be posted on the web.

You can import data into the system from data stored in dBase, ASCII comma delimited or Excel format. You can also export your data in dBase, ASCII delimited, ASCII flat file, Excel and HTML formats. The program has a zip compatible backup and restore module to protect your data

The program stores an unlimited number of contacts.

3.1   Program Navigation

3.1.1   Main Menu

Program items can be selected from the pull down menu across the top of the screen or from the Tool Bar

File   Edit   List   Print   Online   Explore   Window   Help

File Menu

New Database   Use this option to create a new database

Open Database Use this option to open an existing database

File Maintenance	The file maintenance screen provides basic file maintenance for your data. You probably will never need to use any of the procedures.
Export Data	Displays the export window. Can Export data in dBaseIII, dBaseIV, ASCII, Excel and HTML
Import Data	Displays the import window. Can import data in Excel, dBase and ASCII format.
Print Setup	Sets the default printer
Backup - Restore	Backup and/or Restore your data
Exit	

List Menu

List of People	Displays the People List window. From the list new people can be added, edited, deleted, sorted and more.
List of Mailing Lists	Displays the Mailing List window. From there new mailing list can be created, edited or deleted
List of Key Words	Displays the Key Words window. From there key words can be added, edited, or deleted
List of States	Displays the States List window. From there new states/provinces can be added, edited or deleted.
List of Name Prefixes	Displays the Name Prefix window. From there name prefixes can be added, edited, or deleted
List of Name Suffixes	Display the Name Suffixes window. From there name suffixes can be added, edited, or deleted
List of Languages	Display the Language List window. From there Languages can be added, edited, or deleted
List of Countries	Display the Country List window. From there Countries can be added, edited, or deleted
List of Letters	Display the Letters List window. From there name Letters can be added, edited, or deleted
List of Categories	Display the Categories List window. From there Categories can be added, edited, or deleted
Label Definitions	Display the Label Definitions window. From there labels can be added, edited, or deleted
List of Users	Display the Users List window. From there Users can be added, edited, or deleted

Print Menu

Summary Reports

People by State/ City	Creates a report of all people sorted by State and City.
People by Alphabetical Order	Creates a report of all people ordered alphabetically.
People by Keyword	Creates a report of all available keywords and those people who are associated with that keyword
Mailing List Summary	Creates a report of all the mailing list including mailing list name, description and the people on each list.

Labels

Labels by List	Allow you to print labels for members of a particular list, for example birthday list.
Labels to All	Prints labels for all people in the database.
Labels by Individual	Print labels for one individual.

Letters

Letters by List	Allows you to print letters to members of a particular list, for example birthday list.
Letters to All	Prints letters for all people in the database.
Letters by Individual	Print letters for one individual.

Explore

View Main Data Folder	Displays the files that contain the people list, mailers list keywords, etc
View System Data Folder	Displays the files that contain lookup information such as state names, name prefixes etc.

3.1.2   Tool Bar

Icon	Description
	Browse the people file. From here you can add, edit or delete people and their contact information
	Browse the mailing list file. From here you can add, edit or delete mailing list
	Browse the letters file. From here you can add, edit or delete letters

Exit the program

See Also

[Main Menu](#)

3.2   Address Databases

A collection of contacts are stored in and address database. You can store and unlimited number of contacts and addresses in an address database.

You can create an unlimited number of address databases.

3.2.1   Creating a New Address Database

To create a new address database select **File>New Database** from the main menu.

On the Add a New Database Screen enter a Name, such as *MyMailList*, *Clublist*, etc, **DO NOT** enter any drive or path information, just a name for the database only. You can also enter information in the comment field.

Your old database will close and a new empty database will open, when you press the **OK** button.

3.2.2   Open an Existing Address Database

To open an existing Address Database select **File>Open Database** highlight and existing database and double click or click the Select button to open an existing Address Database

3.3   Addresses

3.3.1   About Addresses

An address is all of the information associated with a single contact. This includes their name, title, organization,telephone numbers, mailing addresses, e-mail addresses, language, date of birth etc.

Addresses are displayed in the [People Listing](#). If the People Listing is not displayed on the screen, click on the person icon on the toolbar or select **List>List of People** from the main menu. Each address is displayed in a single row in the [People List](#). You can filter the which addresses are displayed based on name by using the Alphabet Bar. You can also sort the address list by name, city/state or organization by clicking on the Name, City/State or Organization Tabs at the top of the People Listing.

Actions can be performed on an a selected address such as sending an email, getting a map to an address, finding census information about an address or visiting a web page.

See Also

Adding a New Address

Editing an Address

Deleting an Address

Editing an Address

Copying an Address

Finding an Address

Importing and Exporting Addresses

Keywords

People List

Mailing Lists

Name Prefix List

Name Suffix List

State List

Country List

Language List

3.3.2   Adding a New Address

To add a new address click the **A**dd Button on the People Listing or press the Insert key on the keyboard. Alternatively using the mouse, right click on the People Listing and select Add from the pop-up menu. The address editor dialog will be displayed where you can enter the information about the new address.

Person Profile Tab

Na The name section has five parts: salutation, first name, middle initial, last name, and
m name suffix. All the entries will have the first letter of the word capitalized automatically.
e

Sa This field is a drop down pick list. Select an item from the drop down list. A blank is
lut allowed in this field. You can add a new item if needed.
ati
on

Fir This field is optional. The first letter of each word is capitalized.
st
Na
m
e

Mi This field is optional. If a letter is entered, the letter is capitalized.
dd
le
Ini
tia
l

La This field is required. The first letter of each word is capitalized.
st
Na
m

Field	Description
Suffix	This field is a drop down pick list. Select an item from the drop down list. A blank is allowed in this field. You can add a new item if needed.
Title	This field is optional. Enter a person's title such as President, CEO etc.
Organization	This field is optional. Holds the name of the company or organization the person belongs to.
Address1	This field is optional. It contains the street number and name.
Address2	This field is optional for more address information such as a suite # or mailstop
City	This field is optional
State	This field is required. Values entered in this field are validated against the state listing. If an entry is not valid the state list will be shown for choosing a valid state.
ZipCode	This field is required. It will accept the five digit or the five digit +4 format for US postal codes or Canadian/European postal codes.
Country	This field is a drop down pick list that defaults to United States
HomePhone	This field is optional. Enter the persons home phone number. No automatic formatting is performed on the number
WkPh	This field is optional. Enter the persons work phone number and extension if applicable. No formatting is performed on the number
Fax	This field is optional. Enter the persons fax phone number . No formatting is performed on the number
Email	This field is optional. Enter the persons email address.
Web	This field is optional. Enter the address to the persons web site.
Bi	This field is optional. Enter the format as MM/DD/YYYY. The date can optionally be

rth selected from the calendar lookup button.
da
te

Cu The current age of the person is displayed in years and months.
rre
nt
Ag
e

La This field is optional. It defaults to English.
ng
ua
ge

Se This field is optional. Choose one of the two radio button selections.
x

Ke This list displays keywords associated with this person. New keywords can be added to
yw this list and existing keywords can be removed from the list.
or
ds

Ad This button calls a pick list of keywords to be added to the keyword list box.
d
Ke
yw
or
d

De This button will delete the highlighted keyword from the list associated with this person. It
let does not delete the keyword from the file, only their reference to this person.
e
Ke
yw
or
d

No This field is optional. Used for recording any additional information about this person.
te The box is scrollable.
s

Mailing List Tab

Mailing This list displays the mailing lists (categories) to which this person is currently a
List member. New mailing categories can be added to this list and existing mailers can
be removed from the list.

Add This button calls a pick list of mailers (categories) to add to the mail list list box.
Button

Modify This button calls the form to update the status of the highlighted mail list. This form
Button changes the status of the mailer for this person only.

Delete This button will delete the highlighted mailer from the list associated with this person.
Button It does not delete the mail list from the file, only their reference to this person.

See Also

3.3.3 Editing an Existing Address

To modify an existing address select the address in the People List, then press the **Edit** button. As a shortcut, you can also just press the Enter key on your keyboard or left double click with the mouse when an address is highlighted. The address editor dialog will be displayed, where you can view or modify the information for this address. This window displays the profile information for one person. This profile information includes address information, keyword groupings, and membership to individual mail lists. Using the scroll controls on the bottom of the screen, the people can be scrolled through one record at a time.

Button	Description
Email	This button will be enabled if the person has an email address. Pressing the button will open your default email system with the person email address end the send to field.
Web	This button will be enabled if the person has a web address listed. Pressing the button will take you to the listed web site
Mapquest	Activates your web browser and displays a map of the address where you can obtain driving directions to the address.
Address Info	Activates your web browser and provide you with the following information about the address if available such as Zip+4,latitude longitude time zone, Congressional Representative, Census tract, Census block, County, School District, Delivery Post Office, and much more.
ABC	Activates the spell checker and spell checks the notes field.
Help	Displays this screen.
OK	Closes the window and saves any changes made.
Cancel	Closes the window without saving changes

See Also

[About Addresses](#)

[Adding a New Address](#)

[Deleting an Address](#)

[Copying an Address](#)

[Finding an Address](#)

[Importing](#) and [Exporting](#) Addresses

[People List](#)

[Keywords](#)

[Mailing Lists](#)

[Name Prefix List](#)

[Name Suffix List](#)

[State List](#)

[Country List](#)

[Language List](#)

3.3.4 Deleting an Address

To delete an existing address select the address in the People List, highlight an address. Then press the **Delete** button. As a shortcut, you can also just press the Delete key on your keyboard or right click on the mouse and select Delete from the pop-up menu

See Also

[About Addresses](#)

[Adding a New Address](#)

[Editing an Address](#)

[Copying an Address](#)

[Finding an Address](#)

[Importing](#) and [Exporting](#) Addresses

[People List](#)

[Keywords](#)

[Mailing Lists](#)

[Name Prefix List](#)

[Name Suffix List](#)

[State List](#)

Country List

Language List

3.3.5 Copy an Address

If you are entering a new address where most of the information is the same as and existing address, highlight the existing address and click the **Copy** button. Edit the data in the address editor dialog, make changes as needed and save as a new address record.

See Also

About Addresses

Adding a New Address

Editing an Address

Deleting an Address

Finding an Address

Importing and Exporting Addresses

Keywords

People List

Mailing Lists

Name Prefix List

Name Suffix List

State List

Country List

Language List

3.3.6 Finding an Address

There are three ways to search for records. Quick search, Find Dialog and Query Wizard

Quick Search
You can search for a record by last name, state or organization. To conduct a quick search by last name, click Name Tab. To search by state, click the State/City Tab, To search by Organization click the Organization Tab. Once you click the appropriate tab, just begin typing at the keyboard and the record that matches will be selected.

Find Dialog
You can search by full name, state/city or organization. Select the appropriate tab, then enter the information in the lookup field at the bottom of the screen and press the tab key. The screen will locate the item that matches or the nearest match to the information typed.

Enter the persons name: Last,First
and press the Tab key to locate
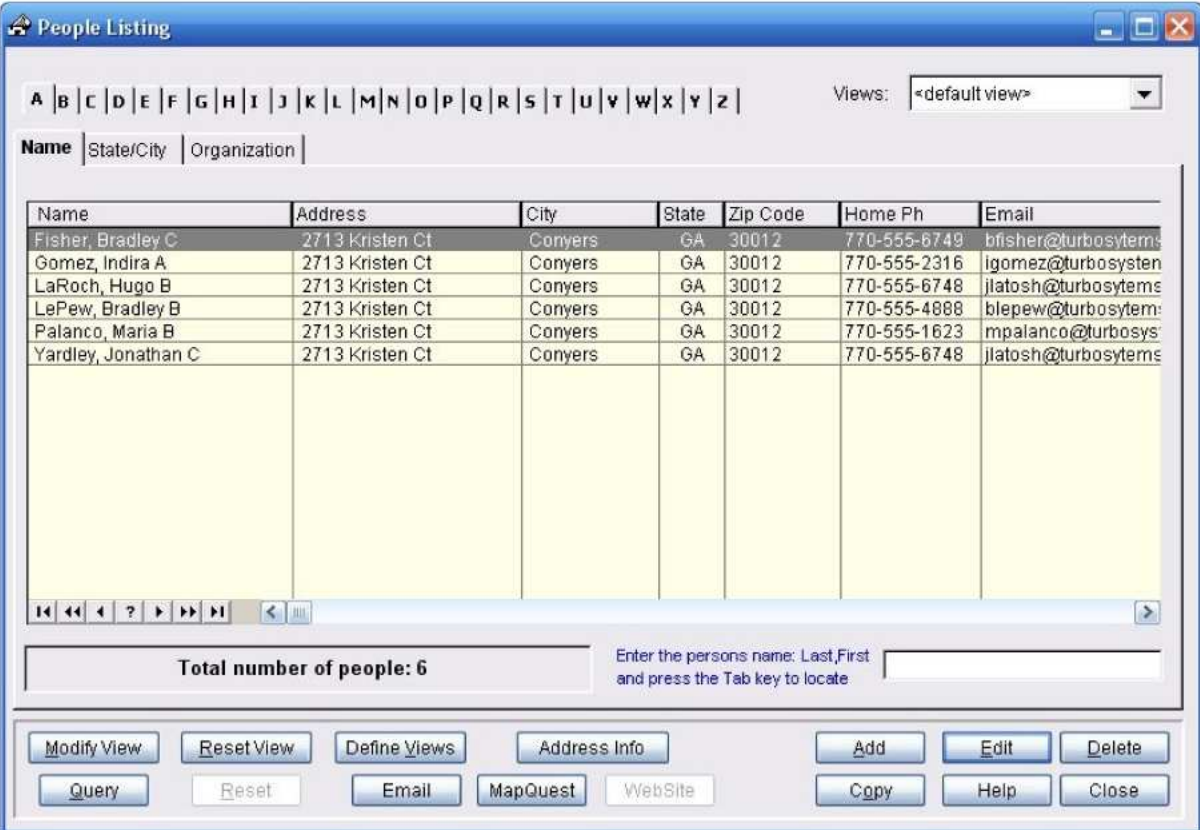
Query Wizard

The query wizard allows you to search the database on multiple fields using comparison operators such as equal to, less than, greater than, begins with, contains etc. See Query Wizard section for more additional information.

3.3.7   People Listing

The People Listing is the heart of the program and is used to add, delete, edit and find people/ addresses and much more. This screen can be accessed by selecting **List>List of People** or by

clising the [icon] icon on the tool bar.

See Also

Adding a New Address
Editing an Existing Address
Deleting an Address
Copy an Address
Find an Address
Sending an Email

Mapquest
Address Info
Website
Creating a Query
Views

3.3.8   Mailing Lists

Addresses can assigned to one or more mailing lists (categories). You can create an unlimited number of mailing lists. Addresses may be assigned to one or more mailing list. You can add a new mailing list category be selecting the following from the main menu:

List>List of Mailing Lists
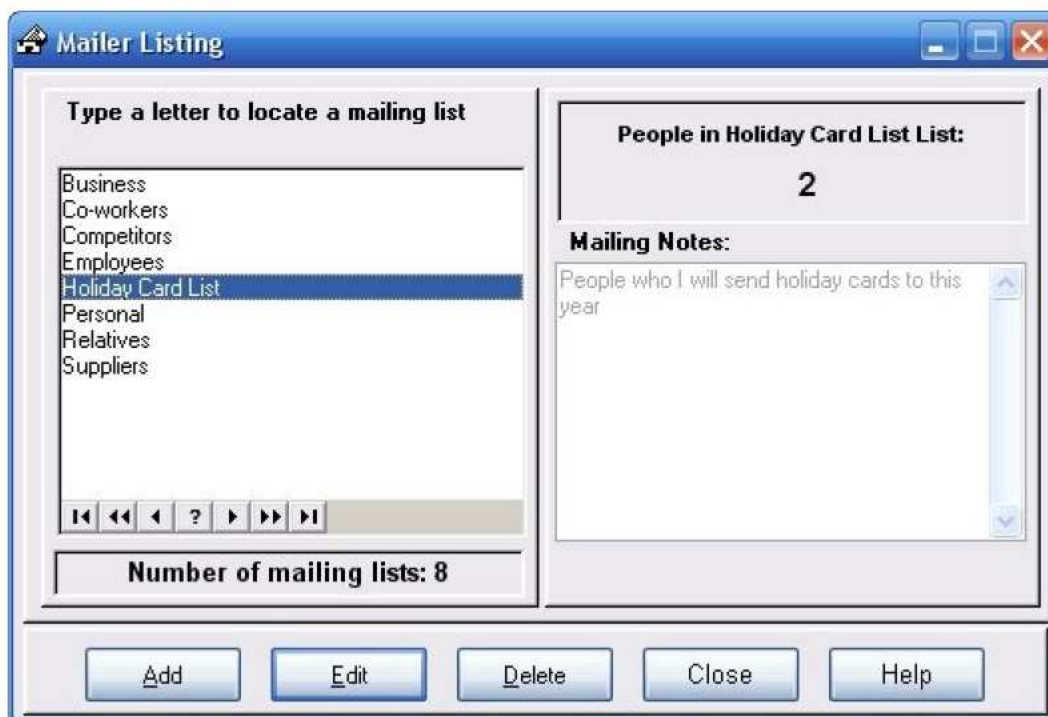
To add a new Mailing List Category, click the **Add** button on the Mailer List Screen. Enter the Mailing List Category name in the *Description* field. You can also enter notes about the Mailing List Category in the *Mailer Notes* field. See Below.
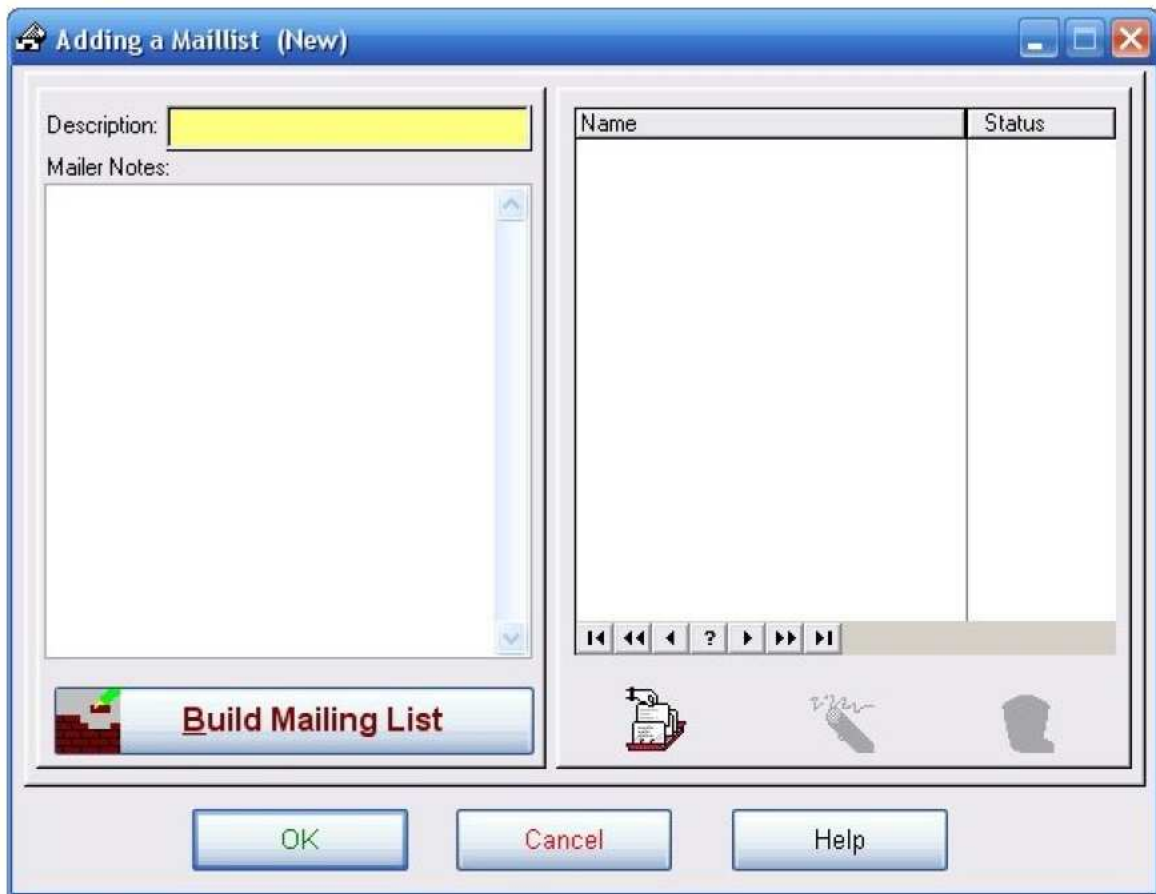
There are two ways you can assign a person to a mailing list category, individual or multiple.

Add an Individual to a Mailing List Category

1. Click the Insert [button image] button which displays the select a person screen
2. Highlight the person you want to add to a mailing list.
3. Click the select button or double click on the highlighted person
3. The person will be added to the category
4. Repeat steps 1 - 3 to add and additional people to the category.

Add multiple Individuals using the Build List Feature

1. From the main menu select **File>List of Mailing Categories**
2. Click the **Add** button to add individuals to a new list or the **Edit** button to add individuals to an existing list.
3. Enter a name in the *Description* field if it a new Category List.
4. Optionally enter notes in the *Mailer Notes* field.
5. Click the **Build Mailing List** button.
6. This will display the Selection Criteria window.

See Also

3.3.8.1   Selection Criteria Window

The Selection Criteria window is used to define the criteria for choosing particular people for a mailing list. People can be selected based on a variety of topics (Last Name, First Name, City, State, ZipCode, Sex, birthdate, keywords). Up to four different selection conditions can be evaluated at one time. If multiple conditions are needed, they must be joined by either the AND or the OR clause.

Field Nam e The options for this drop list are the same for Criteria One through Criteria Four. These items are all fields related to the personal profile information. The fields included are first name, last name, city, state, zipcode, birthdate, sex, and keyword.

Oper ator The options for this drop list are the same for Criteria One through Criteria Four. The meaning of each item is defined below:

=   Is Equal To. (i.e. Field name is equal to Value)

<>   Is Not Equal To. (i.e. Field name is not equal to Value)

<   Is Less Than. (i.e. Field name is less than Value)

>   Is Greater Than. (i.e. Field name is greater than Value)

>=   Is Greater Than or Equal To. (i.e. Field name is greater than or equal to Value)

<=   Is Less Than or Equal To. (i.e. Field name is less than or equal to Value)

Valu   The options for this field are dependent on the selection of the Field value. If State,
e   Sex, or Keyword are the selected Field name, a drop list of allowable values is given.
        If Birthdate is the selected Field name, only dates may be entered (in mm/dd/yyyy
        format). All other Field name selections will allow the entry of any characters in this
        field. DO NOT put single or double quotes (or) around letters to be evaluated.
Join   The join options between each condition are the same. AND and OR conditions are
Optio mutually exclusive in this query builder. If AND is selected as the join condition
ns   between criteria one and criteria two it will be used between all other criteria also. The
        same rule applies for the OR condition. If NONE is selected the criteria following the
        condition will be cleared.

Clear When clicked, all the fields in the window are cleared.

Clos   This button, when clicked, will close the Selection Criteria window.
e
Build When pressed it builds a mailing list based on the criteria entered and the Selection
List   Results window is displayed

See Also
        Mailing Lists

3.3.8.1.1 Selection Results

This window shows the people that fit a stated criteria defined in the Selection Criteria
window. It shows all the information about the person that can be used for selection criteria.
Names may be listed twice in the name list, but only one will be placed in the mailing list.

Name List Shows the names of the selected people
Box
Profile Info Display only fields showing city, state, zipcode, birthday, and sex of the selected name
            in the list box.

Keyword   Display only fields showing any keywords associated with the selected name in the
List Box   name list box.

Add to List When clicked, this will add the people in the name list to the mailing list and then close
Button   this window. If a name is listed twice in the name list they will be placed in the mailing
            list only once.

Return   When clicked, this will close this window and return to the selection window without
Button   adding names to the mailing list.

See Also
        Selection Criteria Window

3.3.9   Keywords

The program includes a user defined keyword list. Keywords allows you to define a list of criteria (i.e. products, interests, customer types, etc.) that can be assigned to individuals. More than one keyword can be assigned to an individual for flexibility.

See Also

Keyword List
Keyword Form

3.3.9.1   Keyword List

This window displays all the possible keywords to categorize people.

Keyword List Box	This box contains the list of keywords used to categorize people for mail lists. Keywords must be inserted here in order to show when assigning a particular keyword to an person
Add Button	Click to add a new keyword. Displays the Keyword Form
Edit Button	Edits the highlighted keyword. Displays the Keyword Form.
Delete Button	Deletes the highlighted keyword. *Note you cannot delete any keywords that are assigned to a person. You must remove the keywords association from all people prior to deleting.*
Close Button	This button, when clicked, will close the window.

See Also
Keyword Form

Keywords

3.3.9.1.1 Keyword Form

This window displays the information for one keyword. It also has a listing of all people who have this keyword in their personal profile.

Description	The name of the keyword. This description will be shown on lookup lists and reports.
People List Box	Displays people who have this keyword in their personal profile. New people can be added to this list and existing people can be removed from the list.
Add Button	This button calls a pick list of peoples names to be added to the people list box.
Delete	This button will delete the highlighted person from the people list associated with

Button this keyword. It does not delete the person from the file, only their reference to this keyword.

OK   When this button is clicked, any information changed or added about the keyword is written to the file on disk. The window is then closed.

Cancel When this button is clicked, any information changed or added about the keyword is not kept, the window is closed without saving to the file.

See Also
    Keywords
    Keyword List
    Select a Person
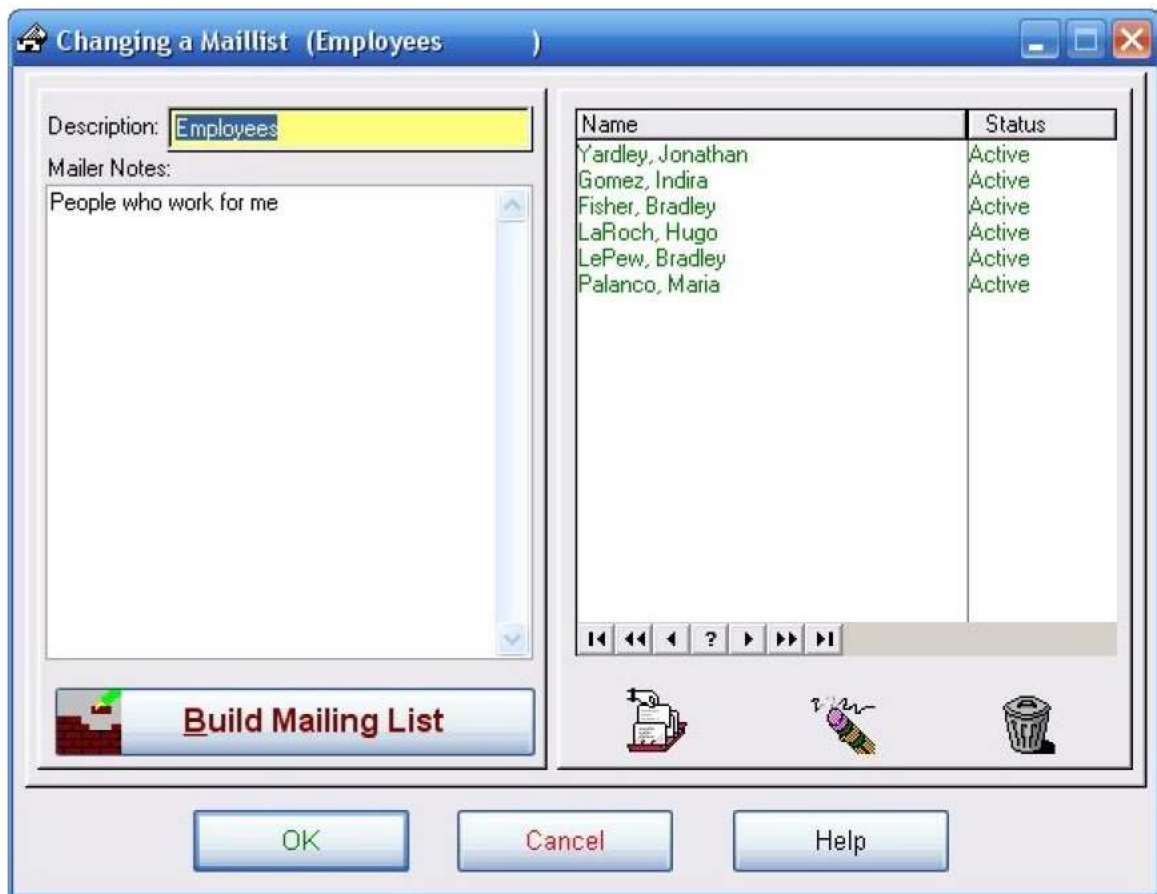
3.3.9.1.1.1 Select a Person

This window displays all the people with a defined personal profile (name and address information).

People This box contains all the people eligible for a mail lists. A person can be selected by
List   using the keyboard or by selecting with the mouse. A person may be located by
Box   typing the letters of the persons last name.

Select   Click this button to choose the highlighted person and add them to the calling form.

Close   This button, when clicked, will close the window.

See Also
Keyword Form

3.3.10   Name Prefix List

Use this option to Add, Edit or Delete a name prefix.

Example name prefixes:

Mr
Mrs
Miss
Dr
Capt

3.3.11   Name Sufix List

Use this option to Add, Edit or Delete a name sufix.

Example name sufixes:

Jr
Sr
Phd
III
IV

3.3.12   State List

Use this option to Add, Edit or Delete states or provinces.

3.3.13   Language List

Use this option to Add, Edit or Delete Languages.

Examples:

English
Spanish
French
German

The language selected for a person is used to determine the language to use for the letter printed.

3.3.14   Country List

Used to Add, Edit or Delete Countries.

Examples:

United States
Canada
Spain

The country defaults to United States.

3.4   Performing Actions on Addresses

3.4.1   Sending Email

TSC Free Address Book can send email using your default e-mail system

Click the **E**mail Button if enabled to send an email to the highlighted person on a browse list or the person you may be editing.

3.4.2   Get Driving Directions and Map

TSC Free Address Book can bring up a map of the highlighted or edited address by clicking the **M**apQuest Button. The **M**apQuest Button activates your web browser and displays a map of the address where you can obtain driving directions to the address.

3.4.3   Get Address Information

TSC Free Address Book can obtain information about the highlighted or edited address by clicking a the **A**ddress Info Button.

Click the **A**ddress Info Button which will open your web browser and provide you with the following information about the address if available:

Zip + 4
latitude
longitude
time zone
Congressional Representative
Census tract
Census block
County
School District
Delivery Post Office
...much more

Information provided by http://melissadata.com

3.4.4   Visit a Web Site

If the person or organization highlighted or edited has a website entered in the database, click the **W**ebsite Button to open your web browser and visit the website.

3.5   Letters

3.5.1   About Letters

TSC Free Address Book allows you to create an unlimited number of letters that can be printed to an individual, a mailing list or to everyone in the database. You can also print a letter in different languages based on the language of the contact. To add a letter to be printed in another language, an English letter must be entered first, then another letter must be entered with the same category, same letter name and a different Language. In the window below, the English version of Test1 would be printed for every contact in the database who's language was listed as English, the Spanish version of the Test1 letter would print for all contacts who's language was listed as English. If no language for a contact is entered, the English version of the letter will always print.

The language function is very useful if you have contacts that you need to provide letters in different languages. The program does not translate the letters and you must provide the language translation.

To access the letter list select **List>List of Letters** or click ▨ button on the toolbar and the Letters File window below is displayed:
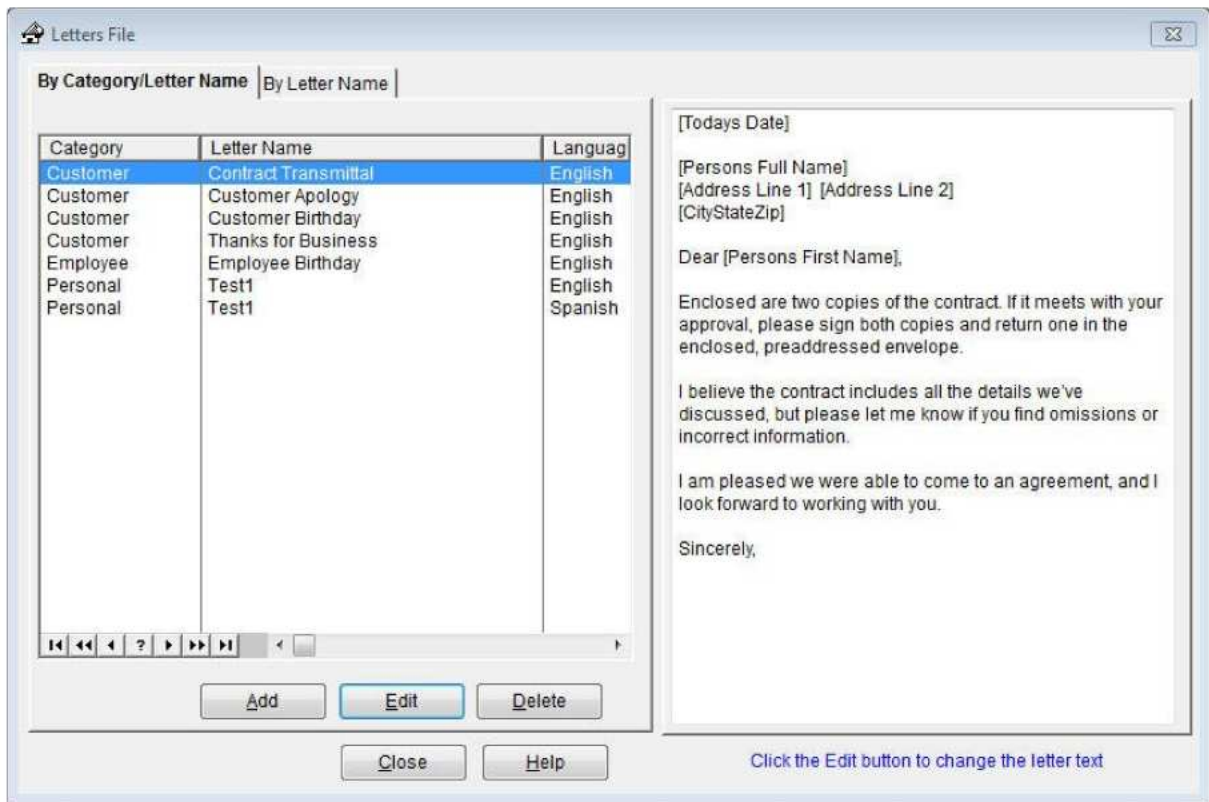
This window displays all the letters in the file. By default the letters are displayed sorted by Category, then by Letter Name. To display the letters displayed sorted by letter name only, click the By Letter Name tab.

Button	Function
Add	Add a new letter to the list
Edit	Click to make changes to the highlighted letter
Delete	Click to delete the highlighted letter

Close   Close the window
Help   Display the help window

3.5.1.1   Add a New Letter

When the Add or Edit button on the Letters List is clicked the window below is displayed. Add allows you to add a new letter while Edit allows to to make changes to an existing letter.
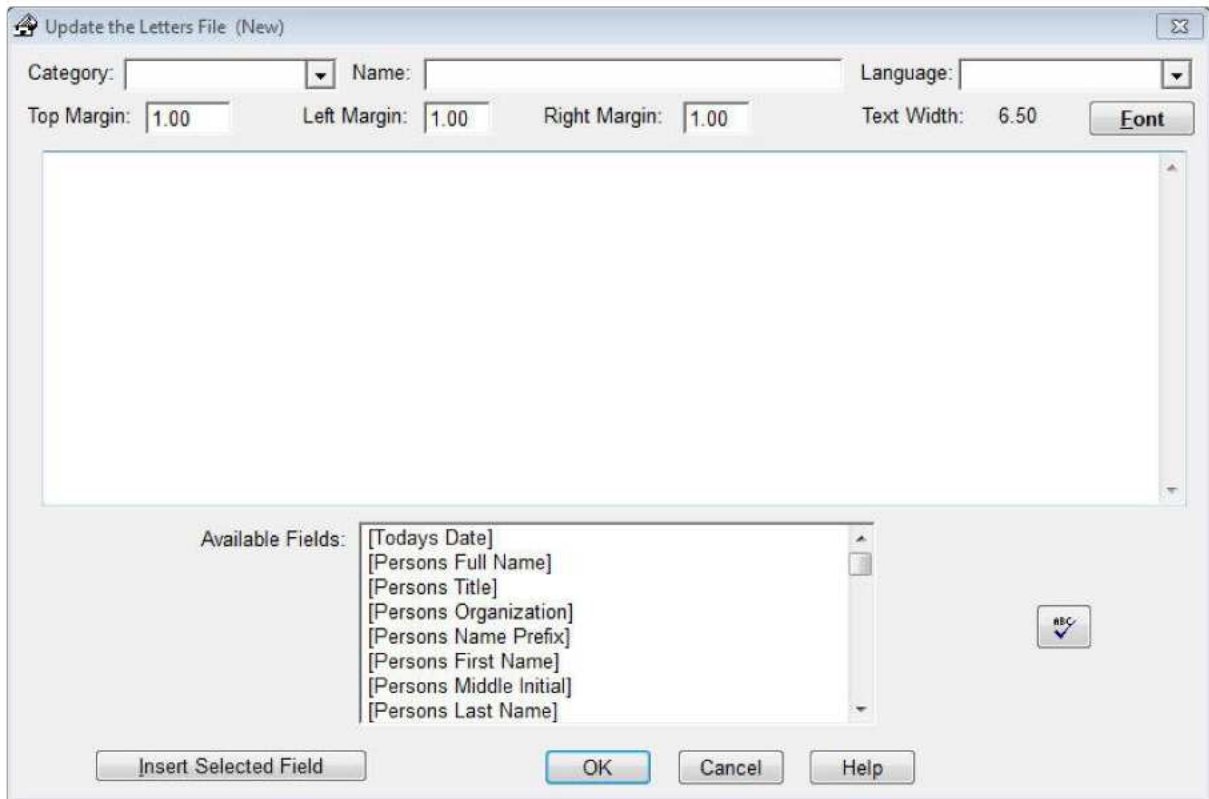
Field   Description

Categor y   Select a letter category from the drop down list such as Personal or Customer etc. You can add a new category by typing in a new category name or selecting Lists>Category from the main menu.

Name   Enter a name to identify the letter.

Languag e   Select a language for the the letter from the drop down list. You can add a new language by typing a new language or selecting Lists>Language from the main menu.

Top Margin   Use this field to set the top margin for the letter.

Left Margin   Use this field to set the left margin for the letter.

Right Margin   Use this field to set the right margin for the letter.

Test Width	Display on field..shows the width of the printed letter.
Font	Select the font you want to use for the letter. In this release you cannot select a font for an individual word. The font you select is used for the entire letter.
Letter Body	This is where you type your letter. Letters are limited to 8000 characters.
Availabl e Fields	You can insert information from the database into the body of the letter. Highlight the field you want and press the Insert Selected Field Button.
Insert Selected Field	Highlight one of the available fields and click this button to insert the field into the body of the letter.
OK	Saves the entered information to the Letter List and closes the window.
Cancel	Closes the window without saving any information.
Help	Displays the Help Window
ABC	Spell checks the letter.

To place a field into the letter, place your cursor at the spot in the letter where you want the field to go. Then highlight the field you want in the available fields box and the click the Insert Selected Field button.

The **Persons Full Name** field, includes the persons name prefix, first name, middle name, last name and name suffix. Information from all the fields are displayed spaced correctly.

The **CityStateZip** field includes the city, state and zip code. The information from the three fields are spaced and formatted correctly in the letter.

3.5.1.2   Add a New Category

From the Main Menu select File>Category. Categories are only used in Letters. Use this to Add, Edit or Delete a letter Category.

Examples:

Personal
Employee
Customer

3.6   Print

To Print Reports, Letters and Labels select the following from the main menu:

Print

You can print Summary Reports, Letters, and Labels.

Reports are listed to the screen for viewing, but can be printed to the printer, html, pdf, text or xml, by clicking one of the buttons on the **Report Destination** window below:
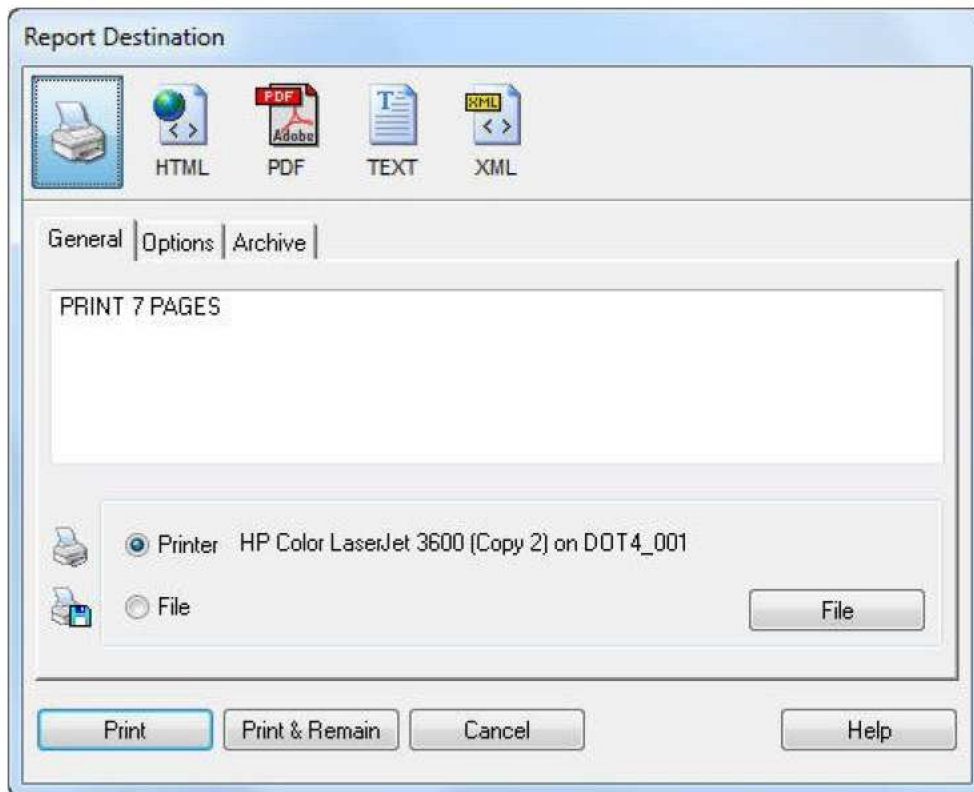
.
The toolbar below is displayed on the print preview.

Zooming &
Scrolling

Left Mouse Zoom IN
Right Mouse Zoom OUT
Gray + Zoom IN
Gray - Zoom OUT

Up Arrow Scroll toward top of page
Down Arrow Scroll toward bottom of page
Left Arrow Scroll toward left side of page
Right Arrow Scroll toward right side of page

Paging

Buttons, or keys listed below, can be used to navigate during report viewing.

HOME or **Ctrl+PgUp** First page (or group)
PgUp Previous page (or group)

PgDn Next page (or group)
END or **Ctrl+PgDn** Last page (or group)
G Go to Page by Number

Searching

Buttons, or keys listed below, are used to perform text searches within your report.

F Set text search options
F3 Find next occurrence
Shift+F3 Find previous occurrence

Marking

Buttons, or keys listed below, allow pages to be marked for processing.

R Mark a range of pages
U Unmark all pages
A Mark all pages
Spacebar Mark/Unmark current page

Delete

Button, or **Delete**, will delete the current page.

Please note that this cannot be undone. Once a page is deleted it cannot be retrieved.

Setup

Button, or **V**, opens the viewer setup window.

Page Size

Button, or keys listed below, are available during single page view to resize pages within the viewer frame.

W Fit page into width of viewer
H Fit page into height of viewer

Thumbnails

Buttons, or keys listed below, are used to change page views.

1 single page view
2 2 thumbnails, again for single page view
4 4 thumbnails, again for single page view
6 6 thumbnails, again for single page view
T toggle between all optional views

Printing   Button, or **Enter**, will open the report output window
.

Exit   Button, or **Esc**, will close the report and exit.

3.6.1   Summary Reports

Displays information on all people in the data base, unless filtered using the Query Wizard. Select Print>Summary Reports from the Main Menu. Reports can be printed to the screen for preview, printer, pdf, html, xml and text.

Report	Description
People by State/City	Creates a report of all people sorted by State and City.
People by Alphabetical Order	Creates a report of all people ordered alphabetically.
People by Keyword	Creates a report of all available keywords and those people who are associated with that keyword
Mailing List Summary	Creates a report of all the mailing list including mailing list name, description and the people on each list.

When any of the above reports are selected the window below is displayed which gives you the option to filter the report.

Query Option	Description
Select a Previously Saved Query	If you previously created a query for this report and saved it, use this option to select the query.
Create a New Query	If you want to filter the items printed in the report, click this button the create a new query.
Do not Apply a Query	If you want to print all the people in the report, click this button.
Cancel without Continuing	If you decide you don't want to print the report, click this button to cancel.

3.6.2 Labels

Select Print>Labels from the main menu. You are then presented with three label report options. See list below:

Report	Description
Labels by List	Allow you to print labels for members of a particular list, for example birthday list.
Labels to All	Prints labels for all people in the database.
Labels to an Individual	Print labels for one individual.

Labels can be printed to the screen for preview, printer, pdf, html, xml and text.

3.6.2.1 Labels by List

When you select the labels by list report the window below is displayed to allow you to select the report options. Use this report to print labels for members of a particular mailing list. Select the following from the main menu to print:

Print>Labels by List
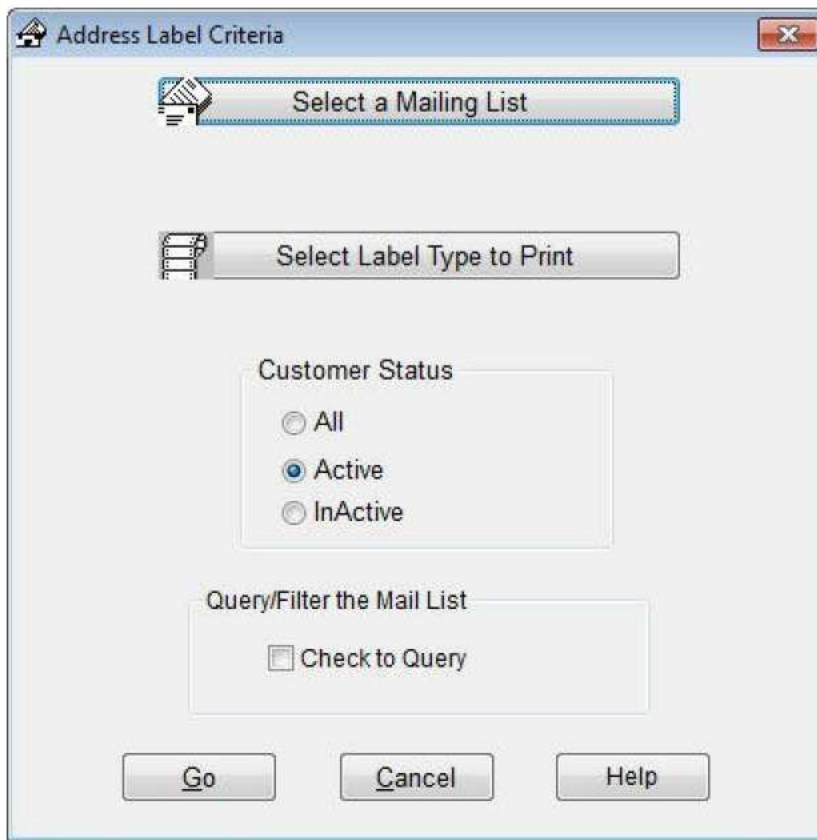
Select a Mailing List - click this button to select the list you want to print labels for.

Select Label Type to Print - click this button to select the label type you want to print.

Customer Status - gives you the option to print to active people, in-active people or both active and in-active.

Query/Filter the Mail List - if checked, will activate the Query Wizard where you can enter a new filter or select an existing filter.

Go - prints the labels using the selected options.

Cancel - closes the window without printing the labels.

See Also
Print

3.6.2.2   Labels to All

Use this option to print to labels to all people in the database. Select the following from the main menu to print:

Print>Labels>Labels to All

After selection you are prompted to select the label type to to use to print the list.

After selecting the label type you are give the option to filter the list by use of the Query Wizard.

Query Option	Description
Select a Previously Saved Query	If you previously created a query for this report and saved it, use this option to select the query.
Create a New Query	If you want to filter the items printed in the report, click this button the create a new query.
Do not Apply a Query	If you want to print all the people in the report, click this button.
Cancel without Continuing	If you decide you don't want to print the report, click this button to cancel.

See Also
Print

3.6.2.3   Labels to an Individual

When you select the labels to an individual report the window below is displayed to allow you to select the report options. Use this report to print a label for one or more individuals in the database. Select the following from the main menu to print:

Print>Labels to an Individual.

When the Select People Button is pressed the window below is displayed to allow you to select the individual(s) you want to print labels for.
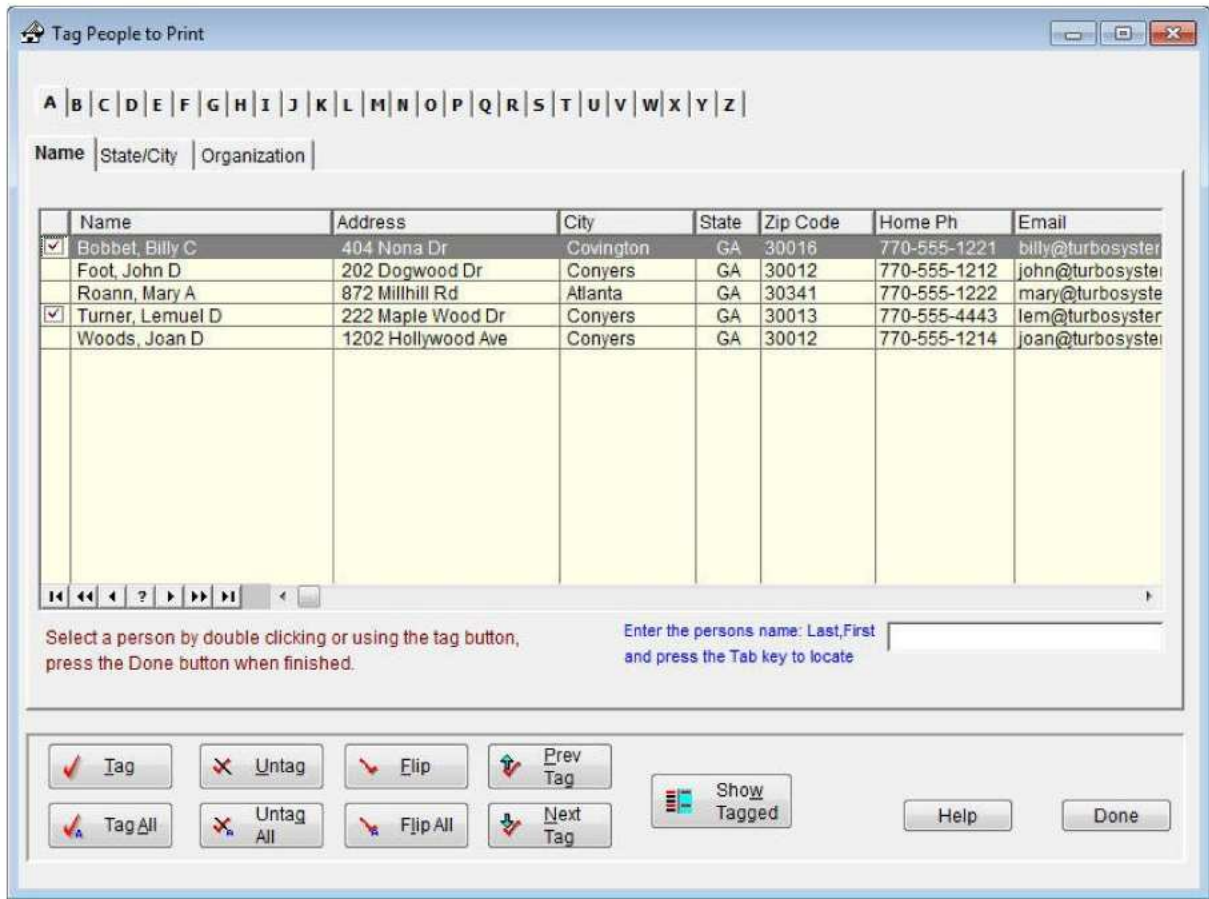
On the above screen, the individuals, Bobbet, Billy C and Turner, Lemuel D are tagged to print labels.

You can tag an individual by double clicking an highlighted record or by using the tag button.

Click the Done button when you are finished selecting individuals.

Next select the label type you want to print and the labels will be printed for the individuals.

See Also
Print

3.6.3   Letters

Select Print>Letters from the main menu. You are then presented with three letter report options. See list below:

Report	Description
Letters by List	Allows you to print letters to members of a particular list, for example birthday list.
Letters to All	Prints letters for all people in the database.

Letters to Individual Print letters for one individual.

Letters can be printed to the screen for preview, printer, pdf, html, xml and text.

3.6.3.1   Letters by List

When you select the letters by list report the window below is displayed to allow you to select the report options. Use this report to print letters for members of a particular mailing list. Select the following from the main menu to print:

Print>Letters by List

Select a Mailing List - click this button to select the list you want to print labels for.

Select Letter to Print - click this button to select the letter type you want to print.

Customer Status - gives you the option to print to active people, in-active people or both active and in-active.

Query/Filter the Mail List - if checked, will activate the Query Wizard where you can enter a new filter or select an existing filter.

Go - prints the letters using the selected options.

Cancel - closes the window without printing the letters.

See Also
Print

3.6.3.2 **Letters to All**

Use this option to print to letters to all people in the database. Select the following from the main menu to print:

Print>Letters>Letters to All

The window below is displayed:

Select a Mailing List - click this button to select the list you want to print labels for.

Select Letter to Print - click this button to select the letter type you want to print.

Query/Filter the Mail List - if checked, will activate the Query Wizard where you can enter a new filter or select an existing filter.

Go - prints the letters using the selected options.

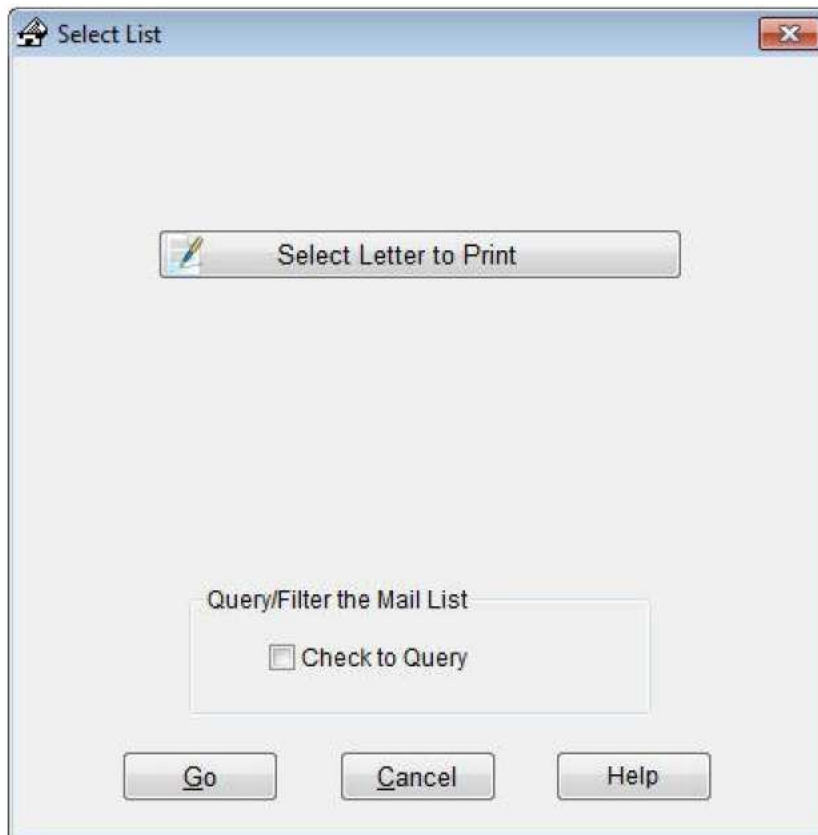**Cancel -** closes the window without printing the letters.

See Also
Print

3.6.3.3   Letters to Individual

When you select the letters to an individual report the window below is displayed to allow you to select the report options. Use this report to print a letters for one or more individuals in the database. Select the following from the main menu to print:

Print>Letters to an Individual.

When the Select People button is selected the window below is displayed to allow you to select the individual(s) you want to print letters for.
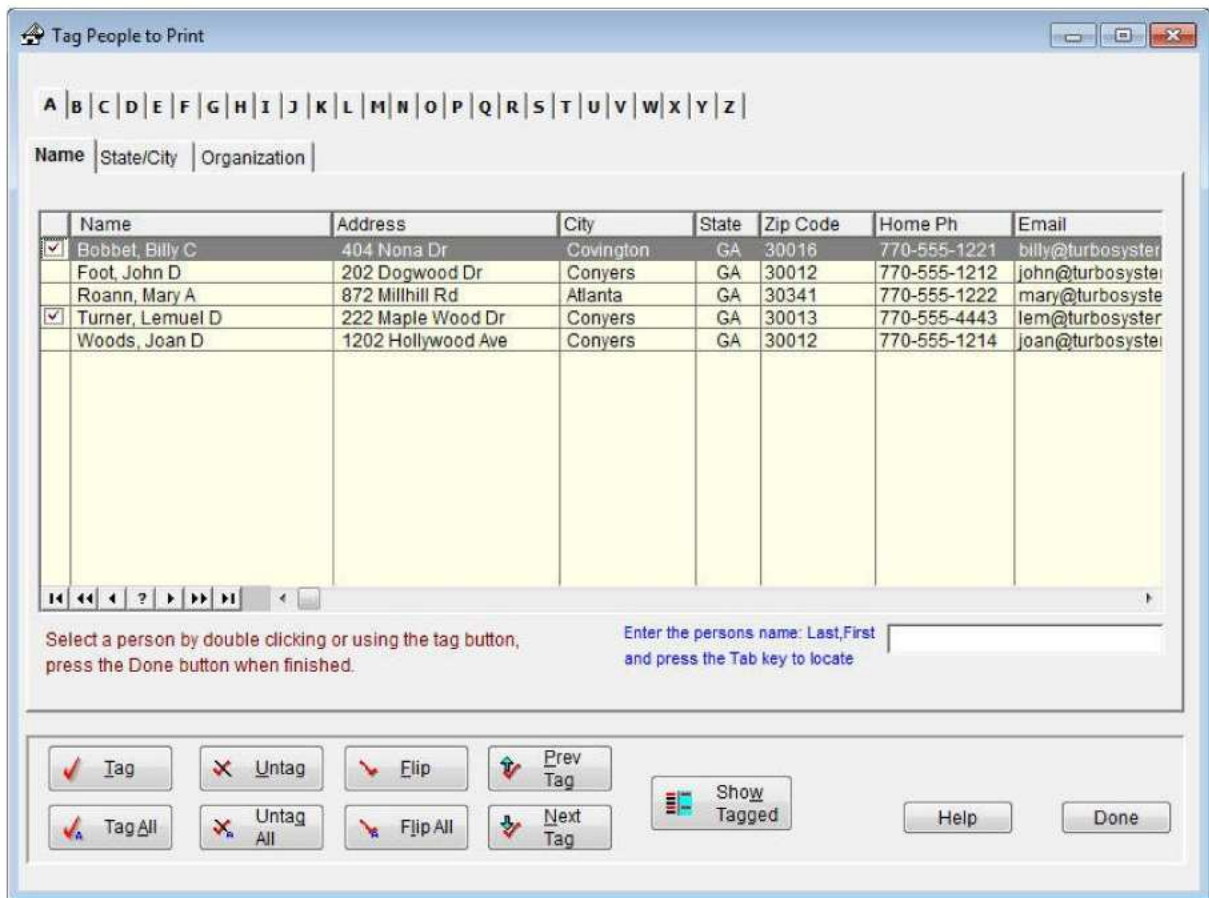
On the above screen, the individuals, Bobbet, Billy C and Turner, Lemuel D are tagged to print letters.

You can tag an individual by double clicking an highlighted record or by using the tag button.

Click the **Done** button when you are finished selecting individuals.

Next select the letter type you want to print and the labels will be printed for the individuals.

See Also
Print

Top Level Intro

This page is printed before a
new top-level chapter starts

Part IV

4   Using the Query Wizard

The Query Wizard allows you to create and save your own queries in plain English. The Query Wizard interface is very easy to use and guides you through building simple or complex queries step by step. You can use the queries to view the selected data in the browse window or to print to a report. You have the ability to view and or print just the items you want.

Select from the following options to jump to a topic...

[Components of a Query](#)

[Field Selection](#)

[Operator Selection](#)

[Value Entry](#)

[Query Review](#)

[Selecting and Resetting a Query](#)

[Saved Query Selection Dialog](#)

Query Wizard - Copyright1995-1999 Nice Touch Solutions, Inc.

4.1   Components of a Query

By definition, a query is much the same as a question. In the case of database queries, a user is asking their database a question. Computer programs use languages that we, as humans do not ordinarily use in our daily lives. In this case Query Wizard acts as our interpreter. The Query Wizard interpreter allows questions to be asked in a language that both the user and their database will understand.

Each Query may consist of one or more questions, logically connected. In order to complete a valid "computer" question Query Wizard must collect three components of information: Field, Operator and Value. Given these three components, Query Wizard will construct a meaningful question.

Field

The [field](#) is generally representative of information contained within in the database. The field is therefore considered the subject of the question or what you would like to learn about. A few examples of fields would be Title, Author or Subject.

Operator

The Operator represents the comparison to be made between the Field and Value. Due to the nature of the value, operator selections for numbers are limited when compared to those for text. For example the most common numeric operators are Greater Than, Less Than or Equal To. The nature of text operators allow for such comparisons as Contains and Begins With. The [Operation Selection](#) guide discusses these issues in greater detail.

Value

The Value will be compared (via the operator) to the field in your database. The value entry is the way you wish to describe the subject (field) of the question. In essence the value describes the trait the field should have (or not have). Query Wizard offers many useful features to assist the user with their value consideration.

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4.2   Query Wizard Field Selection

This dialog is the first of three steps and is composed of a list of fields available to be queried.

To select a field, simply highlight the desired field and press the Next button.

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4.3   Query Wizard Operation Selection

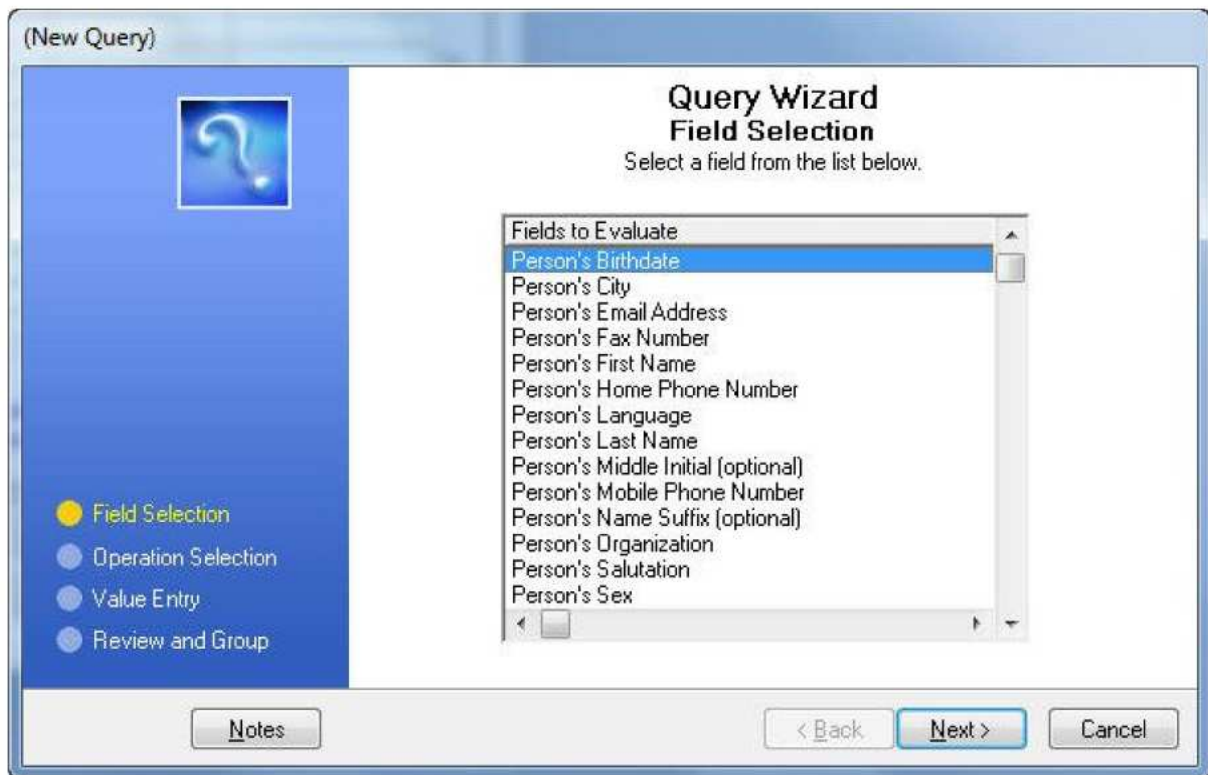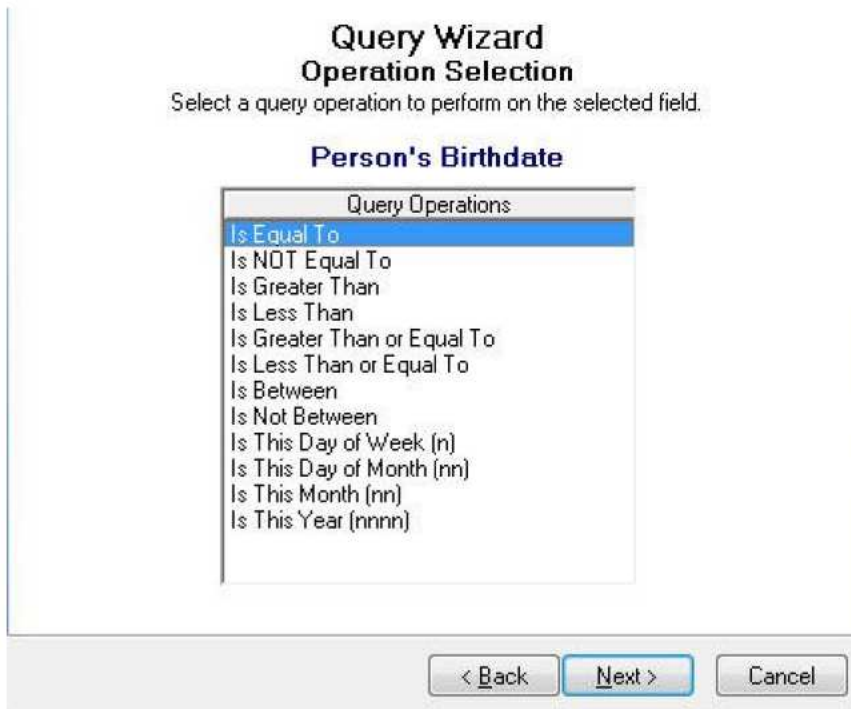This dialog is the second of three steps and is composed of those operators relevant to the selected field. The Operator represents the comparison to be made between the Field and Value. Due to the nature of the value, operator selections for numbers are limited when compared to those for text.

To select an operator, simply highlight the desired operator and press the Next button.

Common Operators (both numeric and text)

Equal To

The field and the value must have the same value.

Greater Than

The field must be greater than the value.

Less Than

The field must be less than the value.

Text Operators

Begins With

The field must begin with the value.

Contains

The field must contain the value at any position within the text.

4.4 Query Wizard Value Entry

This dialog is the last step and is used to collect the value component of the query. This value will be compared (via the operator) to the field in your database. In essence the value describes the trait the field should have (or not have).

When the value entry has been completed simply press the Next button continue.

Case Sensitivity and Absolute Power

Query Wizard offers many useful features to assist the user with their value consideration. Two examples are Case Sensitivity and Absolute Value. Case sensitivity may be invoked if the selected field is a string while absolute values may be compared when the field is numeric.

Types of Values (constant, another field, expression)

· **Constant Value**

This option allows the user to type the value directly into Query Wizard. As illustrated above, this is the default option and would normally be used with most queries.

· **Another Field**

This option is quite useful for comparing two existing database elements. This selection may be made from a list of fields identical to those in the first Query Wizard step. The actual value of this field will be used for comparison to the field selected in step one.

· **Expression**

This is an advanced option which requires a limited knowledge of the underlying computer language. Although more complex, when used in the appropriate context this can be a very powerful feature. This expression should return a value to be used for comparison to the field selected in step one.

4.5   Query Wizard - Query Review
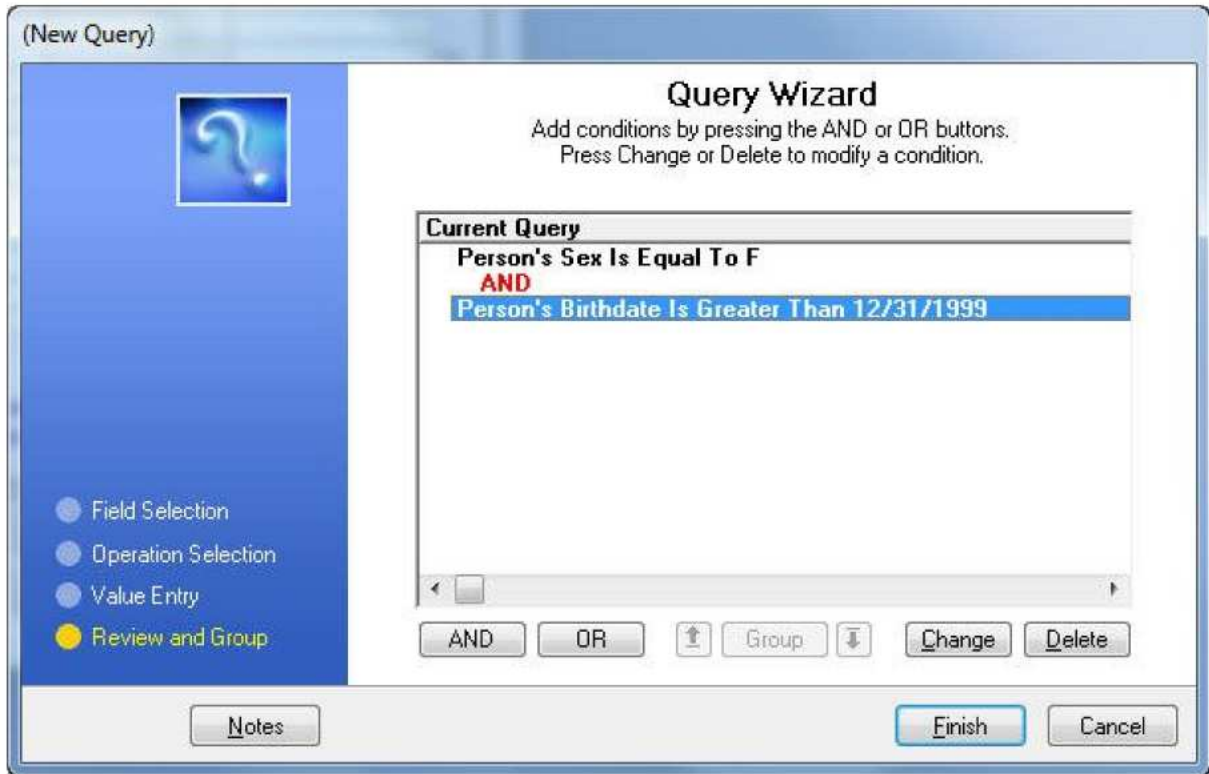
The Query Wizard review dialog allows you to review, modify or delete from the existing query. Query elements (each question) may be manipulated by first highlighting the desired element then pressing the respective button to perform the desired action.

To create a query with more than one question within the same query, simply press the AND or the OR button. This will guide the user to step one of the Query Wizard. Upon completing the three wizard steps, a new sentence will appear in the review list as illustrated above. When formulating a compound query, please ensure that you do not mix an AND with an OR. In other words use all ANDs or all ORs but never an AND and OR together in the same query.

When the query is satisfactorily completed, press the finish button to apply the newly formulated query.

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4.6   Saved Query Window
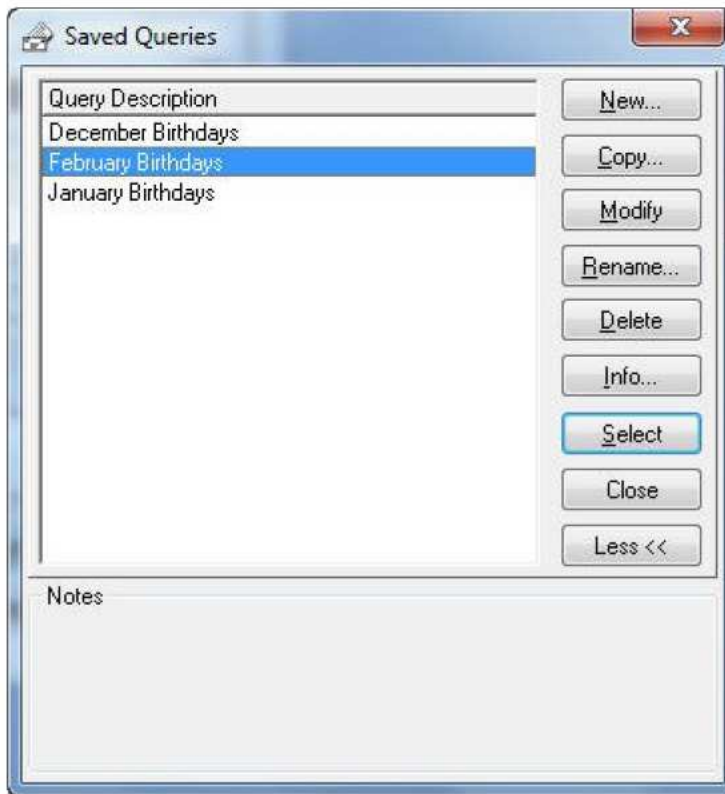
All saved queries are displayed on this dialog in alphabetic order. To select a query simply highlight a specific description then press the button representative with the action to be performed.

Select

This button will select the highlighted query for use with the current operation.

Insert

This button will allow the creation of a new query.

Change

This button will select the highlighted query for modification. Upon completion of the modification the query may be saved with a new description (as a new copy) or you may overwrite the existing query. When the query has been successfully saved it will be applied for use in the current operation.

Delete

This button will permanently delete the currently highlighted query.

AND Join / OR Join

While only available when a query is currently active in the browse, these options will create a compound query by joining the highlighted qu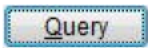ery with the currently active query. When creating a new query the Compound Query Dialog will prompt the user for the same options.

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4.7   Selecting and Re-Setting

Button   **Description**
| Query | Select this button to create a query
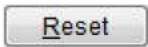
| Reset | Select this button to in-activate a query and display all records

4.8   Case Sensitivity

☐ Compare Using Case Sensitive Matching

When enabling case sensitive matching we are telling the computer that we DO CARE and that it DOES matter if the text stored in our database is in UPPER or LOWER case. Truth of the matter is, we usually don't care and would normally leave this option unchecked.

When Case Sensitive Matching is Enabled (checked)

Smith and SMITH are not the same.

When Case Sensitive Matching is Not Enabled (unchecked)

Smith and SMITH are considered to be the same.

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4.9   Absolute Value

Absolute value is always the positive value of a number. When enabling comparisons using absolute value, we are telling the database that we DO NOT care and it DOES NOT matter if the field's value is negative or positive. Truth of the matter is, we usually do care and would normally leave this option unchecked.

When Compare Using Absolute Value is Enabled (checked)

-100 is considered to be 100.

When Compare Using Absolute Value is Not Enabled (unchecked)

-100 is considered to be -100 (as it normally would be)

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Top Level Intro

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new top-level chapter starts

Part V

5   Using the View Wizard

View Wizard allows you to...

- Use an intuitive wizard-driven interface to quickly create and save an unlimited number of custom list box formats with optional sort orders.
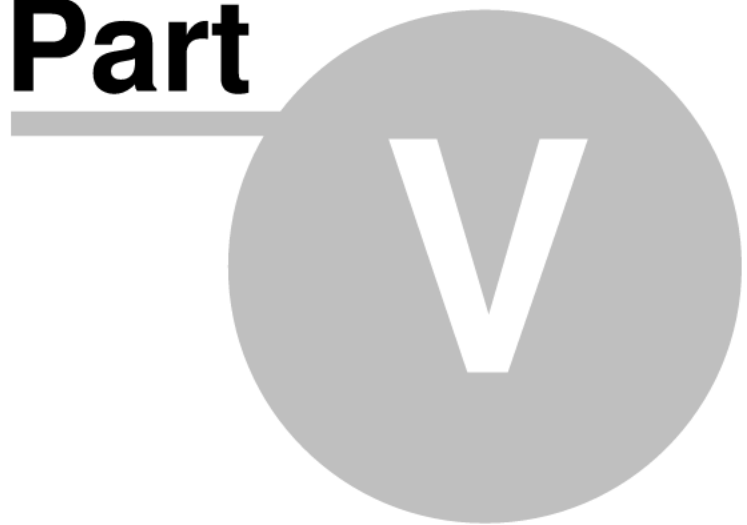
- Saved "views" may be dynamically selected at any time.

- Select from an existing sort or create ad-hoc sorting on up to four levels.

- Quickly hide an existing column or show a hidden column.

- Drag and drop columns for lateral movement.

- Use column headings to quickly create a single field sort order (ascending or descending).

Select from the Following Options to Jump to a Topic...

View Layout Selection Dialog **[Define View Button]**

The dialog allows you to create, modify, delete or select a view for execution.

View Column Layout **[Modify View Button]**

This dialog is the first of two steps and is composed of the fields available for the view detail. From this dialog, the user selects the fields they wish to appear in the view.

View Sort Order

This dialog is the second of two steps and is composed of three options which allow the user to determine the view's sort order. The user may use the default sort order, choose an existing (predefined) key or create their own custom sort order.

Managing the View from Browse Procedure

Based on the options provided in your application, use the following general guidelines for managing your view's layout directly in the browse procedure window (without invoking the wizard).

5.1   View Layout Selection

This dialog is presented when the "Define Views" option has been invoked. As you highlight a specific view, details pertaining to the view's layout are displayed on the lower portion of the dialog.
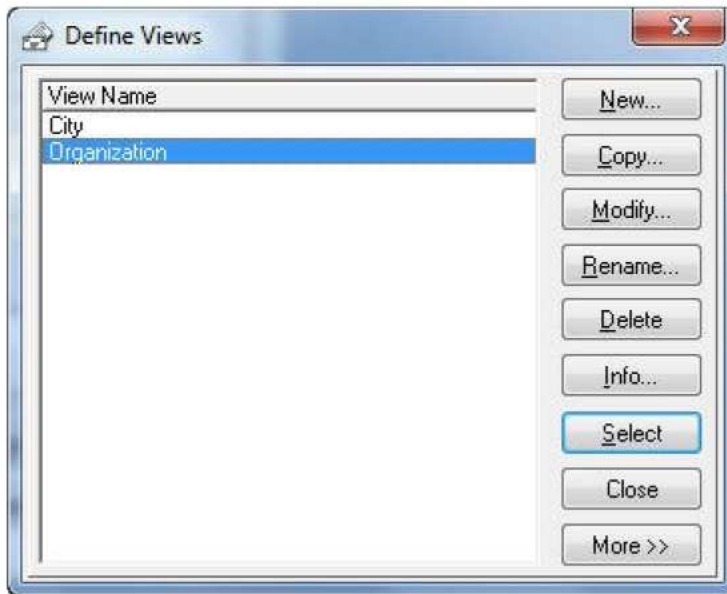
New...

Allows for the creation of a new view layout. At times, the Copy command may be a better alternative.

Copy...

Copies the highlighted view then asks for a new name.

Modify...

Allows for the modification of the highlighted view's layout.

Rename...

Allows for the modification of the highlighted view's name.

Delete

Deletes the highlighted view.

Select

Selects the highlighted view for execution.

5.2   View Column Layout

The Column Layout dialog is the first of two potential steps when creating or modifying a view layout. From this dialog you will select the columns to appear in the view and their layout from left to right.

The list on the left represents those fields (columns) which are available while the list on the right displays those fields which have been selected for the view. The text displayed in these lists will become the column heading(s) in the view. Selected fields will be displayed from left to right as they appear from top to bottom. When the Column Layout has been completed press the Next button to continue.

You may design the view layout using the following techniques.

To add fields to the view...

· Highlight a field in the left list and press the Add -> button to move the field from the available field list to the selected field list.

· Double-click any field in the available field list to move the field to the selected field list.

· Drag-and-drop any field from the available field list to the selected field list.

To remove fields from the view...

· Highlight a field in the right list and press the <- Remove button to move the field from the selected field list to the available field list.

· Double-click any field in the selected field list to move the field to the available field list.

· Drag-and-drop any field from the selected field list to the available field list.

To change the column layout...

· Selected fields will be printed from left to right as they appear from top to bottom in the selected field

list.

· Click [Up arrow button] to move a column up (or to the left in the view).

· Click [Down arrow button] to move a column down (or to the right in the view).

5.3   View Sort Order

The Sort Order dialog is the second of two potential steps when creating or modifying a view layout. In some applications, this dialog may not be present.

Default Sort Order

This option uses the default sort order.

Predefined Sort Order

This option will provide a list of sort orders that have been pre-defined by the developer of this application. Pre-defined sort orders are usually faster than custom sort orders defined with the next option.

Custom Sort Order

This option allows you to display the view in any desired order. When enabled, this option will allow you to invoke the View Wizard's ad-hoc sort designer. The sort designer will allow you to create up to three sort levels. Each level may be ascending or descending and the entire sort may be case sensitive or insensitive.

NOTE: When using Custom Sort Orders this application will normally attempt to optimize the performance of the user defined sort. However, the sort processing can potentially be time consuming when large amounts of data need to be sorted for your report

5.4   Manage the View

Save and Restore Settings

When leaving the window your personal settings for the list box will be saved for you automatically. These settings will then be recalled and used the next time the window is instantiated.

Drag and Drop Column Movement

This setting allows you to move columns (left or right) using drag and drop. To drag and drop a column simply point to the desired column, click and hold the left mouse button then drag the column to the desired "new" position.

"Smart" Column Resizing

This allows you to double-click on the column resize line to automatically adjust the column width to the widest area occupied by the displayed column contents.

Column Heading Popup (Context) Menu

This option allows you to retrieve a context menu by right-clicking on the list box column heading. This context menus allows you to Hide the selected column or Show a currently hidden column.

To hide a specific column simply right-click on the desired column and select the "Hide Column" menu option. To show a hidden column simply click on any column heading, select "Show Column..." then choose the desired column

Dynamic Sort Capabilities

View Wizard will allow the end-user to modify the browse's runtime sort order. View Wizard provides several dynamic sorting options to the end user.

The end user will be allowed to:

1. Select the default sort order

2. Select from a list of existing keys

3. Build an ad-hoc dynamic sort order

4. Click on list box column headings to determine the sort field (when enabled)

Dynamic Sorting Via Column Headings

This option will provide menu options for Ascending and Descending sort selection from the column heading context sensitive popup menu. To invoke a sort on a specific column simply right-click on the desired column and select the "Sort..." menu option.

Sheet Tab to Invoke Dynamic Sort

Often times developers use sheet tabs to control the sort order for their browse. This option will

create an additional tab (on the selected sheet control) for the dynamic sort. This helps improve the "perceived" performance on slower dynamic orders because the end user can decide when to invoke the sort.
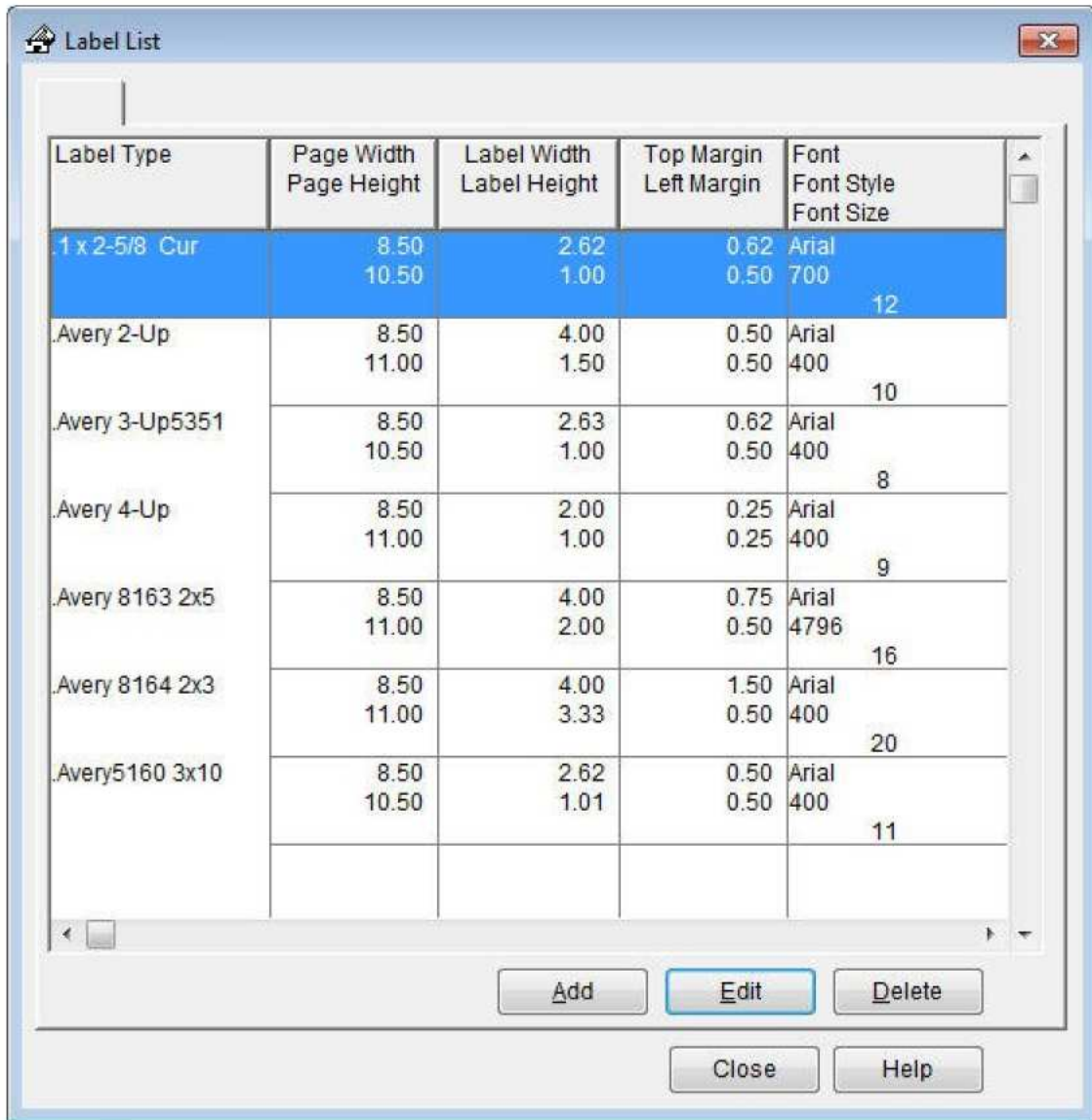
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6   Label Types

6.1   Label Types

The window below is used to select the type of label to print and also can be used to add new label types or edit the existing label type.

Label Type	Page Width Page Height	Label Width Label Height	Top Margin Left Margin	Font Font Style Font Size
.1 x 2-5/8 Cur	8.50 10.50	2.62 1.00	0.62 0.50	Arial 700 12
.Avery 2-Up	8.50 11.00	4.00 1.50	0.50 0.50	Arial 400 10
.Avery 3-Up5351	8.50 10.50	2.63 1.00	0.62 0.50	Arial 400 8
.Avery 4-Up	8.50 11.00	2.00 1.00	0.25 0.25	Arial 400 9
.Avery 8163 2x5	8.50 11.00	4.00 2.00	0.75 0.50	Arial 4796 16
.Avery 8164 2x3	8.50 11.00	4.00 3.33	1.50 0.50	Arial 400 20
.Avery5160 3x10	8.50 10.50	2.62 1.01	0.50 0.50	Arial 400 11

Add   Edit   Delete

Close   Help

Use the screen below to add or edit an existing label. Here you can change the label font and style (bold, italic, etc).
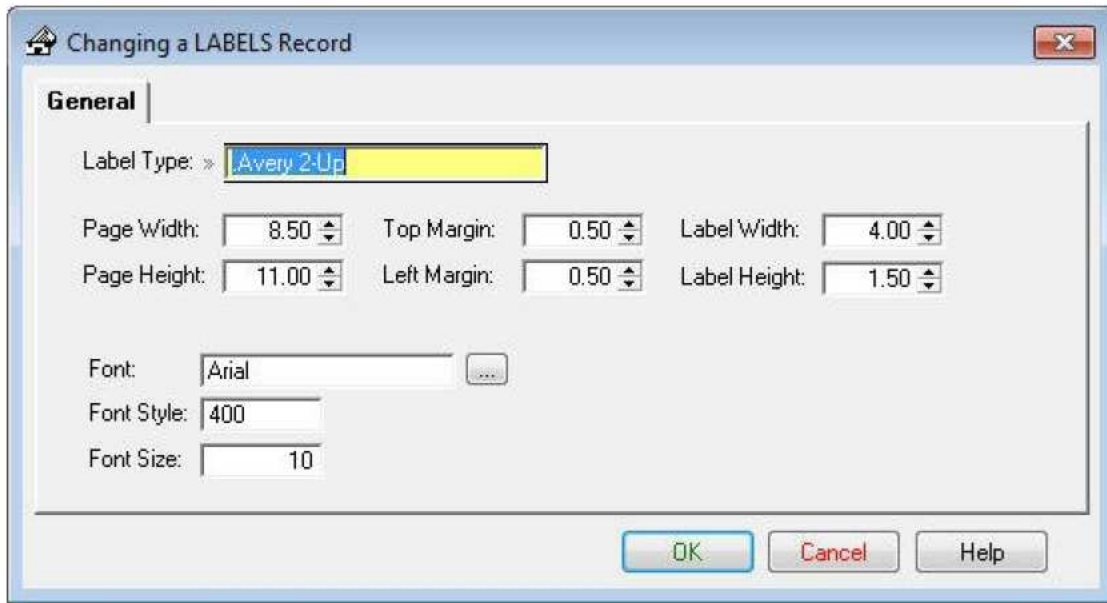
Changing a LABELS Record

General

Label Type: » |Avery 2-Up

Page Width: 8.50	Top Margin: 0.50	Label Width: 4.00
Page Height: 11.00	Left Margin: 0.50	Label Height: 1.50

Font: Arial [...]

Font Style: 400

Font Size: 10

OK   Cancel   Help

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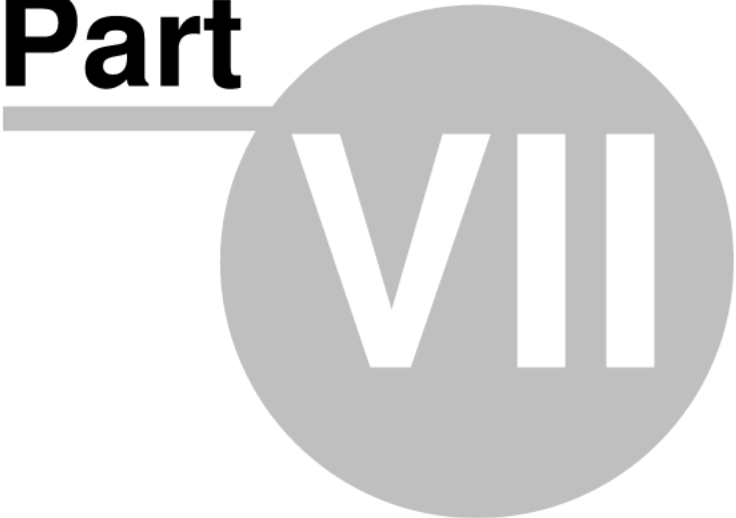
7   Import

TSC Free Address Book allows you to import data into the system stored in dBase III/IV, Delimited ASCII, and Excel. Click on the links below for instructions on how to import data in the various formats: Also you can export data in various formats.

dBase III/IV

Delimited ASCII

Excel

7.1   dBase Import

Perform the following steps to import data stored in dBase III or dBase IV format into Book Librarian Plus.

Warning: Create a backup of your database prior to importing data, so if the import is not correct, you can restore data back to its original status prior to trying the import again.

1. From the TSC Free Address Book main menu select Files>Import Data> dbase Files. This starts the import process.

2. You will see a warning to ensure that no one else is using the program before continuing. If you purchased the single user version of TSC Free Address Book just press the continue button. If you have the 5 or 10 user version ensure no one else is using the program prior to continuing with the import

3. Next you will see the source file options (Step 1) window below:
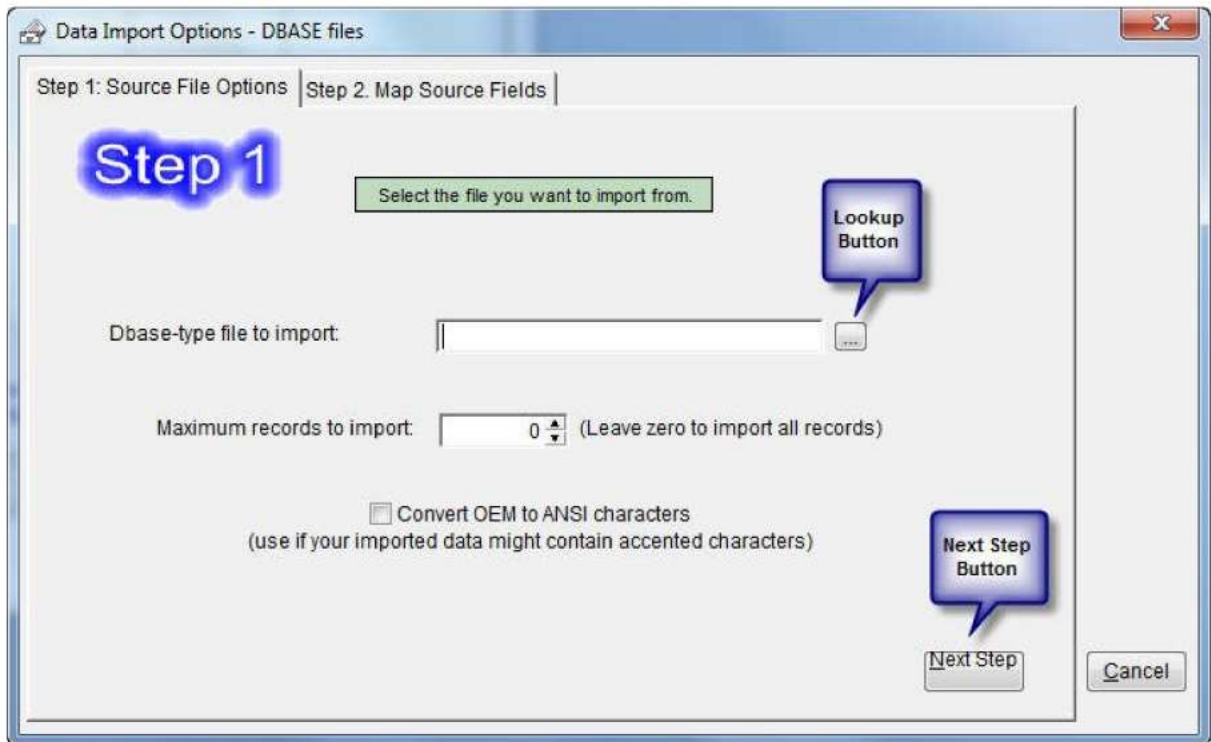
4. Use the file lookup button to select the dBase file you want to import. dbase files end with the extension dbf. You have the option to select the number of records you want to import from the source file. Leave the number at 0 to import all the records in the source file. Click the Next Step button to display the Step 2 window (map source fields) window seen below.
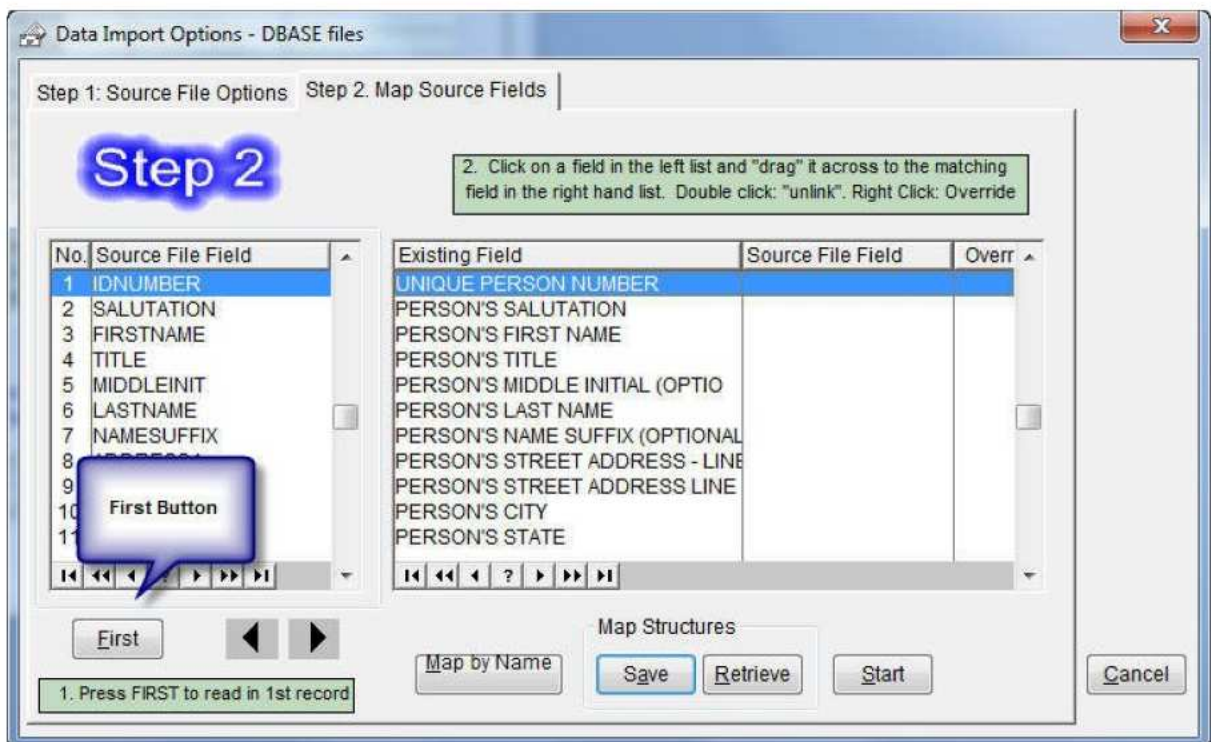
5. Click the **First** button to read in the first record in the source file along with the field names. **Note**: The fields displayed in TSC Free Address Book may be different than those shown above.

6. The list box on the left contains a list of fields from the file that you want to import data from. The list box on the right will contain a list of fields in Address Librarian with Windows. Click on the field you want to import data from in the left box and "drag" it across to the TSC Free Address Book field that you want to hold the data. Repeat for each field that you want to import.

To unlink a field double click the field in the right box.

Import Window Buttons

Start - starts the import operation and adds the data to Book Librarian Plus.

Map by Name - press this button to automatically link fields with the same names.

Save - After you have linked up the fields to import, you can click the button to save the setup so if you wish to import data from the same file again, you won't have to re-link the fields, just press the Retrieve button.

Retrieve - loads the previously saved import information.

**Cancel** - closes the import window.

7.2 Delimited ASCII Import

Perform the following steps to import data stored in delimited ASCII format into TSC Free Address Book. The program can import files delimited by commas, tabs, semicolons and pipes.

Warning: Create a backup of your database prior to importing data, so if the import is not correct, you can restore data back to its original status prior to trying the import again.

1. From the TSC Free Address Book main menu select Filel>Import>ASCII Delimited Files. This starts the import export program.

2. You will see a warning to ensure that no one else is using the program before continuing. If you purchased the singe user version of TSC Free Address Book just press the continue button. If you have the 5,10 or 25 user version ensure no one else is using the program prior to continuing with the import.

3. You will see the source file options (Step 1) window below:
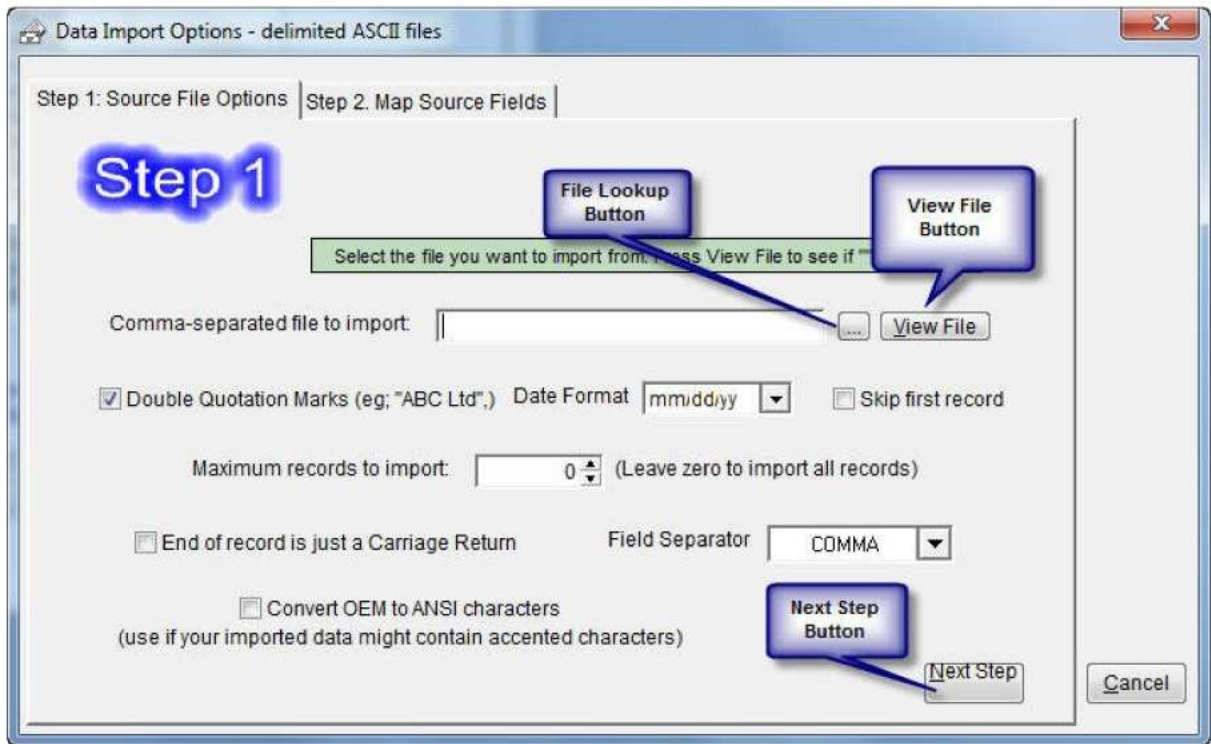
4. Use the file lookup button to select the ASCII file you want to import. You have the option to select the number of records you want to import from the source file. Leave the number at 0 to import all the records in the source file.

5. If you do not know how the fields are delimited click the view file button to view the file, so you can determine the what type of field delimiter that is used and also the format of any dates used in the file, also you can see if double quotation marks are used.

NOTE1: You can view the file to see if double quotation marks are used to separate the fields, if they are check the double quotes checkbox.

NOTE2: Some ASCII fields store record layout information in the first record instead of data. If this is the case (you can tell by viewing the file) check the ship first record checkbox.

NOTE3: Most ASCII records are separated by Carriage Return and Line Feed. If the the records are just separated by a Carriage Return , select the end of record is just a carriage return option.

Click the Next Step button to display the Step 2 window (map source fields) window seen below.
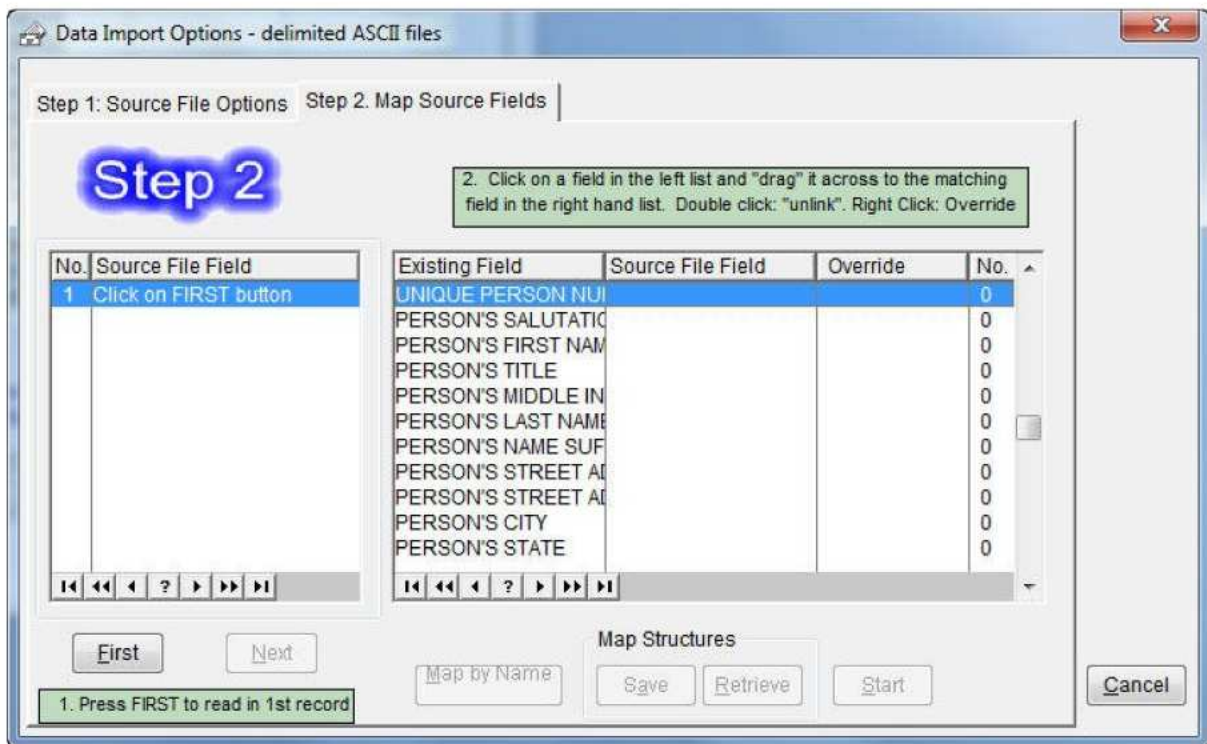
6. Click the **First** Button to load the first record from the source file. If field names are displayed you should check the skip record option on the first page. If the source file does not contain field names in the first record, data items will be displayed in the list on the left. If this is the case, it will be difficult to map the fields correctly unless you have file specifications for the source data.

7. The list box on the left contains a list of fields from the file that you want to import data from. The list box on the right contains a list of fields in TSC Free Address Book. Click on the field you want to import data from in the left box and "drag" it across to the TSC Free Address Book field that you want to hold the data. Repeat for each field that you want to import.

To unlink a field double click the field in the right box.

Import Window Buttons

Start - starts the import operation and adds the data to Book Librarian Plus.

Map by Name - press this button to automatically link fields with the same names.

Save - After you have linked up the fields to import, you can click the button to save the setup so if you wish to import data from the same file again, you won't have to re-link the fields, just press the Retrieve button.

Retrieve - loads the previously saved import information.

Cancel - closes the import window.

7.3   Excel Import

Perform the following steps to import data stored in Microsoft Excel format into TSC Free Address Book.

Warning: Create a <u>backup of your database</u> prior to importing data, so if the import is not correct, you can restore data back to its original status prior to trying the import again.

1. From the Address Librarian with Letter main menu select File>Import>Excel Files. This starts the import export program.

2. You will see a warning to ensure that no one else is using the program before continuing. If you purchased the singe user version of Address Librarian with Letter just press the continue button. If you have the 5,10 or 25 user version ensure no one else is using the program prior to continuing with the import.

3. You will see the source file options (Step 1) window below:
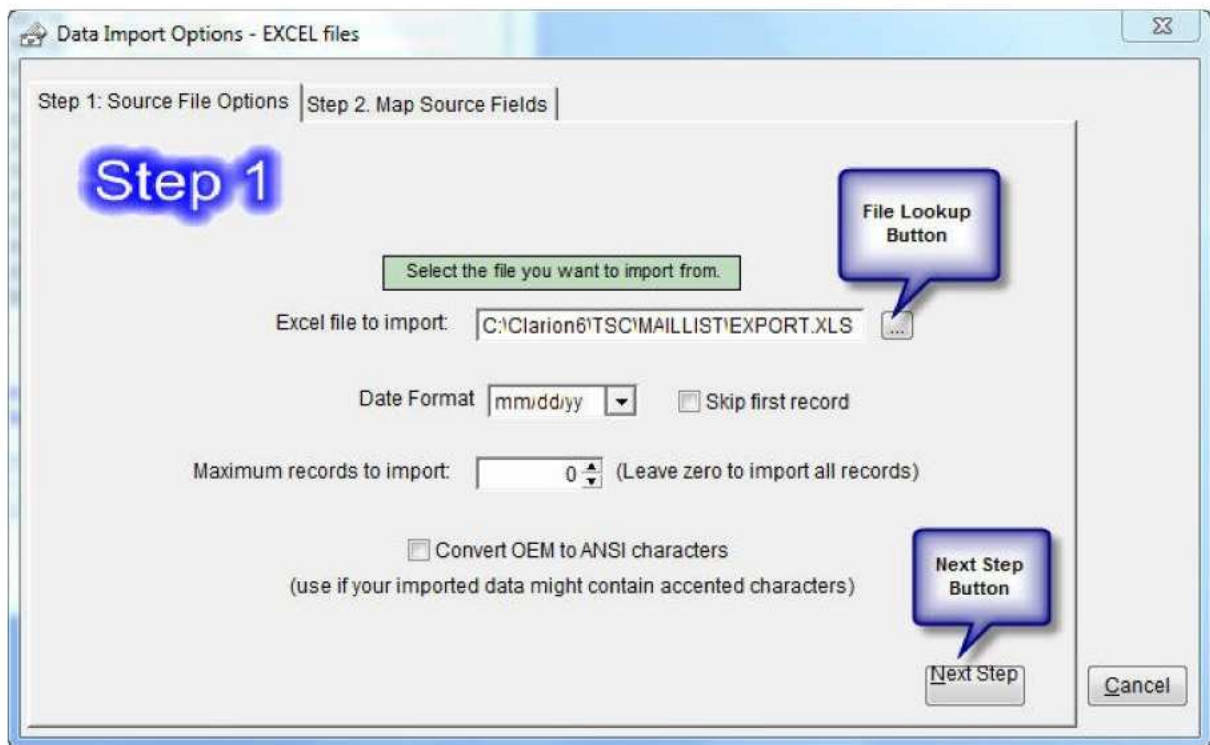
4. Use the file lookup button to select the Excel file you want to import. Excel files end with the extension xls. You have the option to select the number of records you want to import from the source file. Leave the number at 0 to import all the records in the source file. Click the Next Step button to display the Step 2 window (map source fields) window seen below.
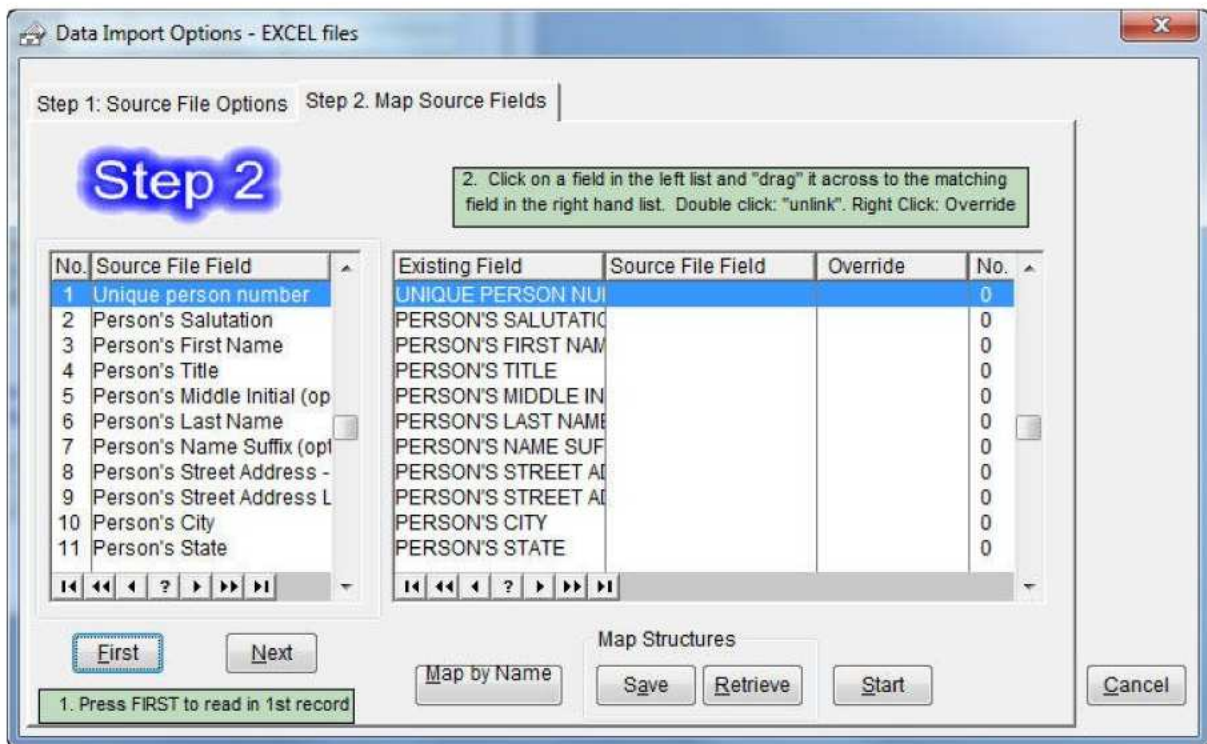
5. Click the **First** button to read in the first record in the source file along with the field names. Unless you are importing a file previously exported from Address Librarian with Letters the the source field names (left list) will probably be different from the TSC Free Address Book names (right list).

6. The list box on the left contains a list of fields from the file that you want to import data from. The list box on the right contains a list of fields in TSC Free Address Book. Click on the field you want to import data from in the left box and "drag" it across to the Address Librarian with Windows field that you want to hold the data. Repeat for each field that you want to import.

To unlink a field double click the field in the right box.

Import Window Buttons

Start - starts the import operation and adds the data to TSC Free Address Book.

Map by Name - press this button to automatically link fields with the same names.

Save - After you have linked up the fields to import, you can click the button to save the setup so if you wish to import data from the same file again, you won't have to re-link the fields, just press the Retrieve button.

Retrieve - loads the previously saved import information.

**Cancel** - closes the import window.

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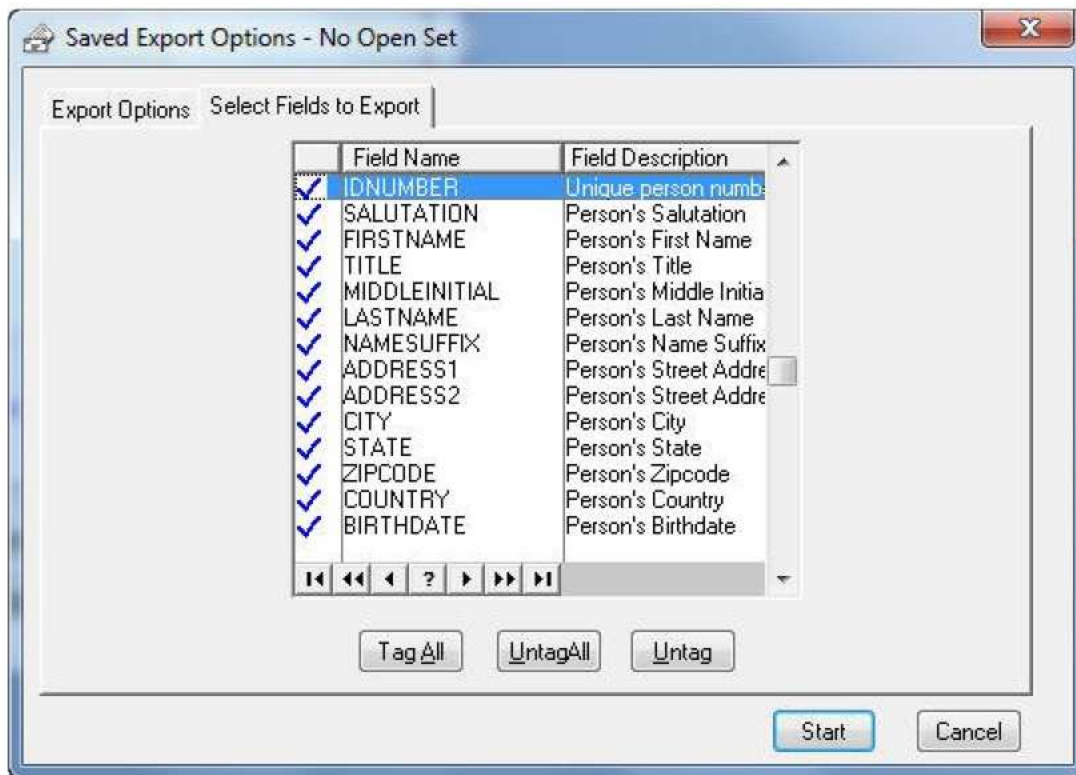This page is printed before a
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VIII

8   Export

8.1   Export

1. From the TSC Free Address Book main menu select File>Export. This starts the export program. See also import data

2. Use the screen below to select your export file format and date options.Data can be exported to dBase III & IV, Delimited ASCII, FLAT ASCII, HTML and Excel formats.
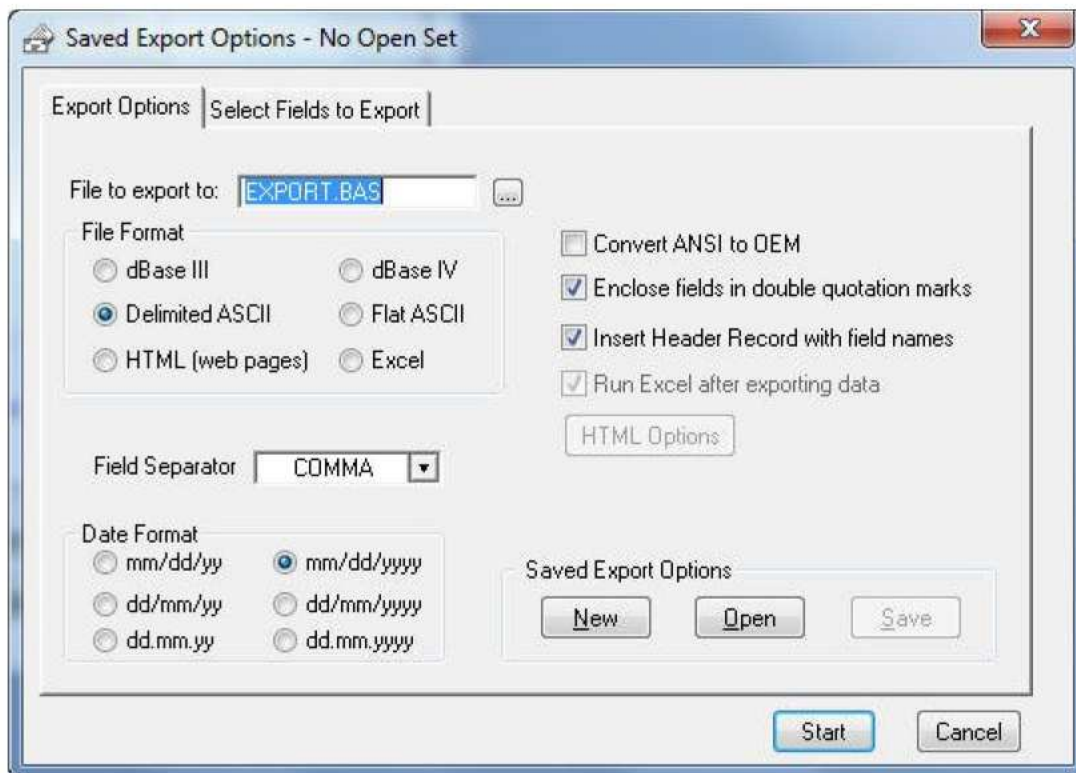
3. Select the applicable export file format. By default the export file is saved in the application folder using the default filenames. You can change the select a different folder location by pressing the file lookup button.

4. Select the applicable date format and answer any other applicable options.

5. Click the Select Fields to Export. By default all fields are selected for export. You can change the fields to export if desired by clicking the applicable tag button.

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9   Backup and Restore

You should backup your data on a regular schedule. This is valuable insurance, in case you lose your data for any reason you have the ability to restore your data if you maintain backups.

Before performing backup the first time, you need to setup the backup manager. Click on this link for instructions on setting up the backup manager.

Backup Data

If you have setup the backup manager to perform automatic backups you don't have to take any actions to backup your data as backups will be created automatically. If you want to perform a manual backup select File>Manual backup from the main menu or click on the icon on the toolbar. You can run a manual backup anytime even it you have automatic backups set.

Restore Data

1. Select **File>xDataBackup** Manager from the main menu which displays the screen below:
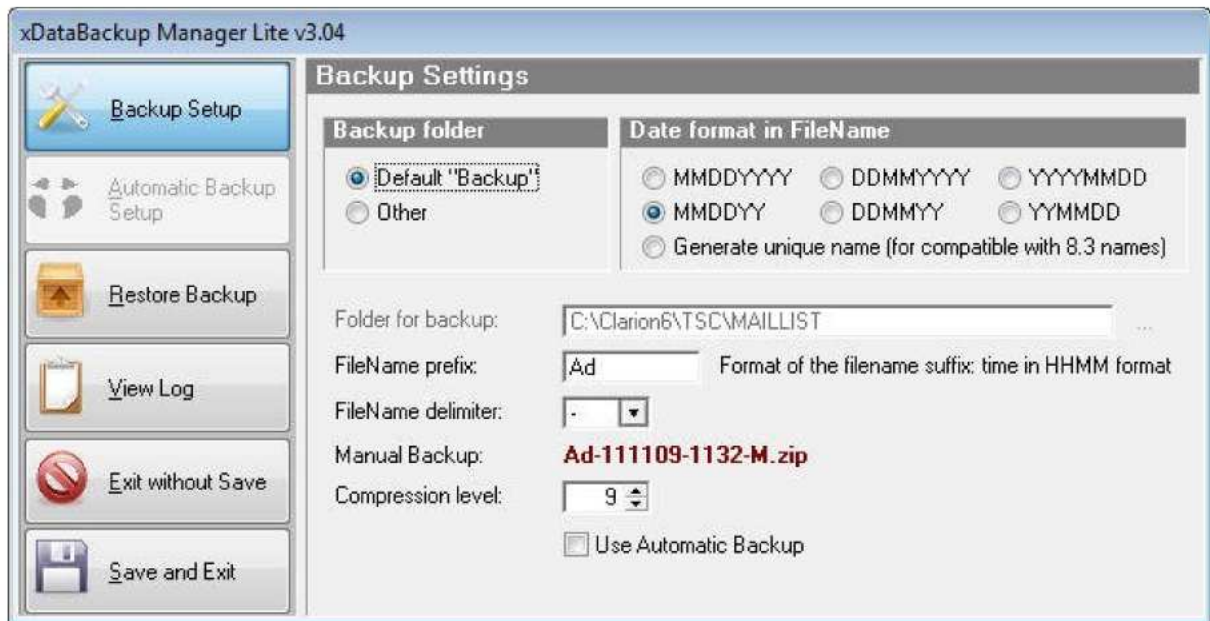
2. Click the Restore Backup button which displays the screen below:
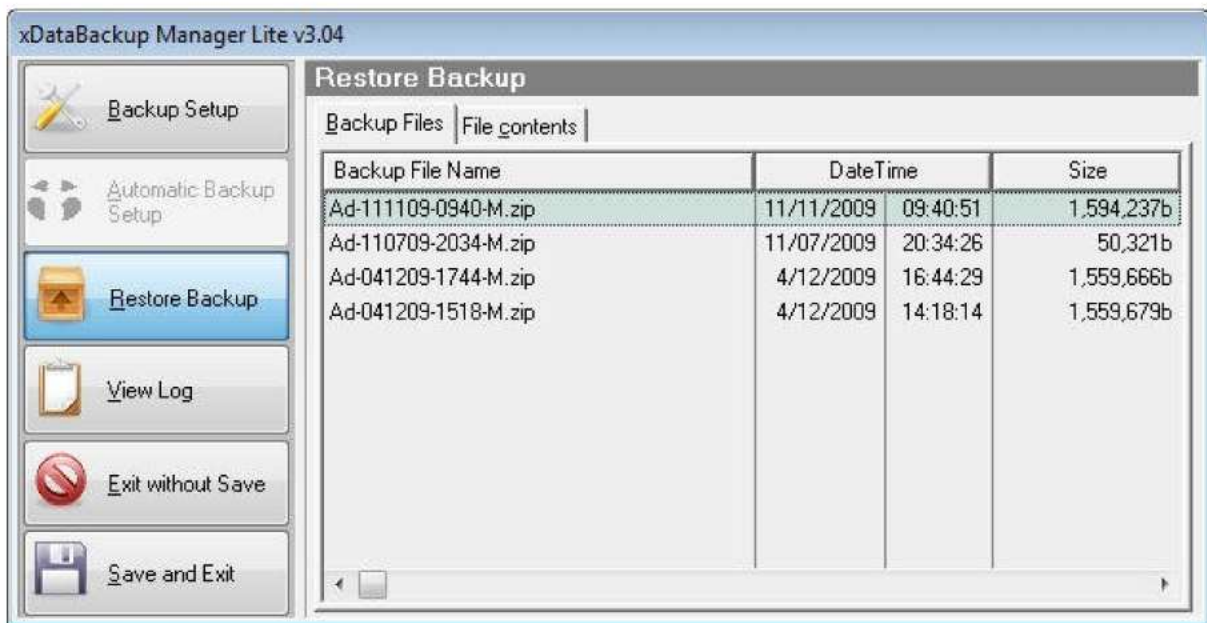
3. Highlight the backup file you want to restore and click on the **File Contents tab**. See below:

4. If you want to restore just one file, highlight the file and right click with your mouse. Select Extract this file from the popup menu.

5. To restore all files, highlight any file, right click with your mouse and select **Extract all Files**.

NOTE: When you select **Extract this file** or **Extract all Files**, the files are restored to the same location from which they were backed up. Normally you want to restore to the same location. If for some reason you want to restore the files to a different location, select the **Extract all to a Folder** menu item.

View Log Button - shows a log of all backup and restore actions.

**Exit without Save** - close the window and do not save any changes.

Save and Exit - close the window and save any changes made.

Backup and Restore Notes.

1. The program cannot backup data to a cd or DVD drive. If you backup your data to the default backup folder or another folder on your hard drive, you should copy the backup data using Windows File Explorer or other program to a CD or DVD or other removable storage device and store in a safe location.

2. The backup files are stored in an industry standard zip file format and the data can be extracted by any program that can read zip files such as WinZip, PkZip etc.

3. DO NOT perform a restore to see if the backup is good without taking the following precaution.

a. First copy all files ending with the extension TPS to another folder before doing a restore. If the files are corrupt on your restore disk, you can copy the TPS files back from the folder where you copied them.

9.1   Backup Setup

To setup the backup module select File>xDataBackup Manager The xDataBackup Manager screen below is displayed.
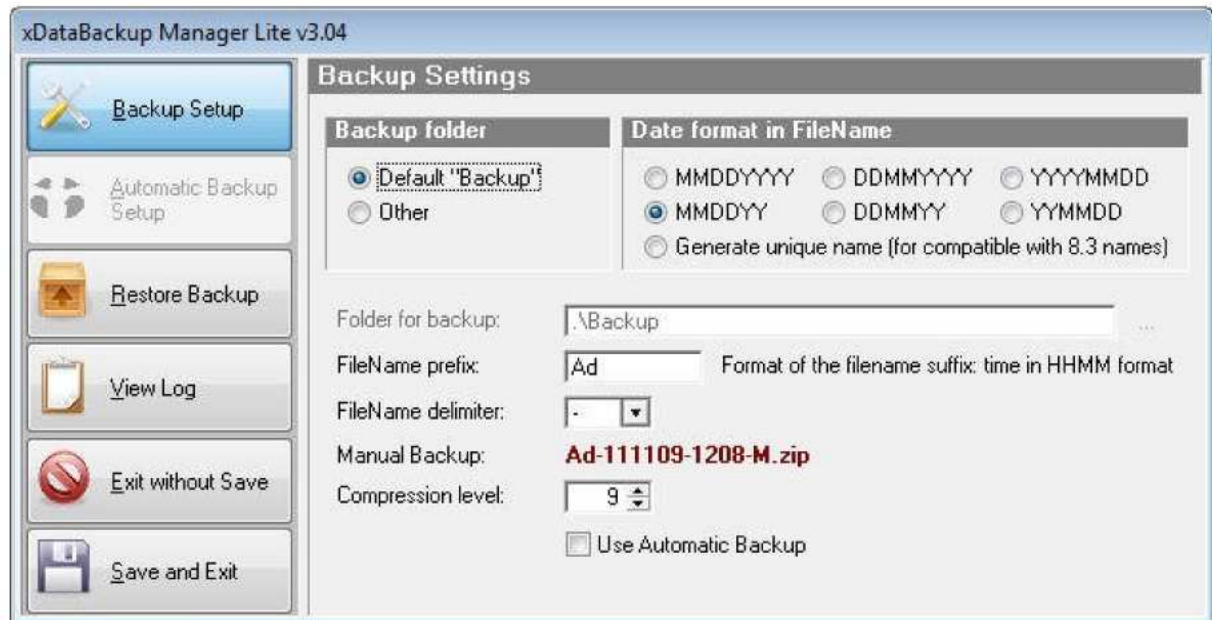
Backup Settings:

Backup Folder - If you select the "default" option your backup data will be stored in. If you select the "Other" option, you can select the location to store the backup file by typing in the location (in the Folder for backup field) or using the lookup button beside the Folder for backup field to select a location. The program cannot backup data to a CD or DVD drive.

Date format in Filename - select one of the data format options. The date format is used as part of the filename. We recommend that you do not select the "Generate unique name(for compatible with 8.3 names). More on this later.

Filename Prefix: Enter Ad

FileName delimiter: Use the default or select any from the drop down list.

Compression level: 9 is the maximum compression level (i.e. smallest backup file); 1 is no compression (.i.e. the files are backed up without being compressed). Recommended level is 9.

Below is an example backup filename:

AD-111209-1208-M.zip

The naming convention is designed so you can easily identify when the backup was made (date and time) and the method use to backup the file. See explanation of the example below:

AD = TSC Free Address Book

111209 = Nov 12, 2009

1208 = 12:08 PM the time is in hours and minutes. The hours are military time (i.e. 24 hour clock). Click for 24 Hour Conversion table.

M = manual backup

B = automatic at program start-up

E = automatic at program end

DAY = automatic once a day

9.2   24 Hour Clock

Below is table to convert time from 24 hour clock to 12 hour clock:

24 Hour Clock	12 Hour Clock
12 noon	12:00
1 PM	13:00
2 PM	14:00
3 PM	15:00
4 PM	16:00
5 PM	17:00

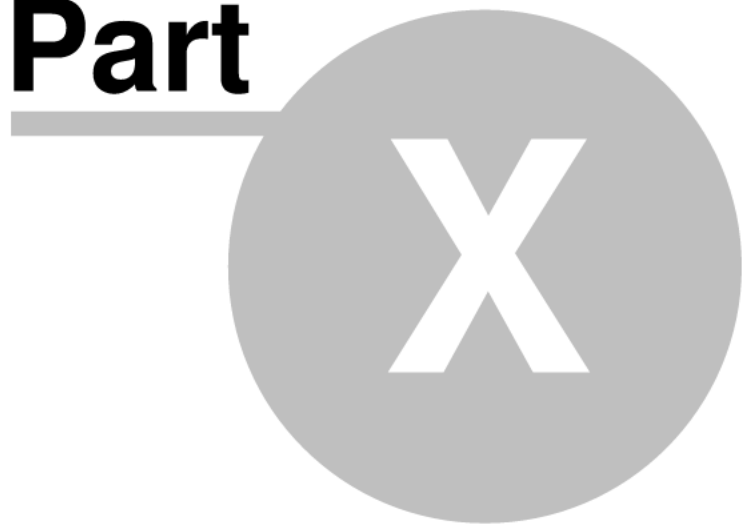|	
6 PM	18:00
7 PM	19:00
8 PM	20:00
9 PM	21:00
10 PM	22:00
11 PM	23:00
12 Midnite	24:00
1 AM	01:00
2 AM	02:00
3 AM	03:00
4 AM	04:00
5 AM	05:00
6 AM	06:00
7 AM	07:00
8 AM	08:00
9 AM	09:00
10 AM	10:00
11 AM	11:00

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10   File Maintenance

10.1   File Maintenance

TSC Free Address Book uses an extremely stable file system created by Softvelocity Corporation called the "Topspeed" format. SoftVelocity created Clarion for Windows the development system used to create TSC Free Address Book. You will probably never or rarely need to use the file manager. The system is very stable and does not experience the frequent corruption of such file systems as dBASE, Paradox and others. There is no need to perform time consuming regular rebuild of indexes after entering or editing data as required by some systems.

Any file system can become corrupt and hard disks do become defective and fail. The best security against file corruption and possible data loss is to backup your files on a regular basis. See Backup/Restore for information on backing up your files.

The screen and buttons are explained below.

Tag All Select all files/tables to be for action to be performed by Build, pack, Release, Fix or Info. To select a single file/table, place the cursor on the file and click. Click again to unselect a file.

Untag All   Unselects all selected files.

Build   Rebuilds (re-indexes) the program index files. You may want to perform this function if you notice information not being displayed in the correct order.

Pack   When you delete a record from the database, it is not physically removed from the disk. It is just marked as deleted and the system does not display it. Pack physically deletes records marked as deleted and also does a build as described above. You may want to do a "Pack" if you deleted a lot of records.

Freshen   Copy contents to a new file...DO NOT use unless directed by TurboSystemsCo, LLC

Create   Create any missing files..DO NOT use unless directed by TurboSystemsCo, LLC

Info   Displays the number of records in the selected files and the location of the file on your computer.

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