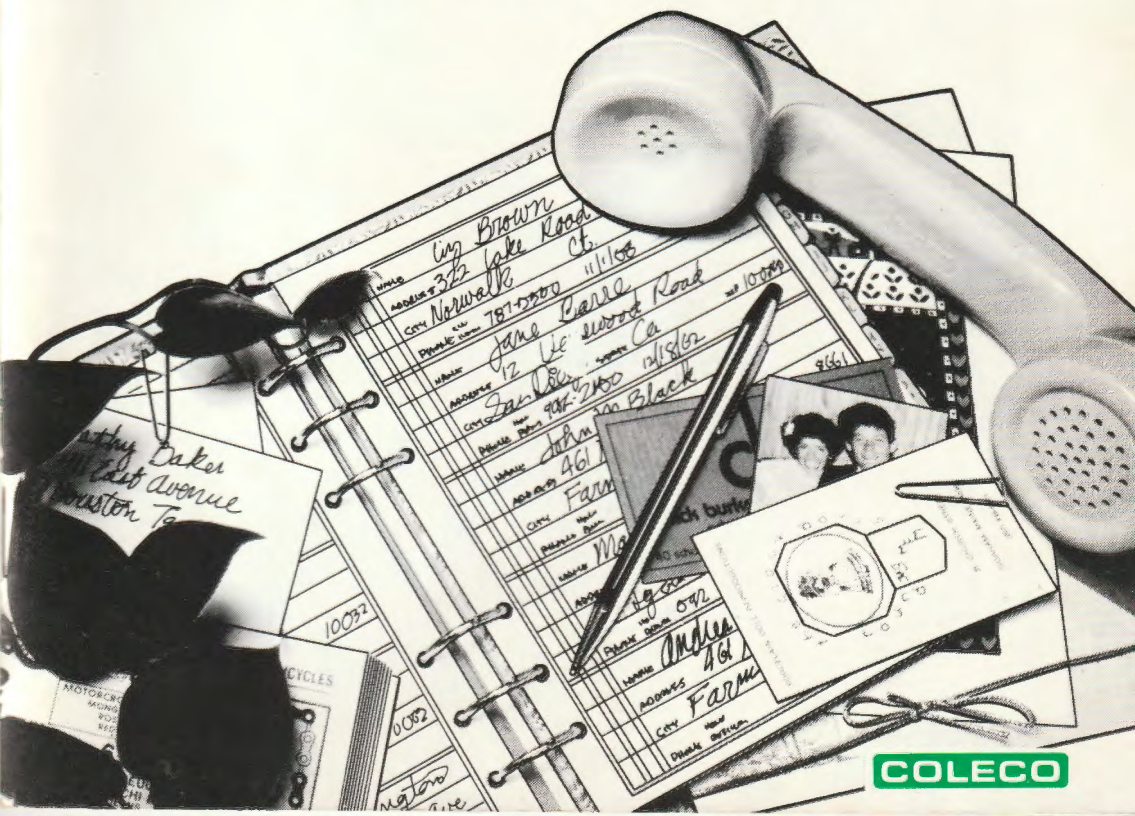


COLECO HOME HELPERS SOFTWARE

ADDRESS BOOK FILER and AUTODIALER

Keep Track of Names, Addresses, and Phone
Numbers the Easy Electronic Way!



COLECO

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What's In A Name

Every holiday season a well-meaning relative gives you a new address book for business or personal use. And full of the spirit of the season, you resolve to keep *this* address book in apple-pie order, updating entries, deleting them, making note of changes. And by mid-year, your new address book is virtually indistinguishable from your old address books—full of strike-outs and old entries.

Why is it so hard to keep a paper address book in order? Well, we live in an ever-changing and mobile society. Business associates relocate and change jobs. Friends and families are in transition. It's almost impossible to track and update changes with an old-fashioned paper address book.

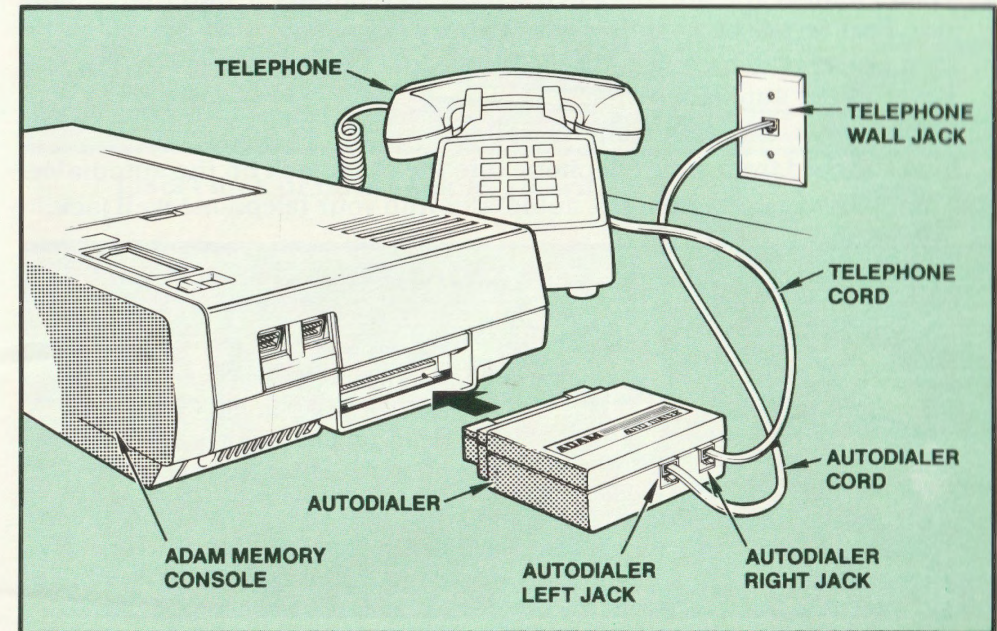
ADDRESS BOOK FILER allows you to make, save, find and update entries—at the touch of a key. Your entries are instantly accessible. Search for entries by one of the four search features and then use your search list to print mailing labels, formatted letters or printed copies of your entries. Or use the autodialer to have ADAM™ automatically make telephone calls from your personal calling list.

Although ADDRESS BOOK FILER is a complete program, you may merge it with SmartLETTERS & FORMS to print personalized form letters. Or create a format with SmartWRITER and then merge it with ADDRESS BOOK FILER to create personalized form letters and mailing labels.

The more you use ADDRESS BOOK FILER, the more applications for your home and business you'll discover. On the pages that follow, you'll find everything you need in order to get your address book organized and working for you.

Getting Started

How To Connect the Autodialer



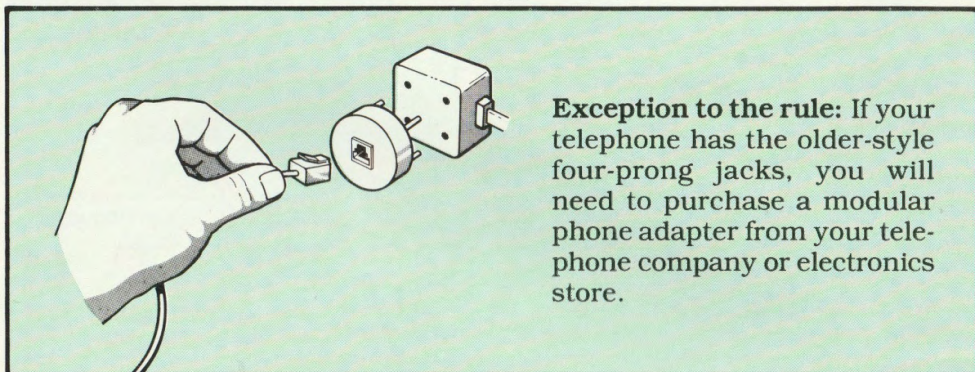
WARNING: Before you install your autodialer, turn the power to your ADAM off and then unplug it. Failure to do so can cause damage to your autodialer, your ADAM and your ADDRESS BOOK FILER program.

The autodialer plugs into the Expansion Port on the right side of ADAM's Memory Console and connects the ADAM computer to any modular telephone. If you have any questions about your telephone service, call your local telephone company. They'll answer any questions at no charge. The autodialer functions only with standard long-distance dialing. If you want to use the autodialer with alternate long-distance dialing services, see "Special Cases" on page 29 of this manual for more information.

You can use the autodialer only with the ADDRESS BOOK FILER program; however, you do not have to remove it when using other ADAM software.

Before you start using the ADDRESS BOOK FILER program, connect the autodialer to the ADAM Console and your telephone by following these steps:

1. Make sure ADAM is unplugged and the power to it is turned off.
2. Then connect the autodialer to ADAM by plugging it into the Expansion Port on the right side of the Memory Console.
3. Plug one end of the cord supplied with the autodialer into one of the jacks on the autodialer unit.
4. Unplug your telephone from its wall jack.
5. Plug the cord from your telephone into the other jack on the autodialer.
6. Then plug the cord from the autodialer into your telephone wall jack.



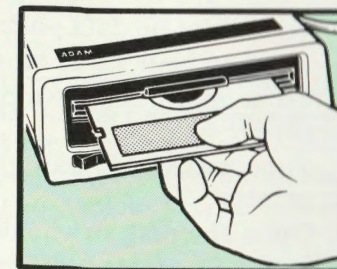
Loading the Program



Insert disk or data pack as shown.

DO NOT REMOVE DATA PACK OR DISK WHILE DRIVE IS OPERATING!

DO NOT TURN POWER ON OR OFF WHEN A DATA PACK OR DISK IS IN THE DRIVE!



Before you start making entries in your electronic address book, you must transfer the program from its permanent location on the ADDRESS BOOK FILER data pack or disk into ADAM's memory. This is called **loading the program**. Once the program is loaded, it stays in memory until you turn the power off or press Computer RESET.

Here's how to load the ADDRESS BOOK FILER data pack into your ADAM:

1. Turn your TV or monitor on.
2. Turn ADAM on using the power switch located at the back of the printer.
3. Insert your ADDRESS BOOK FILER data pack into one of the drives. Close the drive door.
4. Pull Computer RESET switch on the memory console.
5. While the ADDRESS BOOK FILER program is loading, the Title screen appears. When the program is loaded, the Pre-Entrance screen appears.

Here's how to load the ADDRESS BOOK FILER disk:

Before beginning, be sure you have attached the Disk Drive to your ADAM as explained in the drive's Owner's Manual.

NOTE: If you want to make and save entries directly on your ADDRESS BOOK FILER program disk, do not cover the write-protect notch with the tab included with your disk. Once you cover the write-protect notch with the tab, you cannot make or save entries on your program disk.

If you want to use your ADDRESS BOOK FILER program disk to load the program only and then make and store your entries on a blank disk, cover the write-protect notch with the tab included with your program disk.

1. Make sure no data packs or disks are in any of the drives.
2. Turn on your TV or monitor.
3. Turn on a Disk Drive by pressing its power switch on the front of the drive.
4. Turn on ADAM using the power switch located at the back of the printer.
5. Open the disk drive latch and insert the program disk with its label facing up and the write-protect notch to the left. Then close the latch.
6. Pull Computer RESET on the memory console.
7. While the ADDRESS BOOK FILER program is loading, the Title screen appears. When the program is loaded, the Pre-Entrance screen appears.

Creating Your Personal Electronic Address Book

When you make an entry, you may save it on your ADDRESS BOOK FILER program data pack or disk; however, we recommend that instead you store your entries on a blank digital data pack or disk. (Remember, if you're using the disk-version of the program, do not cover the write-protect notch with the tab if you want to make and save entries on the program disk. If you try to make or save entries on a write-protected disk, you'll receive a screen message from ADAM telling you that you cannot access the entry. Take the disk out of the drive and remove the write-protect tab from the disk. Put the disk back into the drive and the Pre-Entrance screen will appear.)

This blank data pack or disk will become your personal electronic address book. (You may want to create two address books: one for business entries and another for personal entries.) Note that the data pack or disk on which you create the address book must be **completely** blank. You cannot create one on a data pack or disk on which you've stored SmartWRITER or other files.

To create your address book, first load the program into ADAM as described above. When the Pre-Entrance screen appears, remove the ADDRESS BOOK FILER data pack or disk and insert a blank data pack or disk into one of the drives.

Press the Smart Key that matches the drive into which you've inserted your blank data pack or disk. You will see a screen message. Press CREATE FORM (Smart Key VI). ADAM will then tell you that it is creating your address book.

Then you'll see another screen message telling you how many entries your electronic address book will hold. Press CONTINUE (Smart Key VI) and the Pre-Entrance screen and Smart-Key labels will appear. Press the Smart-Key that matches the drive into which you've inserted your data pack or disk. Now you're ready to start making entries in your electronic address book.

Creating your personal electronic address book data pack or disk is a one-time process. After doing it, from now on you can use your personal electronic address book just by inserting it in a drive **after** the ADDRESS BOOK FILER program is loaded.

Operating Tips

- **Always** press SAVE ENTRY (Smart Key IV) after adding an entry or after making changes to an entry already stored on your data pack or disk. You must press SAVE ENTRY to save your entry or to save the changes you made in an existing entry.
- **Always** press QUIT (Smart Key VI) to leave the program. Pressing this Smart Key stores all your work out to the data pack or disk.

After pressing QUIT, **always** leave the data pack or disk in the drive until ADAM tells you the ADDRESS BOOK FILER is closed.

- **Never** remove or insert a data pack or disk unless ADAM asks you to or unless you've pressed QUIT (Smart Key VI) and ADAM tells you the ADDRESS BOOK FILER is closed.
- If you get stumped while using the program, take a minute and look carefully at your Smart-Key labels. The Smart Keys were designed to provide you with the commands and functions you'll need at every step of the program. Follow your instincts and the Smart-Key labels and you can't go wrong!

Ten-Minute Start-Up

Once you've loaded the program, you may want to jump right in and start using it immediately rather than reading the entire manual first. If so, this section will give you a fast run-through of the three basic functions of the program. Read the following first and then make and find some entries of your own. Then use the autodialer to have ADAM make your calls automatically.

As an example, let's say that you're a member of a five-person car pool. Naturally you'll want to include those telephone numbers in your electronic address book. Here's how you would make and find car-pool entries and then use the autodialer.

Step 1: Making an Entry

1. When the Entrance screen appears, press MAKE ENTRIES (Smart Key IV). The Make-Entries screen will appear with a new set of Smart-Key labels across the bottom.
2. Make an entry for each member of your car pool. Enter the feature information on the appropriate feature line. Use the Arrow Keys or press Command Key RETURN to move from feature to feature. Make sure the Area Code of any telephone number is enclosed in parentheses.

Here's an example of an entry for a member of the car pool:

Last Name	Smith
First Name	Jane
Title	Ms.
Street	12 Rosewood Ln
City	Anywhere
State	Anystate
Zip	11111
Home Phone	(111) 555-1111
Bus Phone	(111) 555-2222
Note 1	Car Pool
Note 2	
Note 3	

3. When you've entered the information you want for **each** entry, press SAVE ENTRY (Smart Key IV) to save that entry in memory.

NOTE: When you save your first entry, you'll notice that the digital data pack drive is set in motion (if you're using a data pack) or that

the "Disk Busy" light comes on (if you're using a disk), this is ADAM's way of saving space for this entry and the next few entries you make and save. When you make your next few entries, you'll notice that the digital data pack drive does not move nor does the "Disk Busy" light come on. Don't worry. ADAM has already reserved space and is saving your entries.

4. After you've made and saved entries for all the people in your car pool, press DONE (Smart Key VI) to return to the Entrance Screen.

Step 2: Finding Entries

1. When you're at the Entrance screen, press FIND ENTRIES (Smart Key V) and the Find-Entries screen appears with a new set of Smart-Key labels across the bottom.
2. You will see four search features displayed on the Find-Entries screen. Decide which feature you want to conduct your search by and then enter the appropriate feature information on that line.

In this case you want to generate a list of all members of your car pool, so you would enter "Car Pool" on the Note-1 feature line.

3. Press START SEARCH (Smart Key V) to start ADAM looking for "Car Pool" entries. ADAM will then tell you how many entries it has found with the feature information

("Car Pool") you requested. Then it will display the Select-Entry screen which shows a list of those entries and a new set of Smart-Key labels.

NOTE: For more detailed information on searching for entries, see the "FINDING ENTRIES" section on pages 21-25.

4. If you want to look at an entry, use the Up and Down Arrow Keys to move the arrow to the entry you want. Then press SEE ENTRY (Smart Key V) and the Found-Entry screen and a new set of Smart-Key labels will appear.

Step 3: Autodialing

1. When the Select-Entry screen appears, press AUTO DIAL (Smart Key IV). The First-Autodial Screen and a new set of Smart-Key labels will appear.
2. Look at the list of entries displayed on the screen and use the arrow keys to move the red telephone graphic to the number you want to dial.

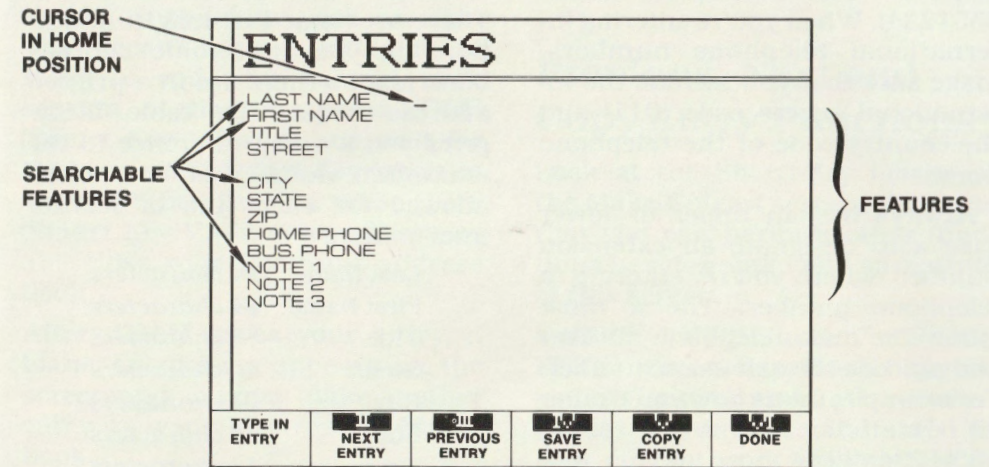
3. Now press the Smart Key that matches the type of call you want ADAM to make. In this case, the member of the car pool that you want to call is within the local-calling area, so press LOCAL (Smart Key I). A new Smart Key, DIAL NUMBER (Smart Key VI), appears. Pick up the receiver of your telephone and press DIAL NUMBER (Smart Key VI) and ADAM will automatically dial the telephone number of a member of your car pool for you.

4. When you've finished with your phone call, hang up the telephone receiver and repeat the process for the rest of the car pool members you want to call. When you've made all the calls you want, press DONE (Smart Key VI) to return to the Entrance Screen. At the Entrance Screen, press QUIT (Smart Key VI) to store your new car-pool entries on the data pack or disk and leave the program.

Congratulations! You're now familiar with the three basic operations of the program. However, for an in-depth understanding of the various features of ADDRESS BOOK FILER, take some time and read the rest of the manual.

Making Entries

The first function you'll want to perform with ADDRESS BOOK FILER is making and saving entries in your personal electronic address book. When you're at the Entrance screen, press MAKE ENTRIES (Smart Key IV) and the Make-Entries screen and a new set of Smart-Key labels will appear on your screen.



Make-Entries Screen

Look at the Make-Entries screen and think of it as a blank page in an address book for you to fill in with feature information. The cursor appears in the Home position. Take a look at the 12 features that appear on the screen. Some of the feature information asked for is optional. Note that four of the features, Last Name, First Name, City and Note 1, are searchable. You may search for entries by these

features. You'll find that filling in most or all this feature information now will make finding entries much easier later.

Make entries in your personal electronic address book just as though you were typing them in on a typewriter. When you want to move from feature to feature, press Command Key RETURN or use the Up and Down Arrow Keys.

Here are some tips to make making entries as easy as ABC:

- **Always** be sure to enter a 1, then any area codes of telephone numbers in parentheses. This is how you'd enter a telephone number with an area code: 1(222) 555-1234. Note that it is not necessary to separate the area code, city code or local calling number with spaces or hyphens (for example, 1(222) 5551234). When you're entering international telephone numbers, make sure that you include the international access code (011) and the country code of the telephone number.
- **Always** use an upper or lower case x to designate an extension number when you're entering a telephone number. The x must follow the main telephone number and precede the extension number. For example, this is how you'd enter an extension number: 1(222) 555-1234x222.
- The street feature contains two lines, giving you extra space to enter an apartment number, post office box or any other extended address information.
- You have three Note lines on which to enter information. Remember that you can search by the Note-1 line. Try using your own key words on the Note-1 line. For instance, if you are making entries in your electronic address book to create a list of emergency numbers, you could code the Note-1 line as "Emergency."

- Note-2 and Note-3 lines are not searchable so you may want to use these lines to enter special notes about the entry. For instance, if the entry is for a friend or family member, you may want to enter clothing sizes and special likes, hobbies, etc.

A Word About Line Lengths

There are some line-length limitations in your electronic address book just as there are in a printed address book. The table below gives you a quick reference to the maximum number of characters allowed for each line of feature information.

Last Name	24 characters
First Name	24 characters
Title	6 characters
Street	40 characters
City	24 characters
State	16 characters
Zip	11 characters
Home Phone	16 characters
Bus Phone	22 characters
Note 1	24 characters
Note 2	24 characters
Note 3	24 characters

Because you have limits on the number of characters you can enter, you may want to use abbreviations or key words when you're entering your notes and you may need to use abbreviations for some states and street addresses.

Saving Your Entry

After you've entered all the information you want for the entry, you must save it before doing anything else. Press SAVE ENTRY (Smart Key IV). If you don't save your entry, it will be lost.

Pressing SAVE ENTRY transfers the entry to ADAM's memory, but it is not yet safely and completely stored on the data pack or disk. That doesn't happen until you are ready to end your current work session. At that time, press DONE (Smart Key VI) and then wait for the new set of Smart-Key labels to appear. When they do, press QUIT (Smart Key VI) to store all entries and close your electronic address book.

After ADAM saves your entry, a blank entry form appears on the screen and you may make another entry in your electronic address book.

After ADAM has saved your entry, you can return to the Entrance Screen by pressing DONE (Smart Key VI) or by pressing Command Key ESCAPE/WP.

NOTE: When you save your first entry, you'll notice that pressing SAVE ENTRY (Smart Key IV) sets the digital data pack drive in motion (if you're using a data pack program) or causes the "Disk Busy" light to come on (if you're using the disk version of the program). This is ADAM's way of mak-

ing space to store this entry and your next few entries. When you store your next few entries, you'll notice that the digital data pack drive is not set in motion nor does the "Disk Busy" light come on. Don't worry! ADAM is still saving these entries in memory.

Previous, Next and Copy-Entry Functions

Look at the Smart-Key labels on the Make-Entries screen. You'll see that you can perform other functions besides make and save while at this screen.

- **NEXT ENTRY** and **PREVIOUS ENTRY** (Smart Keys II and III) allow you to flip back and forth between entries you've made and saved in your current work session just as if you were leafing through the pages of a paper address book.

In flipping back and forth, the farthest you can go back is to the first entry you made and saved in the current session; the farthest you can go forward is to your most current entry. If you try to go beyond these limits, you'll hear a buzz when you press NEXT ENTRY or PREVIOUS ENTRY.

You don't use NEXT ENTRY after you've made an entry and want to make another. In that case, you

simply press SAVE ENTRY (Smart Key IV). This saves your entry and then gives you another blank entry form on which to make a new entry.

- Sometimes you'll find that you are making entries that vary only slightly from one another. For instance, making entries for the four members of the Smith family, all of whom live at the same address and have the same home telephone number.

To save entry time, make and save the first entry. Now press PREVIOUS ENTRY (Smart Key III) to bring that entry back to the screen. Make any changes you want, then press COPY ENTRY (Smart Key V). The entry on the screen is saved as a new entry. You can make as many different entries with slight variations from one master entry as you want without having to retype all the information.

Finding Entries

Now that you've made and saved entries in your personal electronic address book, you can search for entries by the four features (your search criteria) listed on the Find-Entries screen.

With the list generated by your search, you may use one of the many ADDRESS BOOK FILER print options, look at entries on the list to update or change them, delete entries from permanent storage on the data pack or disk, or use the autodialer to place calls automatically. To perform any of these operations, you start by using the same procedure.

When you're at the Entrance Screen, press FIND ENTRIES (Smart Key V). The Find-Entries screen and a new set of Smart-Key labels will appear.

FIND	
LAST NAME FIRST NAME CITY NOTE 1	
TYPE THE TRAITS OF ENTRIES YOU WANT THEN PRESS START SEARCH	
START SEARCH	CANCEL SEARCH

Find-Entries Screen

Find a List

You'll see displayed on the Find-Entries screen a list of four of the features from the Make-Entries screen: Last Name, First Name, City and Note 1. You may enter your search criteria on one or more of these feature lines. For example, you can create lists of all entries in your personal electronic address book with the last name of Smith (searching by Last Name); all entries with the first name of Jane (searching by First Name); all entries who live in San Francisco (searching by City); or all entries who are members of your car pool (searching by Note 1).

You may also search for and generate lists of entries that have multiple traits in common by entering information on more than one feature line. Suppose you wanted to see a list of all Jane Smiths who are doctors living in San Francisco, you would enter feature information on all four feature lines.

Note that ADDRESS BOOK FILER can search for entries even if you entered feature information with spelling mistakes or incorrect capitalization. (See Search Options for detailed information on other ways to search.) For example, you could enter "smith" on the Last-Name line and still search and generate a

list of all entries with the last name of Smith, even though you'd neglected to capitalize the "s" in smith.

Search Options

ADDRESS BOOK FILER not only allows you to search for entries in the ways described, but also makes allowances for less-than-perfect memories. For example, if you are following up a letter of inquiry with another letter and can't remember the exact spelling of the name of the person to whom to address it, you could search by typing in part of the entry name to be searched for in one of four ways:

1. Enter the first character or few characters, followed by three periods (. . .). Example: "Peter . . ." (You forgot if the name was Peterson or Petersen.)
2. Enter three periods, followed by the last character or last few characters. Example: ". . . son" (You forgot if the name was Pederson or Peterson.)
3. Enter three periods followed by a few internal characters, followed by three periods. Example: "...er..." (You forgot if the name was Pederssen, Petersen or Peterson.)
4. Enter the first character or first few characters, followed by an underscore for each character you're unsure of, followed by the last few characters or last character. Example: "P _ _ _ _ son" (You forgot if the name was Peterson or Pederson.)

If you want to see a list of **all** entries in your electronic address book, do not fill in any feature information. Simply press **START SEARCH** (Smart Key V). A list and a new set of Smart-Key labels will appear. If there are more than 20 entries in the electronic address book, the Overflow screen will appear. (See "Overflow," following, for an explanation of the overflow function.)

If you want to search for entries by one or more traits (all entries with the last name of Smith, for example), enter the feature information on the appropriate line. Now press **START SEARCH** (Smart Key V) and **ADAM** will start finding your entries.

ADAM will then tell you how many entries it has found with the trait you wanted. The **Select-Entry** screen displaying your alphabetized list and a new set of Smart-Key labels will then appear. If there are more than 20 entries in the list, the Overflow screen will appear with a new set of Smart-Key labels.

If you decide that you don't want to search for entries at this time, press **CANCEL SEARCH** (Smart Key VI) or Command Key **ESCAPE/WP** to return to the Entrance screen.

Overflow

Sometimes **ADDRESS BOOK FILER** cannot display at once all the entries in your personal electronic address book. When this happens, the program will tell you how many entries were found in your search and how many can be displayed in a single list.

If there are more than 20 entries in your list, the Overflow screen and a new set of Smart-Key labels will appear on your screen.

LIST

23 RECORDS FOUND
ONLY 20 MAY BE DISPLAYED

SEE LIST

SEARCH AGAIN

First Overflow Screen

Press **SEE LIST** (Smart Key V) to look at a list of the first 20 entries. The **Second Overflow** screen and a new set Smart-Key labels will appear. The new set of Smart-Key labels will allow you to display subsequent sublists of 20 or fewer entries until you've looked at all entries that meet your search criteria.

If you decide you'd like to work with a shorter list, press **SEARCH AGAIN** (Smart Key VI). You will be returned to the **Find-Entries** screen. You can now make your search criteria more specific so that a shorter list will be generated in your next search.

LIST

- Campbell
Jean
Campbell
Jennie
Campbell
Christina
Daniels
Sally
DePalma
Maurice
Feller
Carolyn

SELECT ENTRY

AUTO DIAL

NEXT LIST

PREVIOUS LIST

SEE ENTRY

SEARCH AGAIN

Second Overflow Screen

To see any additional names on the list, press **NEXT LIST** (Smart Key III) as many times as necessary.

To look at the previous 20 entry names again, press **PREVIOUS LIST** (Smart Key IV).

To return to the **Find-Entries** screen, press **SEARCH AGAIN** (Smart Key VI).

To dial the telephone number or numbers of an entry or entries on any part of the list automatically, press **AUTO DIAL** (Smart Key II) and the **Autodial** Screen and a new set of Smart-Key labels will ap-

pear. See "AUTODIAL" on page 27 for an explanation of how to use this screen.

To return to the Entrance Screen, press Command Key ESCAPE/WP.

Selecting Your Entry

LIST	
- Campbell Jean	
Campbell Jennie	
Campbell Christina	
Daniels Sally	
☐	
SELECT ENTRY	☐ AUTO DIAL ☐ SEE ENTRY ☐ SEARCH AGAIN

Select-Entry Screen

Look at the Select-Entry screen and you'll see your search list. The search feature information will be listed first, and the last name of the entry will appear beneath it. (If you searched for entries by last name, the last name will appear first, followed by the first name.)

ADAM can display a list of six entries on the screen at one time. Use the Up and Down Arrow Keys to review the entire list. If the entry you want appears in the list displayed on the screen, use the Up and Down Arrow Keys to move the pointer to it. Then press SEE ENTRY (Smart Key V). Your chosen entry and a new set of Smart-Key labels will appear on the screen. (See "Found-Entry," following.)

If you want to use the autodialer to dial telephone numbers automatically from entries on the list, press AUTO DIAL (Smart Key IV). The Autodial screen and a new set of Smart-Key labels will appear on your screen. (See "AUTODIAL" on page 27 for a description of how to use the autodialer.)

If you decide that you'd like to look at a different list, press SEARCH AGAIN (Smart Key VI). You are returned to the Find-Entries screen. Now you can enter different feature information as criteria for a new search. Press START SEARCH (Smart Key V) to start searching once more.

Whenever a list is displayed on the screen, you may print the list or an entry from it or delete an entry from the list and from your personal electronic address book. See "PRINT" on pages 31-36 for a description of how to print from a list. See "OTHER FEATURES" on pages 37-39 for a description of how to delete entries.

Found Entry

Your chosen entry will appear on the Found-Entry screen with a new set of Smart-Key labels across the bottom. You will also see that an end-page character is displayed on the screen with your entry. This end-page character is just a marker that tells you and ADAM where that entry ends. It will not be printed if you want to print the entry.

ENTRIES	
LAST NAME	Campbell
FIRST NAME	Jennie
TITLE	Ms.
STREET	6709 Torchwood Ln
CITY	Clay
STATE	Pa.
ZIP	16745
HOME PHONE	1(412) 555-1234
BUS PHONE	1(412) 555-0000
NOTE 1	Volunteer
NOTE 2	Can work Tuesday
NOTE 3	
☐	
IF YOU HAVE MODIFIED THIS ENTRY PRESS SAVE ENTRY	☐ SAVE ENTRY ☐ DISPLAY LIST ☐ DONE

Found-Entry Screen

The Found-Entry screen is the "workhorse" screen of the program. From the Found-Entry screen, you may: print an entry, edit and update it, or review the entry for information. For example, if someone you have listed in your electronic address book changes jobs and relocates, you can use this screen to update your entry.

To make changes in an existing entry, simply type in the changes where needed. If you want to clear an entire line or the entire workspace, see "OTHER FEATURES" on page 37 for instructions on how to clear text.

When your entry is updated, press SAVE ENTRY (Smart Key IV) and the changed entry will replace the original entry in ADAM's memory. Then before you leave the program, press QUIT (Smart Key VI) to completely and safely store the changed entry on the data pack or disk.

If you want to print your updated entry, see "PRINT" on page 31 for instructions on how to print.

If you want to take a look at more entries with the traits you indicated in your search, press DISPLAY LIST (Smart Key V).

To return to the Entrance Screen, press DONE (Smart Key VI) or Command Key ESCAPE/WP.

Autodial

STOP! Have you installed the autodialer? If not, press DONE (Smart Key VI) to return to the Entrance Screen. Press QUIT (Smart Key VI) to safely store your work. Once your work is stored and the electronic address book is closed, remove the data pack or disk from the drive. Then turn the power to ADAM off, unplug the computer and install the autodialer as described on page 8. Then reload the program and create your calling list. Never attempt to install the autodialer while the power to ADAM is turned on or while ADAM is plugged in.

You're now ready to have ADAM make your calls automatically. When you're at the Select-Entry screen or the Second-Overflow screen, press the AUTO DIAL Smart Key and the First Autodial screen and a new set of Smart-Key labels will appear. Take a careful look at the First Autodial screen. You'll see the list from the Select-Entry or Second Overflow screen, followed by any telephone numbers entered with each entry. You'll also see a bright red telephone graphic positioned next to the first listed telephone number of the first entry. Use the Up and Down Arrow keys to move the telephone graphic to the telephone number you want ADAM to dial.

AUTO DIALER					
Campbell Jean 1(4 12) 555-1234 1(4 12) 555-4321 x 000					
Campbell Jennie 1(4 12) 555-1234 1(4 12) 555-1111					
Campbell Christina 1(4 12) 555-1234 1(4 12) 555-1111					
■					
LOCAL	IN AREA LONG D	OUT AREA LONG D	MARK NO ANSWER	ERASE MARK	DONE

First Autodial Screen

Now you're ready to start making your call. Press the Smart Key that matches the type of call you want to make.

- Press LOCAL (Smart Key I) and ADAM will automatically dial all the numerals in the telephone number following the area code up to any extension number.
- Press IN AREA LONG D (Smart Key II) and ADAM will automatically dial the numeral 1 and then all the numerals in the telephone number following the area code up to any extension number.
- Press OUT AREA LONG D (Smart Key III) and ADAM will automatically dial all numerals you have entered in the listing (including the long-distance area code) up to any extension number. (Pressing OUT AREA LONG D also allows you to make international calls.)

If there is no telephone number listed for the entry you've selected, ADAM will wait for you to try another entry.

AUTO DIALER	
Campbell Jean 1(412) 555-1234 1(412) 555-4321 x 000	
Campbell Jennie 1(412) 555-1234 1(412) 555-1111	
Campbell Christina 1(412) 555-1234 1(412) 555-1111	
PLEASE PICK UP THE RECEIVER AND PRESS DIAL OR TYPE IN PHONE NUMBER 	

Second Autodial Screen

After you choose your telephone-call type and press the matching Smart Key, a new Smart Key, DIAL NUMBER (Smart Key VI), will appear on your screen.

Pick up your telephone receiver. (The Autodialer only dials the number; you must pick up the receiver.) Now you're ready to make your call. Press DIAL NUMBER (Smart Key VI). ADAM will dial the number and the first Autodial Screen and Smart-Key labels will reappear on your screen. Congratulations! ADAM has just automatically dialed a telephone number for you!

No Answer?

If no one answers or the line is busy when you call, press MARK NO ANSWER (Smart Key IV). Now use the Up and Down Arrow Keys to move the red telephone graphic and you'll see a black telephone graphic next to that phone number, reminding you to try again before you close your electronic address book. When you get through to that number, press ERASE MARK (Smart Key V) to remove the black telephone from your calling list. Press DONE (Smart Key VI) to return to the Entrance Screen.

Special Cases

Alternate Long-Distance Dialing Services

If you're a subscriber to an alternate long-distance dialing service, you can still use ADAM to make your long-distance calls automatically. To access your long-distance service, first press OUT AREA LONG D (Smart Key III). When the Second Autodial screen appears, use your telephone's keypad (or ADAM's keyboard) to dial the local access code for the service you use. When you hear the computer tone, use your telephone's keypad (or ADAM's keyboard) to dial your personal authorization code. Then let ADAM take over by pressing DIAL NUMBER (Smart Key VI) to complete the dialing process.

Business Dialing

You can take ADAM, autodialer and ADDRESS BOOK FILER to work with you. (You may want to create a separate personal electronic address book for business numbers.) If you must dial a numeral to get an outside line with your work telephone system, just include that numeral in the telephone numbers of your entries. For example, if you must dial the numeral 9 to access an outside line and want to dial a local call, you would enter the telephone number in this way: 9 555-1234.

Printing

Now that you have made and saved entries in your personal electronic address book, you can print out lists of the entries, the entries themselves, formatted entries for mailing lists, or personalized form letters.

ADDRESS BOOK FILER allows you to use the print features of ADAM in two major ways: printing of a single entry directly from the screen and printing of selected entries or parts of those entries from a list. In addition, ADDRESS BOOK FILER offers a special print format option that you'll find useful in printing mailing lists.

NOTE: No matter what print option you are using, ADAM will print out 54 lines and then stop, allowing you to put a new piece of paper in the printer. Then press PRINT? (Smart Key VI) to start the printing process again.

To start the printing process, press Command Key PRINT and follow the directions given by ADDRESS BOOK FILER's messages and the Smart-Key labels. Command Key ESCAPE/WP cancels the print process and returns you to the screen you were using before you pressed PRINT.

Direct Print

If you have an entry displayed on the screen and you press Command Key PRINT, ADAM starts to

print the entry immediately. The label on Smart Key VI will now switch to STOP PRINT. Press STOP PRINT (Smart Key VI) anytime you want to stop printing. The Smart-Key label will then switch to PRINT?. Press PRINT? to continue printing. Press Command Key ESCAPE/WP to cancel the printing process and return to the screen from which you entered PRINT.

Printing From a List

Anytime you have used FIND ENTRIES to generate and display a list of entries, pressing Command Key PRINT will allow you to print the entire list in the workspace, part or all of the list displayed, or part or all of some of the entries displayed on the list. Press Command Key PRINT and a new set of Smart-Key labels will appear.

LIST		
Campbell Jean		
Campbell Jennie		
Campbell Christina		
□		
PRINT WK SPACE	PRINT ENTRIES	PRINT LIST

Print-Choice Screen

Printing the Workspace

Pressing PRINT WORKSPACE (Smart Key IV) allows you to print the entire workspace, including whatever is shown on the screen and whatever exists off the screen. As the printer is printing, the Smart-Key VI label changes from PRINT LIST to STOP PRINT. If you press STOP PRINT and the printer stops printing, the Smart-Key VI label changes to PRINT? Think of this stop only as a pause; you have not cancelled the printing process. To do so, you must press Command Key ESCAPE/WP.

Printing a List

Press PRINT LIST (Smart Key VI) and a new set of Smart-Key labels will appear on your screen.

LIST	
2	Campbell Jean
	Campbell Jennie
	Campbell Christina
	Daniels Sally
	DePalma Maurice
	Feller Carolyn

MARK LIST TO PRINT	MARK LINE	MARK ALL	ERASE MARK	ERASE ALL	PRINT LIST
--------------------------	--------------	-------------	---------------	--------------	---------------

Print-List Screen

ADDRESS BOOK FILER will ask you to mark the entries you want to print by pressing either MARK LINE (Smart Key II) to mark a sin-

gle entry or MARK ALL (Smart Key III) to mark every entry on the list. After you've marked your entries, press PRINT LIST (Smart Key VI) and the printer will print your selected entry-names.

Printing Entries

Pressing PRINT ENTRIES (Smart Key V) allows you to select entries from a list showing on the screen and print them out in their entirety. PRINT ENTRIES also allows you to use ADDRESS BOOK FILER's special print-format options. Pressing PRINT ENTRIES displays a new message and a new set of Smart-Key labels.

LIST	
—	Campbell Jean
	Campbell Jennie
	Campbell Christina
	Daniels Sally
	DePalma Maurice
	Feller Carolyn

MARK ENTRIES	MARK LINE	MARK ALL	ERASE MARK	GET FORMAT	PRINT ENTRIES
-----------------	--------------	-------------	---------------	---------------	------------------

Print-Entries Choices

ADDRESS BOOK FILER asks you to mark the entries you want to print. After you've done so, press PRINT ENTRIES (Smart Key VI). The printer then prints the entries you marked in the list.

Print Formats

Sometimes you may want to print out only parts of entries in a particular manner (format). Your format might be mailing labels, personalized form letters, or informal social correspondence. ADDRESS BOOK FILER allows you to do this with its print-format option. This may be especially useful if you are planning a large mailing, for example sending out thank-you notes for wedding presents. (You probably won't want to use the print-format option if you want to write only one or two letters.)

The following sections tell you how to create formats in ADDRESS BOOK FILER or get formats from SmartWRITER files or other Coleco products.

NOTE: For detailed information on how to combine ADDRESS BOOK FILER print options with Smart-LETTERS & FORMS, see pages 47-48.

Creating a Format

To create your own format with ADDRESS BOOK FILER, press Command Key PRINT. When the new Smart-Key labels appear, press PRINT ENTRIES (Smart Key V), then mark the entry you want to print. Press GET FORMAT (Smart Key V) and a new message and pair of Smart-Key labels appear on your screen.

PRINT FORMAT	
2	Campbell Jean
2	Campbell Jennie
	Campbell Christina
	Daniels Sally
	DePalma Maurice
	Feller Carolyn

CREATE A PRINT FORMAT OR PRESS GET FORMAT	CREATE FORMAT	GET FORMAT
---	------------------	---------------

Print-Format Choice Screen

These Smart-Key labels give you the option of either using a format that you've prepared and stored on another data pack or disk, or creating a new format. However, you should note that any new print formats created with ADDRESS BOOK FILER are **not** saved in memory or stored on the data pack or disk. If you want to save formats, create them with Smart-WRITER **before** loading ADDRESS BOOK FILER.

Now press CREATE FORMAT (Smart Key V) and the screen changes to the Print-Format screen, similar to the Smart-WRITER moving window format. You'll be able to use this area to type in messages, letters or anything you want to have personalized through the addition of information from your electronic address book.

Look at the Print-Format screen carefully. You'll see that unlike SmartWRITER's moving window there are no margin indicators at the top of the screen or along the left side. Instead, in the message area, you'll see margin indicators and a counter showing the number of spaces the cursor is from the left margin.

On the Print-Format screen, you can use Command Key CLEAR to clear a line or the entire workspace. (See page 37 for information on how to clear text.) To insert additional lines, press Command Key RETURN.

Let's say that you want to create a personalized thank-you letter and send the letter to 20 friends whose addresses are entered in your personal electronic address book. The contents of the letter will be the

same for all, but the names, address and salutations will change for each recipient.

Now type your thank-you letter including the feature information that you want printed. You must type each feature in individual brackets to signal to ADDRESS BOOK FILER where you want to insert the corresponding information from your entries. Be sure to type in the features exactly as they appear on the Make-Entry or Found-Entry screen. For example, you must enter LAST NAME exactly as it appears—all letters in upper case.

Your format can be up to one and one-half pages long. ADAM will warn you when you have only 10 lines left in your workspace by flashing the top and bottom margins of your screen.

PRINT FORMAT

[FIRST NAME] [LAST NAME]◀
 [STREET]◀
 [CITY] [STATE]◀
 [ZIP]◀

Dear [FIRST NAME],

Thank you so much for the lovely wedding gift. Both John and I appreciated it.

ENTER FIELD NAME IN BRACKETS
 WHERE YOU WANT THEM TO APPEAR
 LM-1 RM-80 CURSOR AT 4

PRINT

RIGHT MARGIN INDICATOR (RM) →

LEFT MARGIN INDICATOR (LM) →

CURSOR INDICATOR →

FEATURES (DIFFERENT FOR EACH LETTER)

LETTER CONTENT (SAME FOR ALL)

When your form letter is ready, press PRINT (Smart Key VI) and ADAM will print out a personalized letter for each marked entry. The Smart-Key label will change to STOP PRINT. Press this Smart Key any time you want to pause the printing process. For example, you can use the STOP PRINT Smart Key when you want to change paper in the printer. The Smart-Key label will change to PRINT?. Press PRINT? when you want to start the printing process again.

Creating Mailing Labels

One especially useful format is the mailing label. This can be used for your business mailings, your club newsletter or your personal mailing list for holiday cards.

To create a mailing-label format on the Print-Format screen, start typing the first line of the label at 32–40 spaces from the left margin, if you're using a business-size envelope. All lines below the first entry should start at the same point. Enter the features you want printed in individual brackets. Remember to reproduce the features **exactly**, and to type in all features individually in their own sets of brackets, according to how you've set up your mailing label. Also make sure you press Command Key RETURN at the end of each line of your mailing label.

For example, to create a format that would be suitable for informal business or social correspondence, you might set it up in this way:

[TITLE] [FIRST NAME] [LAST NAME]
 [STREET]
 [CITY]
 [STATE] [ZIP]

If you wanted to set up a format that would be suitable for mailing labels to business or organizations, you would set up the format using the Note-1 feature as the name of the business or organization.

[TITLE] [FIRST NAME] [LAST NAME]
 [NOTE 1] (Use Note 1 as the name of the business or organization.)
 [STREET]
 [CITY]
 [STATE] [ZIP]

If you wanted to address the letter to a particular person inside a business or organization (Jane Smith, President, for example), you would use the Title feature as his or her title and then set up the format in this way:

[FIRST NAME] [LAST NAME]
 [TITLE]
 [NOTE 1]
 [STREET]
 [CITY]
 [STATE] [ZIP]

Now put your envelope, letter or mailing labels into the printer and press PRINT (Smart Key VI) and the printer will start to print your formatted entries. The Smart-Key VI label will change to STOP PRINT. Press STOP PRINT any time you want to stop the printing process to change paper, etc. The Smart-Key label will change to PRINT?. Press PRINT? when you want to start printing again.

Get Format

To use "Get Format," you must first have created and stored a print format on another data pack or disk, for example in SmartWRITER. To access "Get Format," press Command Key PRINT when a list is displayed on the screen. When the new Smart-Key labels appear, press PRINT ENTRIES (Smart Key V), then mark the entries you want to print. Then press GET FORMAT (Smart Key V). When the Smart-Key labels change, press GET FORMAT (Smart Key VI).

A message will prompt you to select a drive. First insert into a drive the data pack or disk containing the format you want that you created with SmartWRITER, then select that drive. When the directory screen appears, select the file you want, then press GET FILE (Smart Key VI). The format you selected is displayed on the screen.

Your format can be up to one and one-half pages long. If the format

you select is longer than permitted, ADAM will warn you that the entire file might not be printed.

If you want, make changes in your format. You can use Command Key CLEAR to clear a line or the entire workspace. (See "OTHER FEATURES" on pages 37-39 for a description of how to use Command Key CLEAR.) To insert additional lines in your format, press Command Key RETURN.

You'll see a screen message asking you to insert your original data pack or disk. After you insert your original data pack or disk in the drive, ADAM will thank you. Now press PRINT (Smart Key VI), and your selected entries will be merged with your format and printed. The label on the Smart Key will change to STOP PRINT. Press STOP PRINT anytime you want to pause the printing process to change paper, etc. Once pressed, the Smart-Key label changes to PRINT?. Press PRINT? to resume the printing process.

Note that pressing ESCAPE/WP at any time takes you out of the printing process. In addition, after the printer stops, your screen displays the list again.

When you have retrieved a print format, an end-page character appears at the end of the format. If you want to add to that format, you must type over the end-page character.

Other Features

You can use Command Key CLEAR if you want to do text editing such as clearing a line of text, or to clear the entire workspace. You can use Command Key DELETE to delete entries from your data pack or disk. The following sections describe these features.

Clearing Entries

Command Key CLEAR allows you to make minor changes, clearing a line of text in your entry, or to clear your entire workspace. Command Key CLEAR functions when an entry is displayed on screen, or when a format is displayed on screen as in "Create Format" or "Get Format."

To clear a line of text, first use the Up and Down Arrow Keys to move the pointer to the line you want to clear. Then press Command Key CLEAR and new Smart-Key labels will appear. Press CLEAR LINE (Smart Key V). The line of text will be cleared.

You can also clear the entire workspace. To do so, press Command Key CLEAR, followed by CLEAR

WK. SPACE (Smart Key VI). Your entire workspace will be cleared, allowing you to enter new feature information.

If you've used Command Key CLEAR to make changes in an entry and want those changes registered permanently on your data pack or disk, make sure you press SAVE ENTRY (Smart Key IV). Then when you want to leave the program, press QUIT (Smart Key VI) at the Entrance screen. The edited entry will be stored in place of your original entry. (If you save an entry that you've cleared completely, it will replace the original entry, leaving a blank entry form on the data pack or disk and a blank space on the list. You can later save another entry on this blank entry form.)

If you change your mind and don't want to clear any information from the entry, press Command Key ESCAPE/WP to cancel the clear. You then return to the screen from which you entered CLEAR.

Deleting Entries

Command Key DELETE allows you to delete from permanent storage entries that you no longer want on your data pack or disk. Removing entries from permanent storage with DELETE differs from doing so with CLEAR in that DELETE can erase entries not visible on the screen. In fact, you can use DELETE to erase an entire electronic address book from your data pack or disk.

To start the deletion process, a list of entries must be displayed on the screen. Then press Command Key DELETE and the Delete Screen will appear.

LIST	
☒	Campbell Jean
☒	Campbell Jennie
☒	Campbell Christina
☒	Daniels Sally
☒	DePalma Maunce
☒	Feller Carolyn
DELETE ENTRIES ARE YOU SURE?	
YES NO	

Delete Screen

ADDRESS BOOK FILER will ask you to mark the entries you want to delete. After you've marked your choices, press DELETE (Smart Key VI). A new message will appear asking you if you're sure you want to make the deletion. If you are,

press FINAL DELETE (Smart Key VI). The screen will clear briefly, then your list will reappear. Any entries you have marked for deletion will have frowning faces in place of the arrow marks, telling you that these entries will be deleted from your data pack or disk when you press QUIT (Smart Key VI) at the Entrance Screen and leave the program.

Deleting All Entries from Your Electronic Address Book

If you want, you can delete every entry in your electronic address book from permanent storage on the data pack or disk.

Press FIND ENTRIES (Smart Key IV) at the Entrance screen. When the Find-Entries screen appears, press START SEARCH (Smart Key V) to start ADAM looking for all entries in your electronic address book.

If there are more than 20 entries in your electronic address book, the Overflow screen will appear. (See "Overflow" on page 23 for an explanation of how to use this screen.) If there are fewer than 20 entries in your electronic address book, the Select-Entry screen will appear. (See "Selecting Your Entry" on page 24 for an explanation of how to use this screen).

When your list of entries appears, press Command Key DELETE to start the deletion process. Then follow the procedures described in "Deleting Entries," above. If you have created your own electronic address book on a blank data pack or disk, you can also delete all entries in it when you're in SmartWRITER Word Processing. Press Command Key STORE/GET to get your address book file. A directory will appear on the screen. Use the Up and Down Arrow Keys to move the cursor to your address-book file, ADDRBOOKDB. Then press Command Key DELETE and a message and a new Smart-Key label, DELETE (Smart Key VI), will appear. Press DELETE and another screen message and a new Smart-Key label, FINAL DELETE (Smart Key VI), will appear. Press FINAL DELETE and all entries and the data base will be deleted from your personal electronic address book.

Undo Delete

Although you've taken steps to delete entries from storage in ADDRESS BOOK FILER, these records are still on your data pack or disk and will remain there until you leave the program. If at any time before you end your current work session you decide not to delete the entries, there's still time to do so. Press Command Key UNDO. A new Smart-Key Label will appear. Press that Smart Key, UNDO DELETE. The screen clears briefly and then brings back whatever was displayed on the screen before pressing Command Key UNDO. In storage, the entries you marked are no longer slated for deletion. If you were to display them on the screen again, you'd see that the frowning faces have disappeared.

Closing Your Electronic Address Book

When you've completed your current work session and want to leave the program, first press Command Key ESCAPE/WP or Smart Key DONE to return to the Entrance Screen. Then press QUIT (Smart Key VI) to leave the program. **You must press the QUIT Smart Key in order for all the work you've done to be stored.** This includes: made or updated entries, deleted entries or cleared information. Leave the data pack or disk in the drive until ADAM tells you that the ADDRESS BOOK FILER is closed. (If you remove the data pack or disk before ADAM sends you that message, you may lose some of your saved work.) When the ADDRESS BOOK FILER is closed, a new set of Smart-Key labels will appear.

Want to Make More Entries?

Suppose you change your mind and want to use your personal electronic address book to make more entries. Just press START AGAIN (Smart Key VI) to continue the program with the same data pack or disk you've been working on.

If you decide you want to create or use another electronic address book data pack or disk, press NEW DATABASE (Smart Key V). You are returned to the Pre-Entrance Screen. Remove your current data pack or disk from the drive and insert the other data pack or disk into the drive. Press the Smart Key that matches the drive into which you've inserted the data pack or disk. Now you're all set for another work session.

A Sampling of Suggestions

By now you know how easy it is to make, find and update entries in your electronic address book and to use the autodialer. But have you thought about these applications for the program?

- **Holiday Card List**

If you send both business and personal cards at the holidays, create two personal electronic address books: one for business associates and the other for friends and family. When you're making entries for your card list, use the Note-1 line to indicate "Christmas" or other holiday. Then when it's time to start addressing your cards, create your mailing lists by searching by the holiday name.

- **Your Book of Days**

When you're making an entry for a friend or family member, use the Note-1 line to indicate the month of any special occasions—birthdays or anniversaries. Then create a monthly list, searching by Note-1 and print out the list for an instant reminder of that month's special occasions. If you want, use the Note-2 and Note-3 lines to indicate clothing sizes, likes, hobbies, etc.

- **Contact File**

If you're job hunting and have sent out resumes (using the resume form letter from SmartLETTERS & FORMS and the "Get Format" print function of ADDRESS BOOK FILER or one that you've created on SmartWRITER and the "Get Format" print function of ADDRESS BOOK FILER), flag the Note-1 line with "Contact." Then search for all entries with "Contact" to create a calling list and start making follow-up phone calls (using autodialer, naturally) to schedule interviews or to indicate continuing interest.

• Got a Hobby?

If you're active in a hobby such as collecting exotic fish, make and save entries in your electronic address book for the members of your special interest group. Enter a key word on the Note-1 line (such as "Fish"). Then search by "Fish" and create a list of club members. Use the list for mailings to notify members of shows and special events or to swap information.

• Taking Care of Business

If you run a small business, create a separate electronic address book for business information. Make entries for salesmen, vendors, repairmen, and others who supply services to your business. Enter on the Note-1 line different key words for each type of service ("Repairs," for example, for your plumber) and then search for entries by the Note-1 feature. Use your search list to contact salesmen for supplies, reorders or special orders, or repairmen when you need repair work done.

• In the Club

If you're the secretary or newsletter editor for a club or organization, use ADDRESS BOOK FILER to set up mailing lists of club members. Then use the "Create Format" print function to generate mailing labels for your newsletter or special mailing.

Or use the same function to create a letter reminding club members that it's time to pay their dues or to remind them of job assignments slated for the next membership period (committee memberships, for example) and merge it with your mailing list.

• Child Care

If you are in charge of a group of children (as a scout leader or day-care administrator, for example), make an entry for each child under your care in your electronic address book. Enter on the Note-1 line a key word such as "Children" and then use the Note 2 and Note 3 lines to enter information on medical problems, allergies, inoculations, etc. Create a list by searching by the Note-1 line and then be prepared for any emergencies that may arise.

• Volunteering

If you are the volunteer coordinator for an organization, a scout leader or room-representative for your child's school, you're probably in charge of coordinating working hours, finding chaperones for field trips, or rounding up guest speakers for meetings. Make entries for your volunteers using the Note-2 and Note-3 lines to indicate times available, special interests, etc. Then enter "Volunteer" on the Note-1 line and create your lists by searching for "Volunteer." Use the autodialer when you have to make calls to line up volunteers or fill time slots.

• Stop Thief!

ADDRESS BOOK FILER can't help you get your purse or wallet back if they are stolen or lost. But it can take some of the trauma out of an unpleasant situation. Take a few minutes and list all your credit cards, their numbers and the contact number of the issuing agency in your electronic address book. Enter "Credit Cards" on Note-1 line. Then should you lose your credit cards, create a calling list and use autodialer to start notifying the agency of your loss.

• Cottage Entrepreneur

If you run a business in your home such as a typing service, make entries for each of your clients in your electronic address book. Enter on the Note 2 and Note 3 lines information about each client. Use the Note-1 line for such information as the due date of a job, an account that's payable, a contact that needs to be followed up on, etc.

• Underground Gourmet

If you and your family love to dine out, make entries for your favorite restaurants in your electronic address book. Enter on the Note-2 and Note 3 lines information about restaurant specialities, hours and prices. Enter the type of restaurant—Chinese, Mexican or Middle Eastern—on the Note-1 line. Then when you feel like enjoying a Chinese banquet, just create a list for all Chinese restaurants and get ready for a feast!

Combining Address Book Filer With SmartLETTERS & FORMS

If you also own Coleco's SmartLETTERS & FORMS program, you can merge the letters and forms on it with entries from your electronic address book to print out personalized letters and forms. You'll find this procedure especially useful if you are doing a large mailing, such as sending out thank-you letters for wedding presents. Follow these steps to combine the two programs.

1. Turn your ADAM on and load the SmartLETTERS & FORMS program as described in the instruction manual.
2. Choose and get the form letter that you want to merge with an entry in your electronic address book, following the instructions in the SmartLETTERS & FORMS instruction manual.
3. Take the SmartLETTERS & FORMS data pack or disk out of the drive and insert a work data pack or disk on which to store the form letter. (You may use a blank data pack or disk or one on which you are storing other SmartWRITER files.)
4. Press Command Key STORE/GET and name your file. Then press the STORE WK. SPACE Smart Key to store the form letter on the data pack or disk.
5. Now, take out your work data pack or disk and insert the ADDRESS BOOK FILER data pack or disk and load the program.

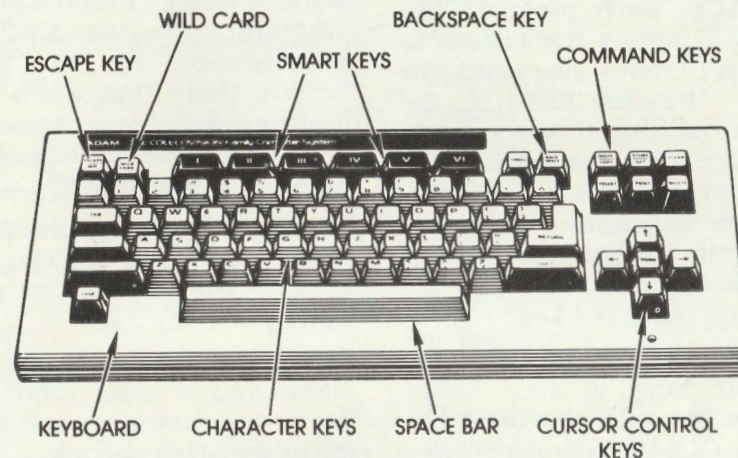
- Find the entries you want to merge with the letter or form you stored. When the list is displayed on screen, press Command Key PRINT. When the new Smart-Key labels appear, press PRINT ENTRIES (Smart Key V), then mark the entries you want to print. Then press GET FORMAT (Smart Key V) and then when the Smart-Key labels change, press GET FORMAT (Smart Key VI).

When the second format screen appears, take out the ADDRESS BOOK FILER data pack or disk and insert the data pack or disk on which you've stored the form letter.

- Now get your file. When the file appears on the screen, you'll see that all the yellow highlighted areas in the form letter have disappeared and been replaced with blank spaces.
- Enter in individual brackets the features from your electronic address book that you want to appear in the form letter. (See "Print Format" on pages 33-35 of this manual for details on how to enter the features you want.)
- Remove the data pack or disk on which you've stored the form letter and put your ADDRESS BOOK FILER data pack or disk back into the drive.
- Now press PRINT (Smart Key VI) and your letters will be printed with your chosen features.

Using The Controls

If you're familiar with the SmartWRITER word-processing system, you know how easy it is to use the ADAM Keyboard. For the ADDRESS BOOK FILER & AUTODIALER, you'll use the same controls. However, there are some differences, so read this section carefully.



1. Keyboard: Use the Character Keys to enter your information—just as if you were typing on a typewriter.

2. Smart Keys: The six Smart Keys located across the top of your keyboard match the Smart-Key labels that appear at the bottom of your screen throughout ADDRESS BOOK FILER & AUTODIALER. In some cases, the Smart-Key labels tell you what function ADAM will perform immediately after you press the matching Smart Key. For example, SAVE ENTRY (Smart Key IV) when you're making entries saves your entry.

Many times, pressing one Smart Key displays a new set of Smart-Key labels on your screen. For example, when you press MAKE ENTRIES (Smart Key IV), new Smart-Key labels appear that let you make, save or copy an entry in your electronic address book.

Don't worry if you hear a buzz when you press one of the Smart Keys. That's just ADAM's way of telling you that you can't carry out that function at the time you pressed it. Look at your Smart-Key labels again and try pressing another key.

3. Command Keys:

NOTE: MOVE/COPY, STORE/GET, WILD CARD, TAB, INSERT and CONTROL KEY **do not** function in ADDRESS BOOK FILER. All of ADAM's other Command Keys **do** function.

BACKSPACE: Each press of the BACKSPACE moves the cursor to the left and erases everything in its path. Use BACKSPACE for minor text editing. If you want to move the cursor to the left without erasing text, use the arrow keys. Unlike its function in Smart-WRITER, the Backspace does not "pull" preceding text to the left with each press of the key.

CLEAR: Allows you to clear one line of an entry or your entire workspace. You may also use Command Key CLEAR to erase entries from permanent storage on the data pack or disk.

CURSOR CONTROL KEYS: Occasionally you may want to move the cursor quickly through your entry without erasing what you've written. The four arrow keys, located in the bottom right corner of your keyboard, move the cursor up, down, left or right through the text **without** erasing it.

DELETE: Allows you to delete an entry or entries from the data pack or disk. You may use DELETE when a list of entries is displayed on the screen.

ESCAPE/WP: Pressing this key allows you to cancel PRINT, CLEAR or DELETE. You are returned to the screen from which you entered the operation. Also, when you're performing the make, find or automatic dialing functions of the program, pressing ESCAPE/WP returns you to the Entrance Screen. (Note that when you are finding entries, you **cannot** cancel an in-progress search operation by pressing ESCAPE/WP)

PRINT: Allows you to print an entry, a series of entries, selected features from a list, or the entire workspace.

RETURN: Pressing RETURN allows you to move from one feature to another when you are making or updating entries.

SPACE BAR: Just as in Smart-WRITER, the SPACE BAR moves the cursor to the right and erases every character in its path. If you want to move the cursor to the right without erasing your typed text, use the right arrow keys.

UNDO: Allows you to remove the delete marks (the frowning faces) from an entry list, cancelling the deletion operation.

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FCC Information

Warning on Class B Products

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type-tested and found to be in accordance with the specifications in Subpart J of Part 15 of the FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures.

- Reorient the receiving antenna.
- Relocate the computer with respect to the receiver.
- Move the computer away from the receiver.
- Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful:

"How to Identify and Resolve Radio-TV Interference Problems."

This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402. Order: Stock Number 004-000-00345 4.

WARNING: This equipment has been certified to comply with the limits for a Class B computing device, pursuant to Subpart J of the Part 15 of the FCC Rules. Only peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this computer.

Operation with non-certified peripherals is likely to result in interference to radio and TV reception.

The Autodialer, the Telephone Company and You

Because your autodialer is attached to your telephone line and transmits telephone calls, you're required to notify the telephone company that you plan to install the autodialer on your line.

When you're ready to install the autodialer, call your local phone company and give them the following information:

1. The telephone number of the line to which you will connect your autodialer.
2. The FCC registration number of your autodialer located on the bottom of your autodialer.
3. The ringer equivalence number (REN) of your autodialer (also located on the bottom of your autodialer).

You are required to make this notification. Failure to do so could result in the loss of your telephone service. The telephone company will not charge you for this connection, since by law you are allowed to own your own telephone and telephone accessories. However, they must be aware of what you have attached to your line.

Your autodialer attaches to your telephone line by means of a standard jack called the USOCRJ11C. If this type of jack is not available where you want to install your autodialer, you will need to buy it from the telephone company or an electronics store.

Your autodialer is designed to be used on standard-device telephone lines. It should not be used on coin-service or party lines.

If you have any questions about your telephone line, the telephone company will provide this information upon request.

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance of this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC.

90-DAY LIMITED WARRANTY

Coleco warrants to the original consumer purchaser in the United States of America that the physical components of this Autodialer, and digital data pack (the "Digital Data Pack") or disk will be free of defects in the material and workmanship for 90 days from the date of purchase under normal in-house use.

Coleco's sole and exclusive liability for defects in material and workmanship of the Autodialer, and Digital Data Pack or Disk shall be limited to repair or replacement at an authorized Coleco Service Center. This warranty does not obligate Coleco to bear the cost of transportation charges in connection with the repair or replacement of defective parts.

This warranty is invalid if the damage or defect is caused by accident, act of God, consumer abuse, unauthorized alteration or repair, vandalism or misuse.

Any implied warranties arising out of the sale of the Autodialer, and Digital Data Pack or Disk including the implied warranties of merchantability and fitness for a particular purpose are limited to the above 90 day period. In no event shall Coleco be liable to anyone for incidental, consequential, contingent or any other damages in connection with or arising out of the purchase or use of the Autodialer, and Digital Data Pack or Disk. Moreover, Coleco shall not be liable for any claim of any kind whatsoever by any other party against the user of the Autodialer, and Digital Data Pack or Disk.

This limited warranty does not extend to the programs contained in the Digital Data Pack or Disk and the accompanying documentation (the "Programs"). Coleco does not warrant the Programs will be free from error or will meet the specific requirements or expectations of the consumer. The consumer assumes complete responsibility for any decisions made or actions taken based upon information obtained using the Programs. Any statements made concerning the utility of the Programs are not to be construed as express or implied warranties.

Coleco makes no warranty, either express or implied, including any implied warranties of merchantability and fitness for a particular purpose, in connection with the Programs, and all Programs are made available solely on an "as is" basis.

In no event shall Coleco be liable to anyone for incidental, consequential, contingent or any other damages in connection with or arising out of the purchase or use of the Programs and the sole and exclusive liability, if any, of Coleco, regardless of the form of action, shall not exceed the purchase price of the Digital Data Pack or Disk. Moreover, Coleco shall not be liable for any claim of any kind whatsoever by any other party against the user of the Programs.

This warranty gives you specific legal rights, and you may have other rights which vary from State to State. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you.

SERVICE POLICY

Please read your Owner's Manual carefully before using your Autodialer, and Digital Data Pack or Disk. If your Digital Data Pack or Disk fails to operate properly, please refer to your Owner's Manual. If you cannot correct the malfunction after consulting this manual, please call Customer Service on Coleco's toll-free service hotline: 1-800-842-1225 nationwide. This service is in operation from 8:00 a.m. to 10:00 p.m. Eastern Time, Monday through Friday.

If Customer Service advises you to return your Autodialer and/or Digital Data Pack or Disk, please return it postage prepaid and insured, with your name, address, proof of the date of purchase and a brief description of the problem to the Service Center you have been directed to return it to. If your Autodialer, and/or Digital Data Pack or Disk is found to be factory defective during the first 90 days, it will be repaired or replaced at no cost to you. If the Autodialer, and/or Digital Data Pack or Disk is found to have been consumer damaged or abused and therefore not covered by the warranty, then you will be advised, in advance, of repair costs.

If your Autodialer, and/or Digital Data Pack or Disk requires service after expiration of the 90 day Limited Warranty period, please call Coleco's toll-free service hotline for instructions on how to proceed: 1-800-842-1225 nationwide.

IMPORTANT: SAVE YOUR RECEIPTS SHOWING DATE OF PURCHASE.



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