

Easy Address

HowTo – Getting Started

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Easy Address - MainForm

The screenshot shows the 'Easy Address' application window. It features a menu bar with 'Addressbooks', 'Organizations', 'Contacts', 'Private Contacts', and 'Info'. Below the menu bar, there are two main data grids. The top grid is titled 'Organizations' and has columns for 'Street', 'Zipcode', and 'Place'. The bottom grid is titled 'Last name', 'Middle name', 'Initial(s)', 'First name', and 'Occupation'. Both grids have a search bar and a dropdown menu for sorting. On the left side of the window, there is a vertical list of letters from A to Z, along with '0..9' and a home icon. At the bottom right, there are 'Address options' and 'Contact' sections with radio buttons, and a 'Personal settings' button.

Easy Address

<< No addressbooks >> Addressbooks Organizations Contacts Private Contacts Info

All
A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z
0..9

Organizations Street Zipcode Place

Order by organization << Search text >> Info

Last name Middle name Initial(s) First name Occupation

Order by lastname << Search text >> Info

Address options

- ☒ Physical Address organization
- ☐ Mailing Address organization
- ☐ Billing Address organization
- ☐ Privat address of contact
- ☐ Address private contact

Contact

- ☒ Place
- ☐ Do not place

Spelling

- ☒ Formal
- ☐ Informal

Personal settings

Select Close

1. Take a minute

To guarantee trouble-free use of Easy Address, we have provided you with a program called 'Configuration Tool'. Use this tool to manage default settings, so Easy Address will be tailored to your particular needs.

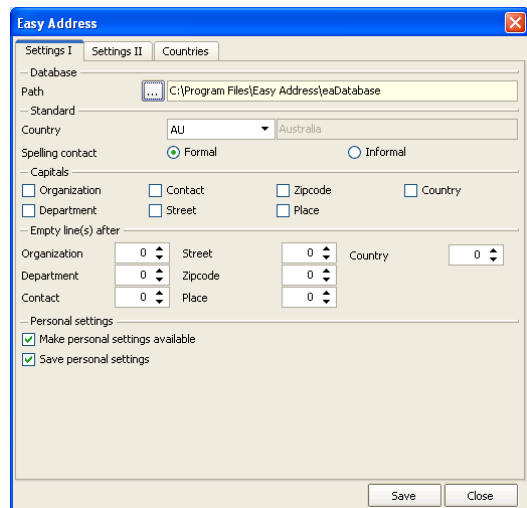
To start the Configuration Tool, browse to the installation directory of Easy Address and double click on 'ConfigurationTool.exe'.

Most of the settings are self-explanatory, so we will focus on one which needs some special attention.

Standard country

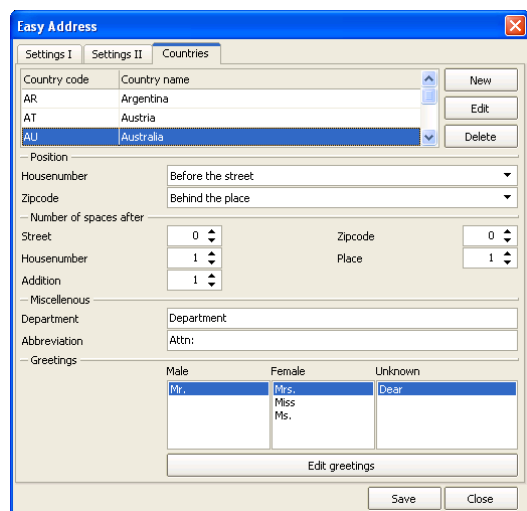
Make sure to set your country as the 'standard country'. To do this select your country from the control which holds the country codes. ('AU' = default)

When your country isn't listed, click on the tabsheet named 'Countries' to add a new country.



HowTo – Add a new country

1. Click 'New' and enter your country code and country name.
2. Check if the position of the house number and zipcode are right for your country.
3. Set the right 'number of spaces after' for each address item to suit your needs.
4. Translate the words 'Department' and 'Attn:' in your own language if necessary.
5. By clicking on 'Edit greetings' you can add new greetings, or edit existing ones.
6. Click on 'Save' and then on the tabsheet named 'Settings I' to set the new country as your 'standard country'. Click on Save again.



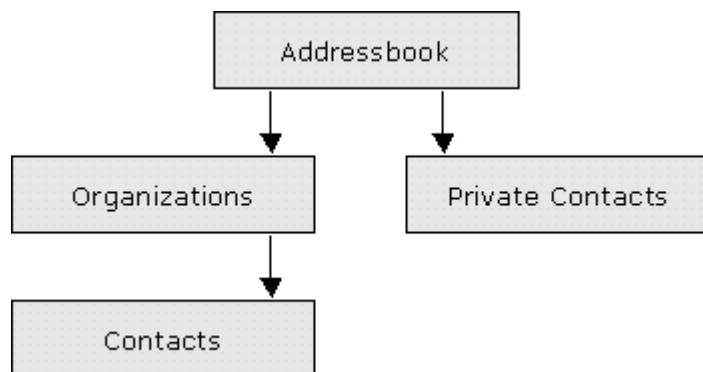
Important

To see the effect of changes made with the 'Configuration Tool', click on 'Save' and restart Microsoft Word.

2. Getting Started

Easy Address After Easy Address has been installed, start Microsoft Word and discover a new button with the text 'Easy Address' on it, in the upper left corner of the screen. Click this button to open the mainform of Easy Address.

Before any addresses can be entered, you have to create an address book first. To do so, click on the button with the text 'Addressbooks', which can be found on the menubar. Select 'Create addressbook' and enter a description for this addressbook.



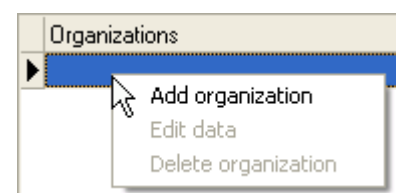
As you can see in this diagram, address are divided in a business section and a private section.

Perhaps superfluous to mention, but before you can enter a contact, you have to enter a organization first.

HowTo – Enter A Address

After an address book has been created, addresses can be entered. This can be done by clicking one of the buttons on the menubar.

You can also add an address by right-clicking on one of the grids.



HowTo – Place An Address

1. Put the cursor in the spot where then address should be placed.
2. Start Easy Address and select the right address.
3. Click the button with the text 'Select' on it.

Important

For more information see the chapter 'Place an address'.

3. Place an address

There is no easier way to place an address like with Easy Address:

1. Put the cursor in the spot where the address should be placed.
2. Start Easy Address by clicking the button with the text 'Easy Address' on it.
3. Find the right address you want to use.
4. Click the button with the text 'Select' on it.

When the selected address wasn't the right address, just select a new address and Easy Address will replace the old address with the new address.

The methode described above is the right one to quickly place an address.

When you're using templates or another sort of standard document, then Easy Address offers you an alternative, by using a bookmark.

Insert a bookmark anywhere in the template or standard document, and Easy Address will find it and place the address in that spot.

This bookmark must be named **eaAddress** and can be placed anywhere:

- In the text
- Header or Footer
- Textbox or Frame
- Inside a Table

When a new document is created from a template, the only thing you have to do is to select an address.

When the selected address wasn't the right address, just select a new address and Easy Address will replace the old address with the new address.

4. Filter, sort and search

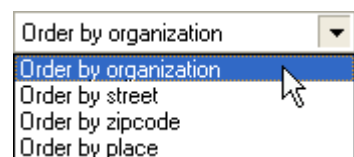


Filter

Use the column at the left side of the mainform to filter the addresses. To do this, click on a letter and addresses are being filtered. To cancel a filter click 'All' at the top of the column. The filter will be applied to 'organizations' and 'private persones'.

Sort

Below every grid you'll find a control which is used to sort the different items in a grid. Important to remember is that a set filter has an effect on the address shown in the grid.




Search

Below every grid you'll find a control which is used to search for an address. Enter the search text and press enter or click on the search glass. Remember that Easy Address searches in the sorted column.



Cancel

 To cancel everything (filter, sort-settings and search text) click the image at the bottom of the column.

5. Personal settings

Personal settings

With Easy Address you can change almost anything about the layout of an address. To change the address layout click the button with the text 'Personal settings' on it.

The 'Personal settings' dialog box, 'Settings I' tab, contains the following elements:

- Capitals:** Four checkboxes for 'Organization', 'Contact', 'Zipcode', and 'Country'.
- Empty line(s) after:** Four spinners for 'Organization', 'Street', 'Zipcode', and 'Place', each set to '0'.
- Buttons:** 'Cancel personal settings', 'Save', and 'Close' at the bottom.

The 'Personal settings' dialog box, 'Settings II' tab, contains the following elements:

- Department:** Two checked checkboxes for 'Place department' and 'Place text before department'.
- Contact or privat contact:** Three checked checkboxes for 'Place abbreviation', 'Place gender', and 'Leave spelling gender undisturbed'.
- Other options:** 'Text gender always lowercase' (unchecked), 'Place gender when spelling is informal' (unchecked), 'Place title(s) before and after the name' (checked), and 'Firstname instead of initials' (unchecked).
- Miscellaneous:** 'Always place country' (unchecked).
- Buttons:** 'Cancel personal settings', 'Save', and 'Close' at the bottom.

To see the effect of changes made, click 'Save' and see the result in the example area in the bottom left corner of the screen.

Important

When you want to cancel your personal settings, click on the button with the text 'Cancel personal settings' on it. All settings will be cancelled and Easy Address will now use the default settings.