

User Guide For *Very Snazzy Address Book*

General User Guide:

Please note: all of these actions are to be performed while the address book program is open and running normally (i.e; the way it was shipped). Below is a description of all of the functionality included in our address book program. Thank you for choosing *Really Snazzy Address Book* by *a team*. Pictures used in this guide may eventually be outdated as the system evolves over time.

Adding a Contact:

To add a contact to your address book click the “Add Contact” button located in the toolbar of the Address Book program (Figure 1). Once you have clicked the “Add Contact” button a new window will pop up and ask you to enter information about the new contact (Figure 2). Click on the box that you would like to fill out in order to add information to it. You cannot use quotation marks (“), tabs(\t), or newlines(\n) while entering characters into your contact information. Once you have added all the information that you wish, click the “OK” button at the bottom of the new window and your new contact will be added to your address book!

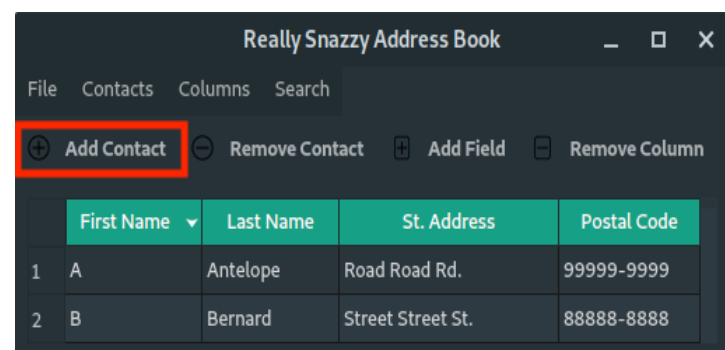


Figure 1

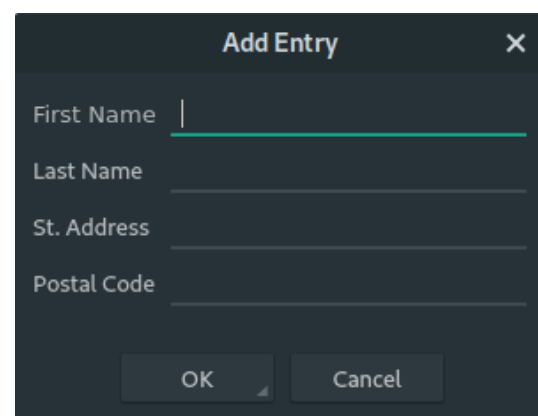


Figure 2

Editing a Contact/Field:

To edit a contact in your address book quickly double click on the field you wish to edit and type in what you would like to change the information in the field to (Figure 3). You cannot use quotation marks ("), tabs(\t), or newlines(\n) while entering characters. When you have finished typing press enter and your changes will take effect.

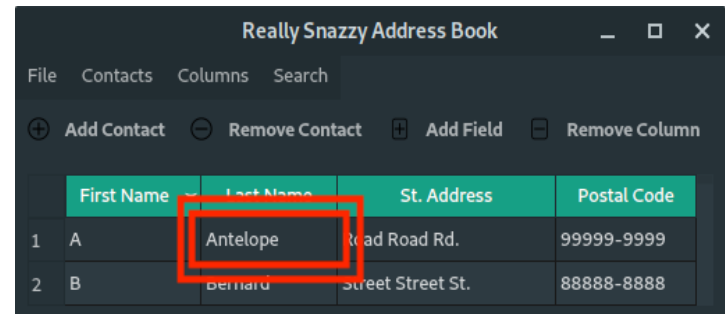


Figure 3

Deleting a Contact:

THIS ACTION IS PERMANENT!

To delete a contact from your address book click on any field that pertains to the contact you would like to remove. Once you have selected a field in that contact click the "Remove Contact" button (Figure 4) in the toolbar of the address book program. The contact will then be removed from your address book.

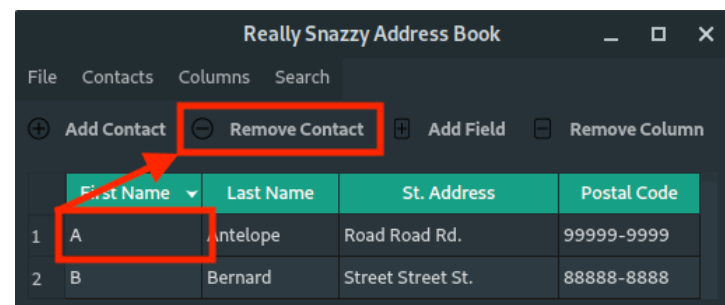


Figure 4

Sorting Contacts:

To sort your contacts click on a field at the top (Figure 5) and it will be sorted by the associated field; the specific field will be sorted A-Z if made up of letters, 1-9 if made up of numbers, numbers coming after letters and blank fields being very last. Ties are broken by using the first contact found with that tie.

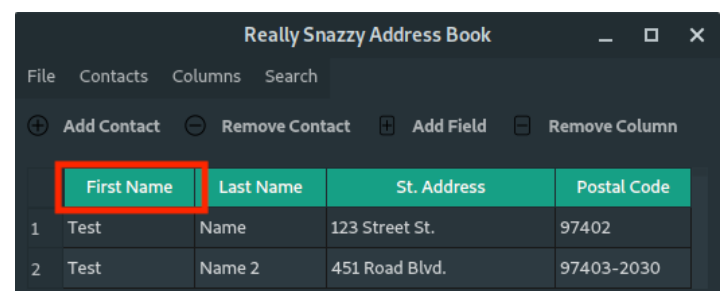


Figure 5

Searching for a Contact:

To search for a contact navigate to the “Search” (Figure 6) tab in the toolbar and click it. Upon clicking it a drop down menu will appear. Click whichever field you would like to search by (Figure 7). After clicking that another window will appear asking to enter in the information you are searching for: enter in your query and click the “OK” button. A list of all the contacts that contained the query you searched for will appear.

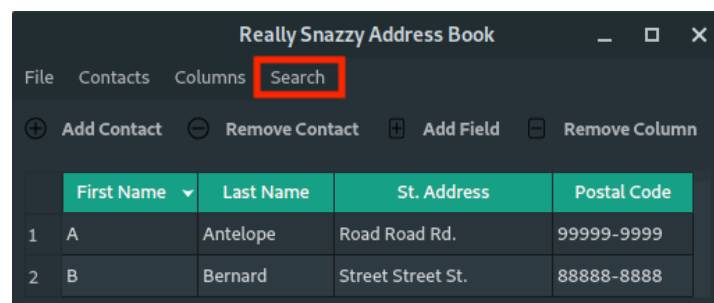


Figure 6

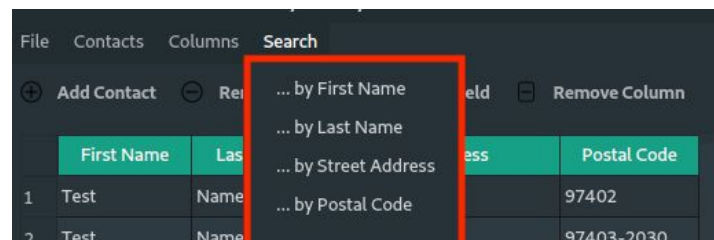


Figure 7

Saving an Address Book:

THIS ACTION IS PERMANENT!

To save your data navigate to the drop down menu named “File” in the top left of the main window (Figure 8). Once hovering above that click it and a menu will drop down. When the menu drops down it will display a list of options, one of those options will be “Save”. Click that option (Figure 9) and a window will pop up displaying a “saving in progress” message and asking you not to close the program while the data is saving. If you have not saved that book before use “Save As” the process will be the same. Saving it

NOTE: We are not liable for what happens to your data if you do close the program while saving is in progress, we told you not to, if you do it we cannot guarantee that the integrity of your address book will be unchanged.

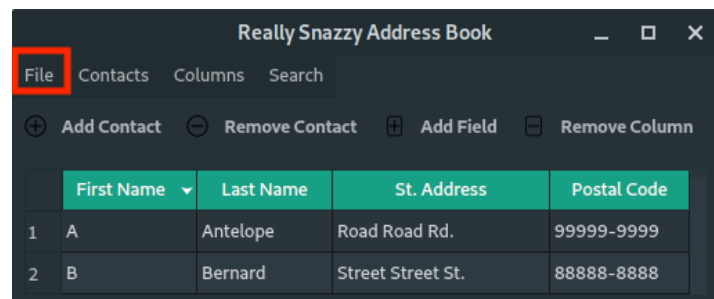


Figure 8

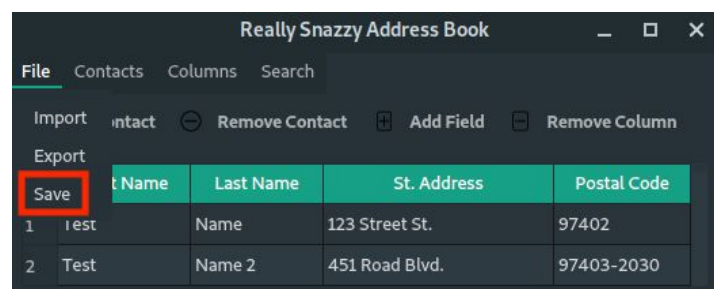


Figure 9

Adding a New Field:

To add a column click the the “Add Field” button in the toolbar (Figure 10). Upon clicking the “Add Field” button a new window will open and you will be prompted to type in the name of the new column/field you wish to create (Figure 11). You cannot use quotation marks (“), tabs(\t), or newlines(\n) while entering characters. When you have entered the name of the column/field you want to add click the “OK” button on the new window, and the new field will be added. This column will be added to all contacts and will contain nothing at first.

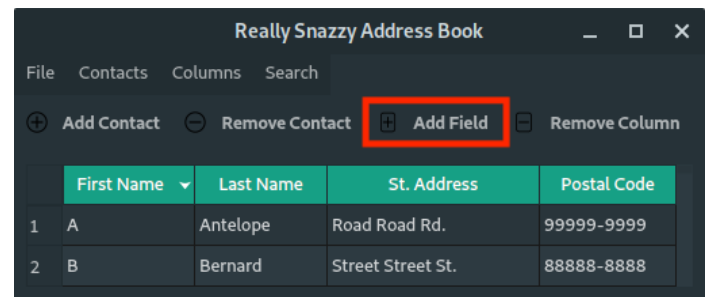


Figure 10

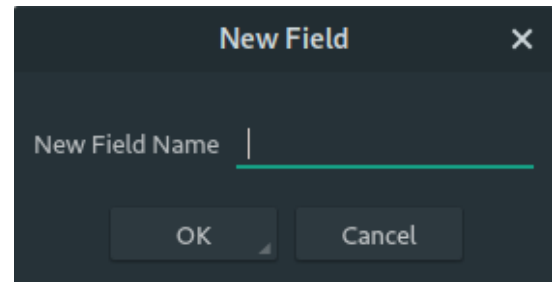


Figure 11

Removing a Column:

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To remove a column click the header for column you would like to delete and then click the “Remove Column” button. Upon clicking this button the the column that you wanted to remove will be removed from all of your contacts. This will delete this column from all contacts and any information it contains.

NOTE: You **cannot** remove the first 4 columns, First Name, Last Name, St. Address, and Postal Code.

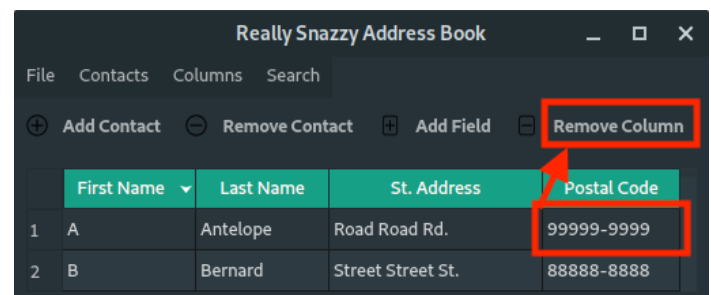


Figure 12

Importing an Address Book:

THIS ACTION IS PERMANENT!

NOTE: To import contacts into your address book we require that the file to be imported is a .tsv file (tab separated values file) to open a new book it needs to be a JSON file.

To import a file into your address book navigate to the drop down menu in the top left of the main address book window, it is named “File” (Figure 13). Upon clicking that option the main window will drop down a menu of options, one of the options will be “Import Contacts”, click that (Figure 14). After you click that option a file explorer will open and ask you to select the file that you wish to import, it MUST be a .tsv file or our program will not allow you to import it. Once you navigate to the correct file click it and press open. The contacts will be added to your address book

Exporting an Address Book:

Exported lists are in a .tsv (tab separated values) file format. To export your address book navigate to the drop down menu named “File” in the top left of the main window (Figure 15). Once hovering above that click it and a menu will drop down. When the menu drops down it will display a list of options, one of those options will be “Export Address Book”, click that option (Figure 16). A copy of your address book will be created in the directory that houses the program.

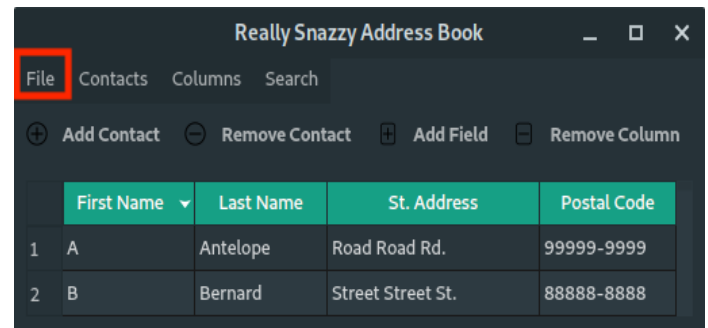


Figure 13

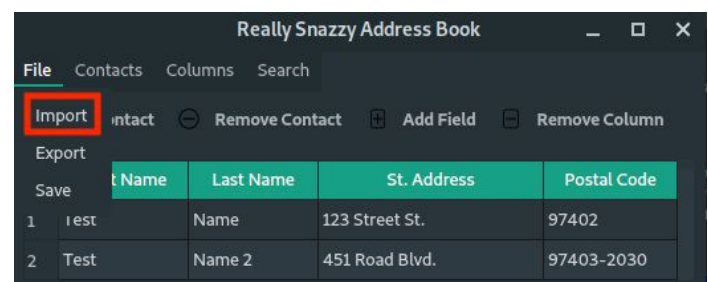


Figure 14

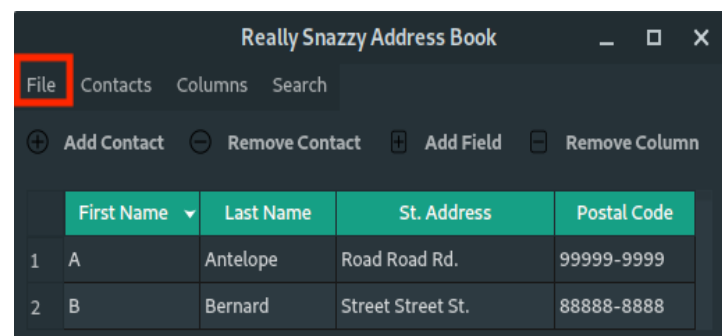


Figure 15

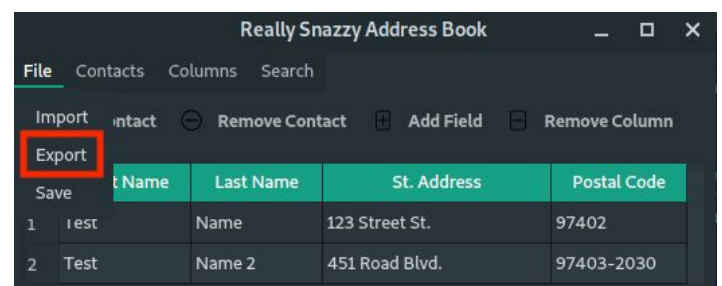


Figure 16

Exiting Address Book Program:

To close the address book program navigate to the top right of the main window and click the X button to close the program (Figure 17). You can also navigate to the File and use the “Quit” button in that.

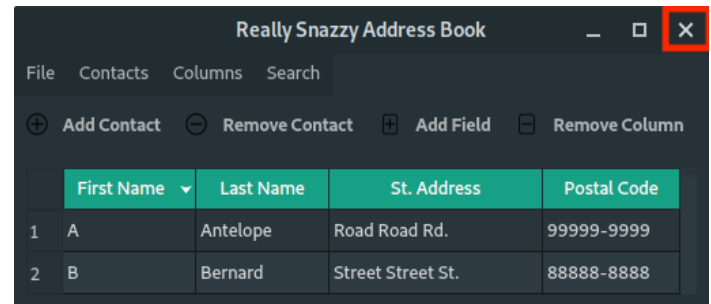


Figure 17