Address Manager Business Edition Quick Start Guide

Getting Started

It's a good idea to read through the Frequently Asked Questions and Overview (under the Help menu) when you get a chance.   Press F1 from any screen to bring up specific help for that screen.

Addresses

The Address Listings screen is displayed automatically when you start the program.

To Add Names & Addresses:

1. Click Add (at bottom of screen).

2. Enter Name and/or Company.

3. Enter Type (tip: Use this to group similar entries together, family, friends or business). Select Multiple Types from the list box to assign an entry to more than one Address Type. To add additional types, select Edit Address Types from the drop down list.

4. Enter Address, phone, email, etc.

5. Click Details tab to enter notes, birthday, and custom fields. (tip: To customize the headings for the 5 custom fields, select Custom Fields from the Tools Menu).

6. Click OK to save your entry or click Individuals tab.

To Add Individuals to an Entry:

7. Click Individuals tab and click Add. The individuals tab is designed to store information for multiple individuals at the same address location. For example, employees at the same company or family members at the same household.

8. Enter Name, phone, email, etc.

9. Click OK to save your entry.

Reports

10. Select any of the 5 reports in the Reports Menu to view and print your name and address entries. (tip: When viewing a report, click Preferences to modify the report size or fields displayed).

Labels & Envelopes

11. Select Label and Envelopes from the Reports Menu and select the addresses you want to print. (tip: Click Preferences to modify fields displayed).

12. Click Print Labels or Print Envelopes (bottom of screen).

13. Click Label Type or Envelope Type on the Print Preview screen to change the label or envelope used.

14. Select Print from the File Menu to print addresses.

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Import Names & Addresses

15. Select Import Names and Addresses from the Tools Menu.

16. Select type to Import Data From (comma delimited, other Address Manager, etc). Enter your import file name and click Import.

Multi-Licenses

17. Install the program on each computer.

18. Select Options from the Tools Menu.

19. Click Browse to change the location of the address database to a shared network drive.

Technical Support

Go to http://www.allprosoftware.com/technicalsupport where you can:
- Find answers to common questions
- Open a problem using our online Help Desk

Frequently Asked Questions

How do I print a full sheet of labels all with the same address?

1. Select one address on the Label and Envelopes screen. Or click Insert button and then click Change button to type in one address.
2. Click Dup button for each label you have on your label sheet.
3. Click Print Labels button. You'll see a full sheet of labels all with the same address.

How do I print on a label sheet that has been partially used?

1. Select your addresses on the Label and Envelopes screen.
2. Click Insert button for each label already used on your label sheet.
3. Click Print Labels button. You'll see your addresses starting part way down on the label sheet according to how many labels you skipped.

How do I print an address book for my day planner?

Display the Address Report and click the Preferences button. Select from 3 sizes: Standard (8.5 x 11), Planner (5.5 x 8.5) and Portable (3.75 x 6.75).

How do I print an address book with separate pages for each letter of the alphabet?

Display the Address Report and click the Preferences button and check-on the Page Break by Letter option.

How do I backup my data?

Select Backup Database from the File menu. You can backup to your hard drive, floppy disk, or USB flash drive (recommended). Then if you ever need to recover your data, just select Restore Database from the File menu.