

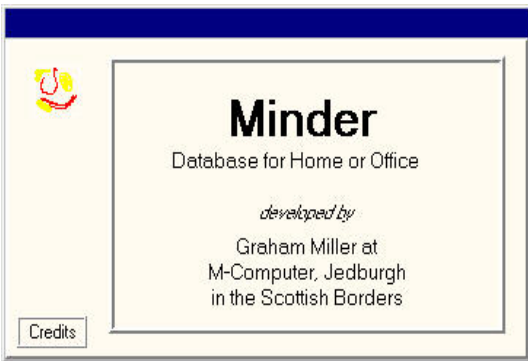


Minder

The easy-to-use name and address database

PART ONE : DESCRIPTION AND TUTORIAL

Minder was developed to be a store of information about friends and relatives, that could be easily viewed and edited. A user should be able to produce reports, lists, and labels without having to learn a full-size database application (like Access, FoxPro, Paradox). It would have a ready-built search engine, be easy to learn, and also sold at low cost.



The result is a small but powerful application that is not intrusive on your computer, works in all versions of Windows from 98 to Vista, is simple to load, and to uninstall. For the more technical, it has a small footprint, loads no files in the Windows or System folders, and can easily be deleted, leaving no redundant files.

If you are not familiar with databases, here's a brief. Each name, address etc makes up a record, like one card in a card index. Each record can be seen as an individual card or as a row in a table. One record will hold details of name, address, 'phones etc., each stored in a separate field. The fields are like lines on a record card, and are also seen as columns on the table. In **Minder**, you can switch between a record card and the table.

What is it useful for?

Its first job for the developer was to print an up to date phone list to replace the grotty heavily-edited half-readable object pinned next to the phone. Then (by using a "flag" field in selected records) it printed labels for Christmas cards. The next annoying problem it sorted was the out-of-date address section in pocket diaries - it can produce pages for A5 (about 6 x 8") diaries and FiloFaxes (you will need a punch). More formats are being added as the program is developed.

Minder is used everyday to find addresses and phone numbers fast. Got a text from someone not stored in your phone? Put the number (or part of it) into the Search box and get a new list of records with that phone number. There is only one file - it can be used for your doctor, dentist, police, council office etc. Small businesses can use it to store other company details, or suppliers' contact information.

How do I get started?

Let's start by playing with the 10 fictitious records that ship with the program. Try entering a new name. Click on the +Record button, and a blank row is created. Now click on the Surname field (in the left-most column) and type. Carry

Surname	Firstname	Address1	Address2	Add3 / Village	Town	County	PostCode	Id
Andrews	Anthony	The Steading	Drumcote Farm	Lidderton	Loanhead	Midlothian	EH20 6DY	01
Computer Supplies Ltd	First	62 Belmont Road	Tallicross		Edinburgh	Midlothian	EH12 5RT	
Dobminder.co.uk	Jedburgh	3 Boundaries			Jedburgh	Scottish Borders	TD9 6EX	
Jamal	Sajit	25 Johnston Terrace			Edinburgh	Midlothian	EH6 7TY	01
Johns	Macnaughton	Trinity Church	Newton Road	Est.bank	Dalkeith	Midlothian		01
Johnson	John	25 Grevel Rise		Denston Farm	Altrincham	Lancashire	AM2 4GH	
Johnson	Emily	Post Office	Edinburgh Road		Stow	Scottish Borders	TD2 4ST	
Johnstone	Ruth	24 Station Road		Claygate	Esher	Surrey	GD23 5TW	
Mockay	Andrea	25 Station Road		Claygate	Esher	Surrey	GD23 5TW	
Moakie	Aletar	Hill House	Sunbury Road		Tonbridge	Kent	TN24 6YU	
McSween	Peter	Plumber & Slater	Rose Cottage	Coylton	Ayr	Ayrshire	KA6 6LY	
Smith	Mare	87 Duncannon Park		Foires	Inverness		IV36 0AS	01

along the row, using the Tab key to move (or use return and the arrow keys). You must make an entry into the first two fields. This prevents you from entering the same name twice: if you do enter a duplicate surname and first name, you will get an error message. If you want to delete your entries in this new record, click the X Cancel button. Once you have completed the record, click on the ✓ tick of the navigator bar, or use arrow keys to move to another record.

Now you have a new record, you could delete it with the delete button. But try deleting some of the nonsense records

that came with Minder first. Three other very useful features : move the mouse to the top of a column, and the pointer changes to a hand. Click, release, and the records are ordered in the same order (alphabetical or numerical) as the fields in that column. Try it. Now try it again, but click & hold mouse - you can now move that column about in the table. Also, you can change the width of a column by moving the mouse over the column header until it changes to a symbol with 2 parallel lines and arrows. The size and position of the Table and the columns widths are saved on you hard drive until you next open Minder.

Address & Phone		Notes
First name	Anthony	Notes:
Middle name	James	
Surname	Andrews	
Address	The Steading Drumcote Farm	
	Liddleton	
Town	Loanhead	
County / State	Midlothian	
PostCode	EH20 6DY	
		Flag:
Phone	0131 440 1913	BirthDay 23/06/2007
Mobile	0797 125896	
Email	antandrew@f9.co.uk	
Work Tel	0132 667 1267	Work place Gilmeron Feeds

<< Back + New Record - Delete Record Cancel Next >> Close

Record Card

An alternative to the Table view is to see all the fields for one record on a card, like a card in a card index. You can use this to enter new records, edit, delete as before. You can move onto the next card, or back. Note that the pointer on the Table moves as you move to the next card which is a useful feature.

Searching & Filtering

As your database grows, you will find that searching by scrolling through the rows is tedious. Minder has 3 ways to help. First, there is the sorting of records

in order by clicking on the column title. Secondly, the most common search is by Surname - this is helped by using the radio buttons marked A to Z to the right of the table. If you need all the people (or organisations) called Johnston, click on the J. This filter does allow through ALL names beginning with J, but it's a fast way to get your result.

The third and most precise method is by pressing the Search button. This opens a box called "Minder SQL Search", and shows a list of all the Fields you can search in. Pick on, then enter what you seek in the box below. Note it says "word or part-word". This is very useful in many ways. If you cannot recall the exact spelling of a name, you can enter part of it - is it Johnstone, Johnson, Johnston or what? Just enter John for the Surname field and you get the lot. Refine the search if you like, but this may well do.

Minder SQL Search	
Select field to search in :	
Surname	
Middle name	
Firstname	
Address1	
Address2	
A3_Village	
Town	
County	
PostCode	
Country	
Tel	
Cell	
Email	
BirthDay	
<input type="checkbox"/> NOT Search	
Reset	
Shows all names	
OK	
Cancel	
Help	
Enter Word or part-word :	
Jo	

Reports

Apart from separate searches, producing reports, on screen or on paper, is the other main job for Minder. Click on Reports on the main menu bar at the top, and you have a choice of Phone List, Labels, and pages for diaries and Filo-Fax. You can print out labels or a full list of all your records. But the power of database filtering means you can select only the names required.

Once a search is set up, *it applies to all the reports* until it is reset. Say you wanted to print labels for all the records in one post code area. Open the Search window, select PostCode from the list, type in the part code (say EH) in the box below, and OK. Now open the Report you need, and the names are only the ones in that post code. If you want to select names for labels which do not fit a regular field name, then you can "flag" each record by typing a character into the Flag field - say X for you Christmas card list. Now the list and labels will be printed out only with those records.

Backup

Each time you exit or post a record, the file is updated automatically. The **x** Cancel button cancels edits, i.e. the changed you are making to the selected record. If you would like to backup the whole database file, got to File > Backup, and a copy is made on your hard drive in the folder where you installed Minder. This file can be used to restore your working file to what it was when you last backed it up.

Other Features

There is a note pad which is a basic word processor to create files in text or Rich Text Format (RTF) files. These can be used in the Mail Merge feature, which will merge names and addresses (selected if required using the Search system) with a text or RTF file.

Using Minder

The application is distributed as shareware, that is you can use it free of charge for 60 days from installation, after which you must pay £10 (at current rates, €18, \$20) to use it indefinitely. UK payments can be made by cheque. We hope to be able to accept PayPal payments soon. Minder can be downloaded direct from www.dataminder.co.uk.

Help

Further help is available within the programme. For registered users, help is available by email, or telephone. You will be sent details with your unlock code. The next part has f.a.q.s and indexed help pages.

PART TWO : Minder - Frequently Asked Questions

What can I use Minder for?

- Easily store all your contacts, with their address, phones etc.
- Extract what you want when you need it.
- Flexible, friendly, easy to learn to use.
- Quickly create friends list, great for invitations, Christmas cards etc.
- Print address for all or selected names - 14, 16 or 21 per sheet.
- Produce address book for your notebook, diary or Filo-Fax®.
- Sort and filter your contact list instantly by name, town, postcode etc
- Opens very fast - programmed that way.
- Only 9 files installed, and all in one folder - not in Windows or System.
- Uninstalling is simple quick and complete.

Why use Minder when there are powerful databases available?

While it is true that you could use a standard database like Access, FoxPro, FileMaker, Paradox, Advantage etc, to do the same job, there are four reasons why this may not be a good option:

- Cost - if you don't already legally own one of these applications, then at £10 / \$20 / €18 Minder is at least one-tenth of the cost. Open Office is free, but see next point.
- Ease of use - The groundwork that you would have to do to set up a database, design forms and reports, create various A4 label layouts and so on is done for you.
- Speed - click on the Minder Icon, and you can access your personal data in under a second.
- Small footprint - Minder can be left running, it uses little memory and should not slow down your PC. Let us know if it does!

What are records and fields in a database?

A **record** is made for each person or organisation you need to keep info on. Each record is like an index card, and uses one row of the table.

A **field** is each bit of information within a record, like surname, one line of the address, a phone number, a birthday etc. Each record in Minder has 19 fields.

How can I back up my data?

You should backup your data. Minder stores your records in a file called **Minder.mdb**. A basic backup is built in to the application: go to **File > Backup**. This creates a file on your hard disk called **Minder.bak**, in the same folder as the program and Minder.mdb files. You should also backup the file to another storage device like CD or USB stick, in case your hard disk fails.

Where are the files stored?

If you used the default when you installed Minder, all the files installed go into C:\Program Files\Minder. Simply copy that folder to backup the application.

Will Minder be developed further?

Minder is an on-going project, and many improvements have been made. Most of these are from suggestions made by users. If you have any comments, criticisms good or bad, or ideas to make the program better, please don't hesitate to contact us.

We hope to produce a version for Linux. For developments, go to www.dataminder.co.uk.

Reference

Setting Up

Once Minder is installed, there is not a lot to do here. If you need different reports from the ones supplied, please contact us. Once you have played with the fictional names, you can delete these and start to enter your own contacts. Just click on +Record, or +New Record if you are using the Record Card, to enter and edit data.

You may find it helpful to be able to view the Table and the Record Card together. If your screen is large enough, simply move these windows about - their position will be remembered for next time you open **Minder**.

Backup

Your records are stored in a file called [Minder.mdb](#). It can be read in Microsoft Access. To backup this file, go to File > Backup. A separate file is created called [Minder.bak](#), in the same folder as the other Minder files.

What you see when you open Minder

Main Window : When you open Minder, you see a grid or table with fictional records, the main window. You can use these to play around with, but you will want to delete them once you get underway. You can change the size of this window by picking up and dragging the lower right-hand corner. Minder remembers the size and position of its windows.

The Table View shows Surname, Firstname, then the Address in 6 fields including PostCode / Zip Code. The Address3/Village field is for a third address line, or for a village or suburb name, which you might want to search in. Cell is for cellular or mobile phone numbers. There are other useful fields, but to see them all in Table View it would make the window larger than many screens. Don't worry about leaving blank fields in a record - put the item in the most appropriate field, under the right heading.

Lower Right : Navigation bar, with arrows - allows you to move up and down rows in the table. First Record, <<Next Record, >>Prior Record, Last Record, and Post Edit (that saves the record you are currently editing)

Bottom Row : 5 buttons:

- **Record Card** : Alternative way to manage your records : a white card with blue lines. Add New, Delete, Edit, move to next or prior record. Also shows ALL FIELDS for one record, including email, birthday, work phone, and a useful space for general notes.
- **Edit County** : This is a list of used county or state names, to use standard spellings (Not a problem for USA users can use the 2 letter State code system)
- **Search** : opens a new window for searches. See help topic on Searching.
- **Reset** : removes any search or surname selection, and shows all records again.
- **Close** : closes (for the main window) the application.

Right-hand Panel

- **Record** : add new record. Adds a row in the table, and a new record card
- **Cancel** : cancels the changes you have made in editing the current record.
- **Delete** : removes the current record, and asks for confirmation.
- **Surname buttons** : Selects records by surname. Try it. Click Reset or the All button to view all records.

Editing and Posting Records

Once you enter a record (row on Table or a line on Record Card), and begin to enter or amend data, Minder goes into Edit mode - the cursor in the right-hand margin changes from an arrow to a hairline. Once you have finished with that record, moving to another record (with mouse or arrow keys) automatically posts the record into the file. You can also click the Post button (with a tick) on the navigator bar. With the Record Card, moving to the next or prior record posts the data.

Sorting Records

With **Minder**, you can sort your records (in Table View) on screen. Move the cursor with the mouse over the top of the column you want to sort by. The cursor changes to a hand. Click, and all the records are re-ordered, using the order of the selected column. Click again, and the records are in reverse order. **Example**: say you want to order your records by Town. Click on the header of the Town column, and the records are sorted by Town. Easy. Note that empty fields will be first in order, before A.

If you have made a selection using Search, you can reorder the selection in the same way. By default, the table is ordered by surname A to Z. Please note that the sorting is temporary, and will be back to the default when you open **Minder** next time.

Flag Fields

Each record has 2 Flag fields. These are very useful if used carefully, and is one of the reasons that Minder has only one database file. If you needed a list of work mates, you could type in your company name say JHGLtd in a Flag field for each one of your colleagues (no quotes needed).

Ordering Columns

To change the order of the columns (in Table View), which hold the fields for each record, move the mouse to the head of the column (with the title). The pointer arrow changes to a hand. Keep the mouse button down, and drag the column left or right. Note that your new order is saved when you close Minder.

Column Width

You can adjust the width of any column in the Table. It will be saved when you close Minder. Move the mouse pointer between the columns at the top. The arrow changes to parallel lines with 2 arrows. Click and drag the margin to widen or narrow the column.

Searching - Minder SQL Search

The prime method of searching in Minder. You can select any one field, and type in all or part of the desired search target. Minder will display all the records that match your search, i.e. it also acts as a filter. SQL means Structured Query Language, which is a programming language for running queries in databases.

SQL Search Box

The window that opens when you click on Search is a Dialog Box (it stays on top until you close it). Click on the field you want to search in in the top box. Now type what you want to search for in the lower box. Click OK, the box disappears and your table shows only the selection you made. If you need to change the selection, your search is still active - click on the Search button and amend your entries.

Reports

Minder has a selection of reports. If you find the need for another type, perhaps a label layout, let us know. Go to the menu bar at top, click Reports and you get:

- **Phone List** - simple A4 list (all records, or selected by using Search) with name, phone, cell phone, work tel, and email.
- **Address Labels** - 21, 16 or 14 labels per A4 sheet, following standard Avery label formats.
- **FiloFax pages** - print out records for FiloFax® or pocket diary, 90 x 160mm (c. 3½ x 6½"). Prints 2 pages per A4, so you need to trim them afterwards. I cut mine to 85 x 160, stapled then, and glued into my pocket diary at the back. Saves having to transfer names every year.
- **A5 Diary** - same idea as above, but for a larger diary or notebook.

MailMerge

This facility is included as an alternative to typing your names and addresses into your word processor. Play around with it as it has several aspects. The best way is to type your letter, and save it as an RTF (Rich Text Format) file. Click on MailMerge,

Downloading

It is likely that you downloaded Minder from dataminder.co.uk, or someone sent you a copy. We do not have a problem with this. Minder is shareware. The idea of shareware is that it lets you try before you buy. You can use it for 60 days after installation. If you want to carry on using it, you pay for it. If you don't like it, you can uninstall it. Simple.

Buying Minder

To pay for Minder, so as to continue to use it, you can use the form that comes with Minder, which means sending the form with a cheque or postal order; or visit the Dataminder website and pay with PayPal or WorldPay. We are not yet set up to take credit or debit cards.

Help File

This file is the main Help facility, stored in a PDF (Adobe Portable Document Format) file. There are also special help notes for the Search and MailMerge functions.

Uninstalling

If you no longer want to use Minder, you can uninstall it in 4 ways:

1. Go to Start > Programs > Minder > Uninstall - the easiest method. If you have deleted that menu item,
2. Go to C:\Program Files\Minder and find Uninstall.exe. Double-click to run it.
3. Or try Start > Control Panel > Add/Remove Programs
4. Drag the Minder folder to the Trash or "Recycle Bin". N.B. This method will also delete your records.

Reinstalling

You may need to reinstall Minder - perhaps you have wiped your hard drive, or bought a new computer. If you have kept the unlock code, simply run setup.exe if you remembered to keep it, or download it again. If you reinstall without removing Windows, you should not need the unlock code.