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Using Lists

Introduction

Lists show your information in a traditional spreadsheet format, and let you scroll through and quickly browse very large databases. They are used extensively in Folders for Phone Log entries, Reminders, and Attached Notes. Address book entries can be seen in List view in Address Book or Calendar. Dialer uses lists to display the Phone Log, Messages, and Pending Calls. Here is why lists are so powerful:

- ◆ In each list, you can choose to show only the fields you need, or display all available information at once. If you only need to see a person's name, company, and phone number, you can configure a list to show only those fields. Your display isn't cluttered with irrelevant information.
- ◆ Lists are easily sorted on key fields. If you want to sort by company name, simply click the company column header. If you prefer your entries sorted in descending order, click the sort arrow. Then, if you need to view your entries by zip code, click the zip code column header. The list is instantly resorted.
- ◆ You can find any entry just by typing the first few characters.
- ◆ The list's appearance is completely customizable, allowing you to choose colors and fonts. You can select the sizes and colors that give you the best legibility on your large desktop monitor and your small, monochrome laptop screen.

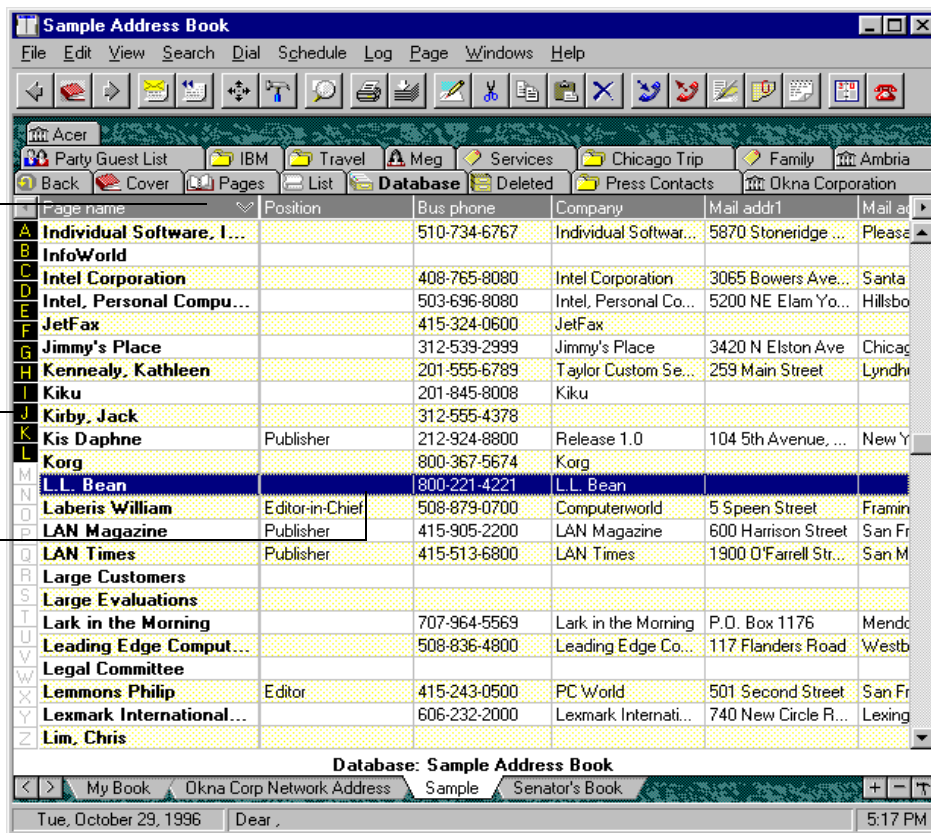
- ◆ Different displays can be saved, so you can quickly switch from one view to another. If you are making calls, you can create a list that shows just names and phone numbers. If you are working on a mailing, create another list that displays names and addresses. You can then switch between lists as you need them.

In this list format, you can edit entries, drag-and-drop entries, and dial phone numbers with a click.

Click on a column header to sort the database by that field. Then click the arrow to change from ascending to descending order.

Click the alphabet tabs to jump to a specific letter.

Click any cell to edit it.



This is Address Book's list view. Lists are also used in Folders, Dialer, and Calendar. All lists are used and configured the same way.

Navigating the List View

To move horizontally:

- ◆ Drag the column headers sideways, **or...**
- ◆ Click the left or right arrows on either side of the column labels, **or...**
- ◆ Use the optional scrollbar at the bottom (see “List Settings” on page 441 for details).

To move vertically:

- ◆ Use the vertical scrollbar on the right, **or...**
- ◆ In Address Book, click one of the alphabet tabs to jump to that letter.

To sort the list view:

- ◆ Click on the header of the column you want to use as the sort key. For example, if you want to sort by company name, click the **Company** column header.

To Quick search for an entry:

- ◆ Sort the list on the appropriate column. For example, if you are looking for a company name, sort the *Company* column. If you are looking for a zip code, sort the *Zip Code* column,.
- ◆ Type the first few letters of the information you are looking for. DeskTop Set zeros in on the correct entry.

Editing an Entry

You can edit entries on a field-by-field basis on the list itself.

To edit a single field:

- ◆ Highlight the entry you want to edit.
- ◆ Click on the field you want to change. A cursor appears.
- ◆ Edit the information in the field.
- ◆ Press the **Enter** key, or click another entry, to save your changes.

Alternatively, you can open a dialog box that lets you edit the entire entry.

To edit an entire entry:

- ◆ Double-click on an entry, **or...**
- ◆ Select **Edit/[Page Name]** from the menu.

List Templates

DeskTop Set lets you customize the list contents, setup, colors, and other list options. You can then save these lists and switch between them as you need them.

To change the list template:

- ◆ Right-click on a column header. A floating menu appears.
- ◆ Select **List Styles...** from the menu. The *List styles* dialog box appears.
- ◆ Highlight the template you wish to use and click the **Select** button.

To delete the list template:

- ◆ Right-click on a column header. A floating menu appears.
- ◆ Select **List Styles...** from the menu. The *List styles* dialog box appears.
- ◆ Highlight the template you wish to delete and click the **Delete** button.

To create a list template:

- ◆ Right-click on a column header. A floating menu appears.
- ◆ Select **List Styles...** from the menu. The *List styles* dialog box appears.
- ◆ Click the **Add** button. The *Add style* dialog box appears.
- ◆ Under *New style name*, type the name of the new template.
- ◆ If you wish to use the same settings as the current template, check *Copy current style*.
- ◆ Click **OK** to create the template.

Editing a Template

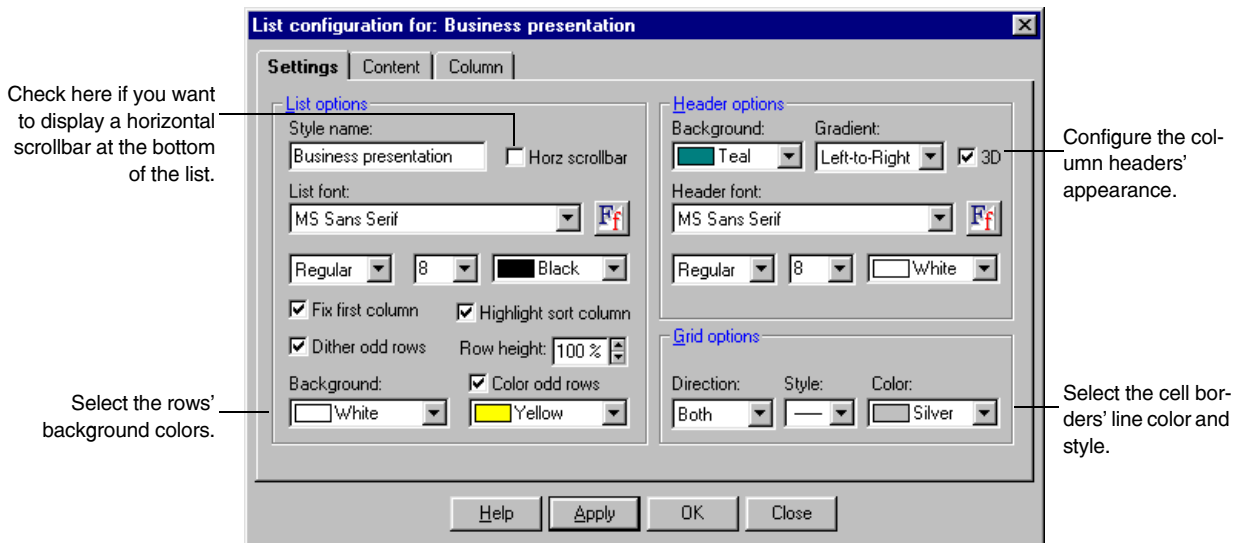
Once you've created a list template, it's easy to edit the template if you decide to add or remove columns, or display the list in a different color scheme or font.

List Settings

You can edit list defaults for font and color.

To open the list settings window:

- ◆ Right-click on a column header. A floating menu appears.
- ◆ Select **Settings...** from the menu. The *List configuration* dialog box appears.



Customize the list's appearance to your favorite colors, or adjust it to make it more legible on a laptop's LCD screen.

List Options This section lets you choose default options for the list.

Option	Description
Style name	This is the template's name. You can edit it here.
Horz scrollbar	Display a scrollbar at the bottom of the list. When this is turned off, you can use the arrow buttons to either side of the column headings to move left and right.
List font	Select the font style, size, and color from the drop-down lists in this area. Your selections are used as a default for list text.

<i>Font</i> button	Opens a traditional Windows font dialog box. This window lets you choose all font options and displays a preview of your font selection.
Fix first column	Freeze the first column. This means it always appears when you scroll through the list, similar to column headers.
Highlight sort column	When this is checked, the column used to sort the list appears in bold type.
Dither odd rows	If you have selected a different color for alternate rows, check here to display that color in a dithered, or dotted, pattern.
Row height	Choose the row height here. For most displays, 100% is a comfortable size.
Background	Choose the cells' background color from the drop-down list.
Color odd rows	You can display alternate rows in a contrasting color to make the list more legible. Check this box, then select the alternate color from the drop-down list.

Header options This section lets you choose default options for the list's column headers.

Option	Description
Background	The color selected in this drop-down list is used for the column header cells.
Gradient	If your display is set for high or true color (greater than 256 colors), you can shade the column headers from light to dark, or vice versa.
3D	Check here to give the column header cells a raised appearance.
Header font	Select the header's font style, size, and color from the drop-down lists in this area. Your selections are used as a default for the template's headers.
<i>Font</i> button	Click this button to open a traditional Windows font dialog box. This window lets you choose all font options and display a preview of your font selection.

Grid options This section lets you choose options for the gridlines used to separate list cells.

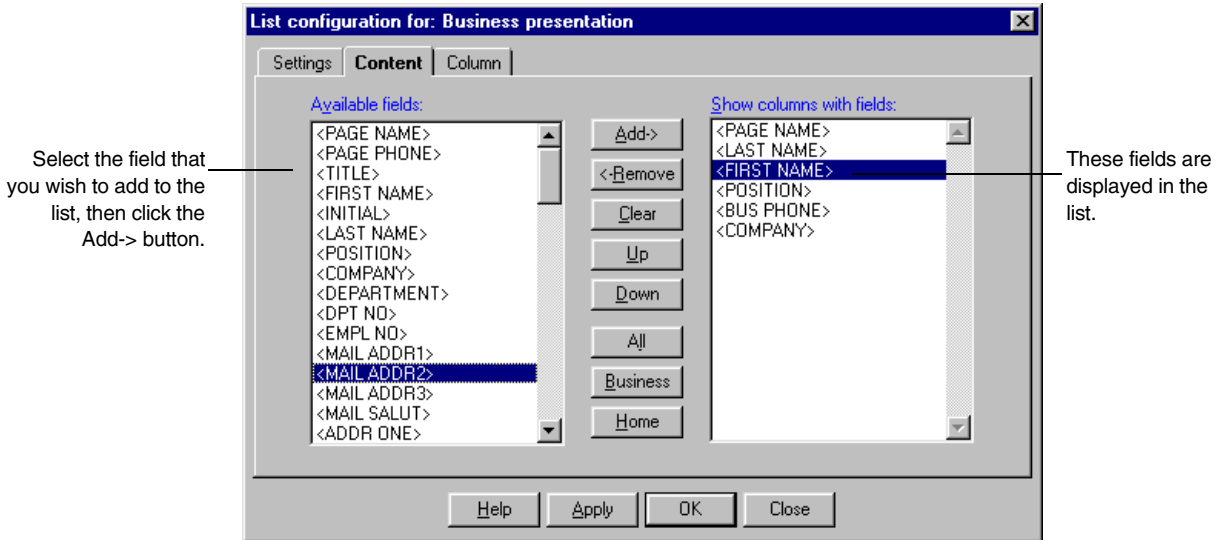
Option	Description
Direction	This lets you select which gridlines you are editing. You can select Horizontal , Vertical , or Both .
Style	Select a line style from this drop-down list. The gridlines may be solid, or varying patterns of dots and dashes.
Color	Select the gridline color from this drop-down list.

List Content

You can select which fields are shown in the list.

To open the list content window:

- ◆ Right-click on a column header. A floating menu appears.
- ◆ Select **Content...** from the menu. The *List configuration* dialog box appears.



Use this window to select which information appears in the list.

Option	Description
Available fields	This lists all fields you can use in the list.
Show columns with fields	This displays all fields that are used in the list view.
Add->	This adds the field highlighted in <i>Available fields</i> to the <i>Show columns with fields</i> list.
<-Remove	This removes the field highlighted in <i>Show columns with fields</i> list.
Clear	Removes all fields from the <i>Show columns with fields</i> list.
Up	Moves the highlighted field up one position in the <i>Show columns with fields</i> list.
Down	Moves the highlighted field down one position in the <i>Show columns with fields</i> list.
All	Copies all fields all fields from <i>Available fields</i> to <i>Show columns with fields</i> .

Business	Adds all common business-related fields to the <i>Show columns with fields</i> list.
Home	Moves all common home-related fields list to the <i>Show columns with fields</i> list.

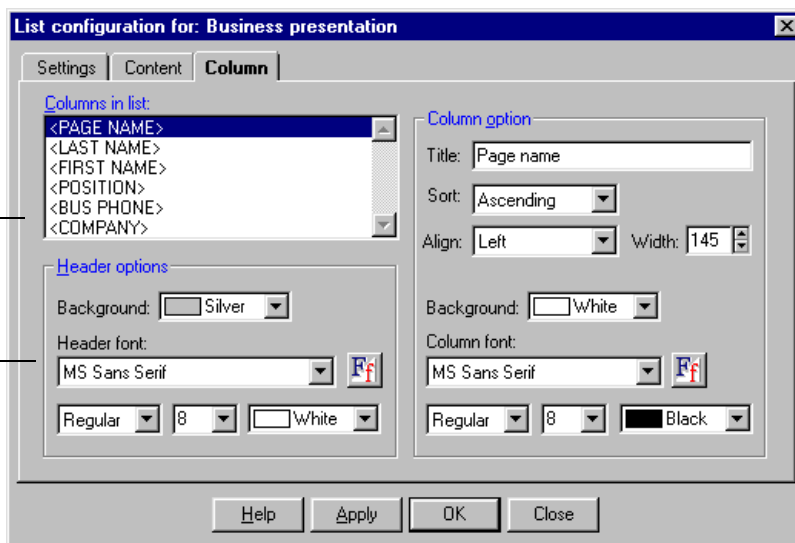
Note: To change the column order, you can use the **Up** and **Down** buttons in the *List configuration* dialog box's **Content** tab. More simply, you can drag individual columns into a new position on the list view itself.

Column Settings

You can customize display options for each individual column.

To open the column settings window:

- ◆ Right-click on a column header. A floating menu appears.
- ◆ Select **Column...** from the menu. The *List configuration* dialog box will appear.



Select the column that you wish to edit from this list.

You can override default background colors and fonts for the selected column.

Use this dialog box to configure individual columns. Use this to make important information, such as names or main telephone numbers, stand out.

Columns in list This shows all fields displayed in the list. Highlight a field to edit its options. Everything you select in this window affects only the highlighted field.

Header options This section lets you choose default options for the column's headers.

Option	Description
Background	The color selected in this drop-down list is used for the column header cells.
Header font	Select the header's font style, size, and color from the drop-down lists in this area. Your selections are used as a default for the template's headers.
<i>Font</i> button	Click this button to open a traditional Windows font dialog box. This window lets you choose all font options and displays a preview of your font selection.

Column option	Option	Description
	Title	This is the text that is used for the column header.
	Sort	Select the sort order from this drop-down list. Valid options are <i>Ascending</i> , <i>Descending</i> , and <i>None</i> .
	Align	Choose the text alignment from this drop-down list. This can left-, right-, or center-justify the column's text.
	Width	Use the up and down arrows to change the width of the column. Alternatively, you can simply drag the column boundaries on the list itself.
	Background	The color selected in this drop-down list is used for the column cells.
	Column font	Select the column's font style, size, and color from the drop-down lists in this area.
	<i>Font</i> button	Click this button to open a traditional Windows font dialog box. This window lets you choose all font options and shows you a preview of your font selection.

Introduction

All DeskTop Set modules have customizable toolbars allowing you access your frequently-used options with just a click.

- ◆ Select buttons for the command you use most often and arrange them by function or importance.
- ◆ Create different toolbars for different tasks. You can display any number of toolbars at one time, so you always have one-click access to the commands you need.
- ◆ You can create buttons to launch any Windows program.
- ◆ Toolbars can be dragged out of a program window and moved anywhere on your screen.
- ◆ You can use the capture feature to copy graphics from another program, or design your own.



Toolbars can be set to show only the commands you use most often, and you can create as many different toolbars as you need.

Selecting a Toolbar

You can display any combination of toolbars in any DeskTop Set program.

To see which toolbars are currently in use:

- ◆ Right-click on a toolbar. The menu that appears lists all available toolbars at the top. The ones in use have a checkmark next to their name.

To show a toolbar:

- ◆ Right-click on a toolbar, and select which one you wish to use.

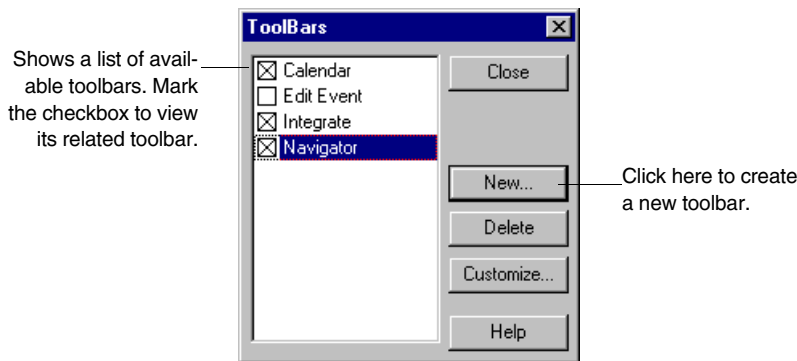
To hide a toolbar:

- ◆ Right-click on a toolbar, and select which one you wish to hide. The checkmark next to the toolbar's name disappears, and the toolbar is hidden.

Toolbars Dialog Box

To access the *Toolbars* dialog box:

- ◆ Click the right mouse button over toolbar area and the toolbar menu appears.
- ◆ Select **Toolbars** from the menu.



This dialog box lets you select and manipulate toolbars.

Option	Description
Toolbars list	Select the check box next to the names of the toolbars that you wish to view.
New	Click here to create a new toolbar.
Delete	Erases the selected toolbar.
Customize	Edits the selected toolbar.

Creating a Toolbar

Each application can have an unlimited number of toolbars. You can create a general-use toolbar, then many additional ones devoted to specific purposes.

To create a toolbar:

- ◆ Right-click on a toolbar, and select **Toolbars...**
- ◆ Click the **New...** button.
- ◆ Type a name for the new toolbar, and click **OK**. A blank toolbar is created.

Customizing Toolbars

Toolbars can be customized in two ways: you can rearrange the buttons as you work, so they are in a more convenient order, or you can edit any aspect of the toolbar by using its setup options.

Rearranging Buttons

Rearranging toolbar buttons is simple, and can be done on-the-fly, as you work.

To move a button:

- ◆ Hold down the **Shift** key and drag the button to its new location.
- ◆ Click **OK**.

To insert a separator between buttons:

- ◆ Hold down the **Ctrl** key and drag the button sideways.
- ◆ Release the mouse button to re-place the toolbar button.

To remove a button from the toolbar:

- ◆ Hold the **Shift** key down.
- ◆ Drag the button off the toolbar.
- ◆ Release the mouse button.

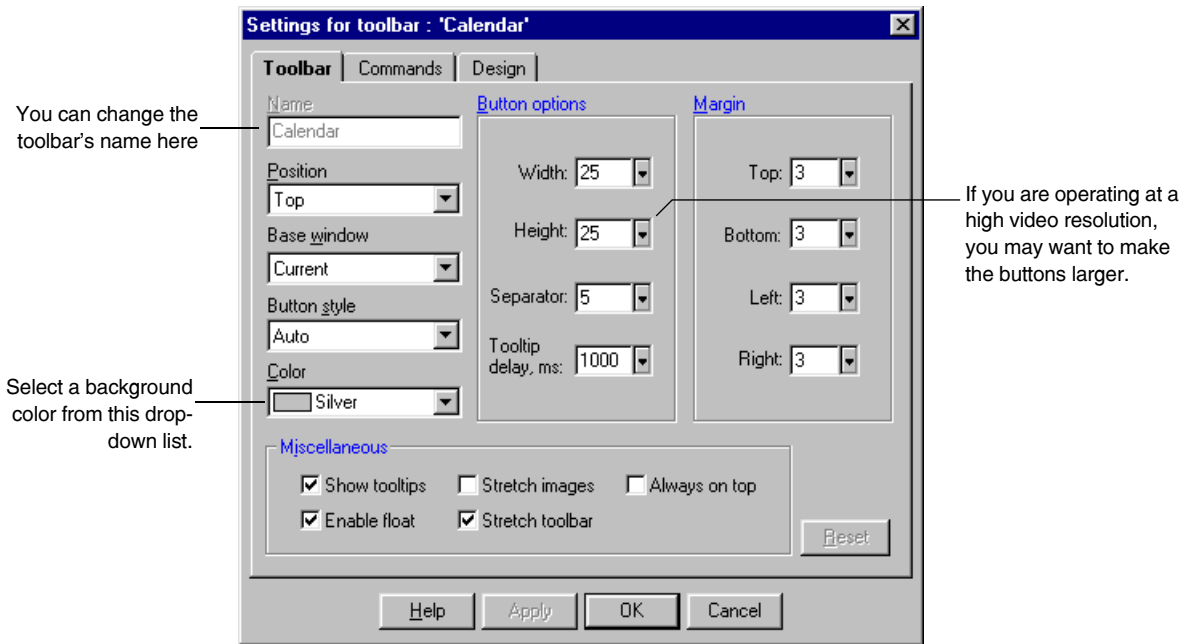
Setting up the toolbars

Toolbars can also be completely customized using the toolbar's *Setup* menu.

To view the Toolbar's setup:

- ◆ Right click on an existing toolbar.
- ◆ Select **Customize**.
- ◆ Click each tab to view or change the appropriate settings.

The Toolbar tab



This dialog box allows you to set up basic toolbar properties. You can adjust size and viewing preferences for the selected toolbar.

Design options	Option	Description
	Name	Edits the name of the current toolbar.
	Position	Lists the toolbar's position. The toolbar moves to the selected edge of the window.
	Base Window	Lists the default window from which the toolbar is viewed.
	Button style	You can display Windows 3.1x-style or Windows 95-style buttons.

Color Select a background color from this list.

Button functions

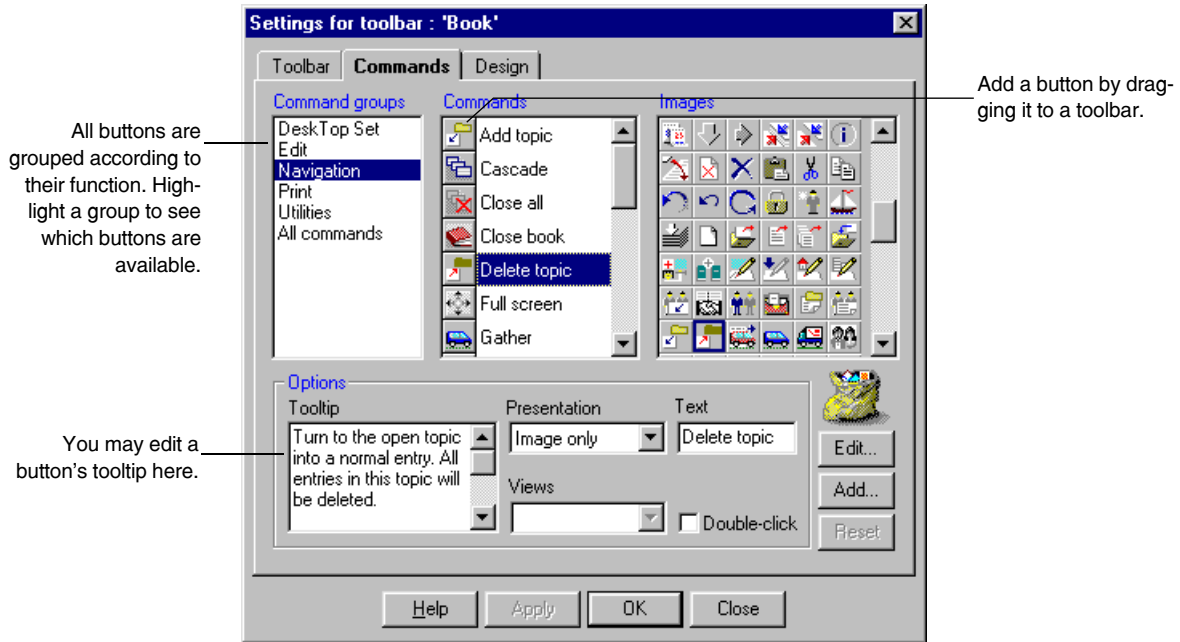
Option	Description
Width	Specifies the buttons' width (in pixels).
Height	Specifies the buttons' height (in pixels).
Separator	Adjust the smallest distance (in pixels) between the different groups of buttons.
Tooltip delay	Time period (in milliseconds) before the tooltip is displayed when the mouse pointer pauses on the button.

Margins Specifies the distance (in pixels) between buttons and the toolbar's border.

Miscellaneous

Option	Description
Show tooltips	Displays on-screen descriptions of the buttons when the pointer pauses on them.
Enable float	This allows you to drag the toolbar to a new location on the screen.
Stretch images	Enlarges images to fit the button's dimensions.
Stretch toolbar	Stretches the toolbar for the length of its base window.
Always on top	Ensures that the toolbar is always visible, even when you run another program in a full screen. This option is available only when <i>Enable float</i> is selected.

The Commands tab.



The Commands setup tab allows you to choose which commands and components are shown on the toolbar.

Command groups Available commands are grouped together by type. Click the group description to see its corresponding commands.

Commands To place a button on the toolbar, drag the item you want from the *Commands* list onto toolbar. To create a new toolbar, drag an item onto the empty space next to the toolbar.

Images Lists images which you can use to represent commands.

To change the image of the selected button:

- ◆ Double-click on image, **or...**
- ◆ Drag the image onto the *Commands* list to replace previous image of the command.

To delete an image from the list:

- ◆ Drag it onto the trash bag.

Options	Option	Description
	Tooltip	Describes the command. This is displayed when the mouse pointer pauses on a button.
	Presentation	Lists what appears on the button. You can show an image on the button, text, or both.
	Text	Specifies the name of the selected command.
	Views	Lists the views where the selected command has a different description.
	Double click	When this is checked, you must double-click on a button to use it.

Add Click this button to add a new command to the *Programs* command group.

Reset To restore the selected built-in command to its original settings, click the **Reset** button.

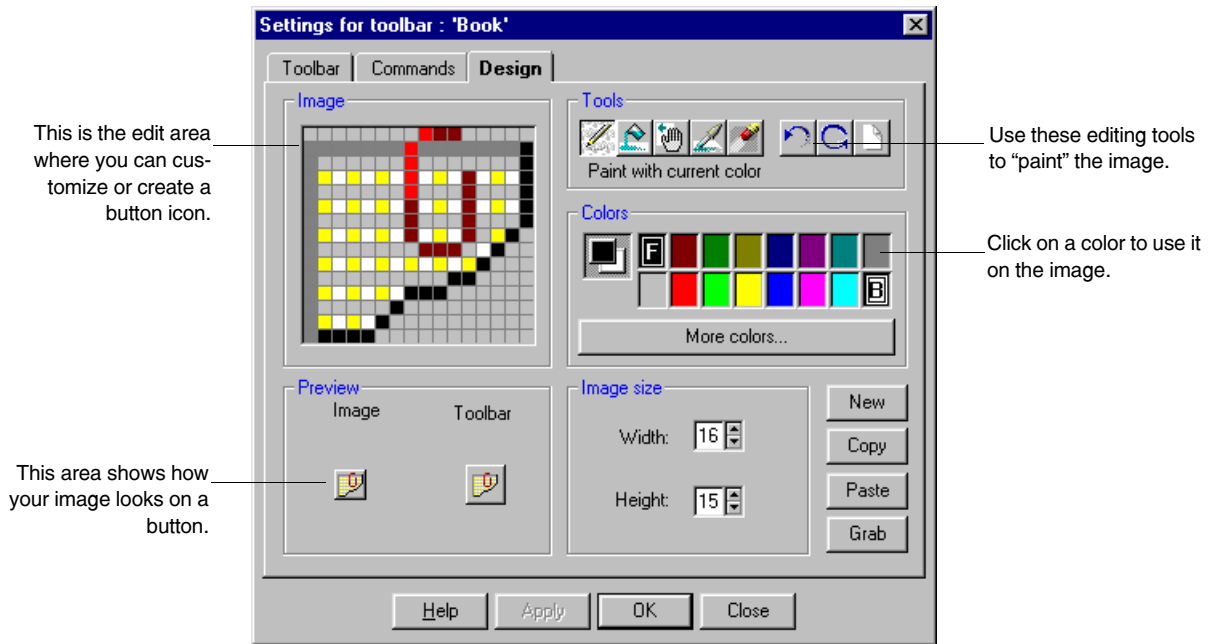
To add a button to the toolbar:

- ◆ Right-click on a toolbar, and select **Customize...**
- ◆ Click the **Commands** tab.
- ◆ Under *Command groups*, select the type of button you would like to add.
- ◆ Under *Command*, drag the button you wish to add and drag it to the toolbar.

To add a button that launches a Windows program:

- ◆ Right-click on a toolbar, and select **Customize...**
- ◆ Click the **Commands** tab.
- ◆ Under *Command groups*, click *Programs*.
- ◆ Click the **Add...** button. The *Custom command* window opens.
- ◆ Click the **Browse...** button. Select the program you want to create a button for and click **OK**.
- ◆ Under *Options*, type the button's tooltip.
- ◆ Under *Text*, type the button's description.
- ◆ Drag the button to the toolbar and click **OK**.

The Design tab



You can customize your individual button icons, changing colors or designing your own icon.

Option	Description
Image	Shows the selected image. This is the area in which you make changes to the icon.
Tools	These are the various editing tools used to modify the image. Click on a button to use its editing tool and see a description of its function.
Colors	Shows the available colors used for editing the image. This is similar to a painter's color palette.
Preview	As you make changes to the image, you can see how they will look as both an image and on a button.
Image size	Adjust the number of pixels in the image. More pixels allow you to show more detail.

Button functions

Command	Description
New	Clears the image, allowing you to start from scratch.
Copy	Copies the image to DeskTop Set's internal clipboard.

Paste	Pastes the image from the internal clipboard over the existing image.
Grab	Copies an image or icon from another application.

To change a button's image:

- ◆ Right-click on a toolbar and select **Customize**.
- ◆ Click the *Design* tab.
- ◆ On the toolbar, click the button you wish to edit. It appears in the *Image* section.

To edit the image by hand:

- ◆ Click on the foreground color you want to use.
- ◆ Right-click on the background color you want to use.
- ◆ Click on the *Tool* you wish to use.
- ◆ In the *Image* section, click the squares you want to change color. Left-click to use the foreground color, and right-click to use the background color.
- ◆ When you are finished, click **OK** to save your changes.

The toolbar's design tools work similarly to Microsoft Paint, which comes standard with Windows.

To copy an image from your screen:

- ◆ Click the **Grab** button. Your mouse pointer will turn into a cross-hair.
- ◆ Place the cross-hair on the upper left corner of the image you want to copy.
- ◆ Hold the left mouse button, then drag the mouse to the bottom right corner and release the button. The selected icon is copied to the *Image* area.

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Backup

Introduction

DeskTop Set's Backup utility is included with DeskTop Set, and installs automatically along with the rest of the program. Backup provides you with a simple, one-step way to back up your data, for archiving purposes or to make moving data between two machines easier.

The following information provides instructions for using Backup. Please do take the time to read through it, and to understand how Backup works. This is a very important procedure for any application, and we suggest backing up your data at least once a week, and any time you add a great deal of information to your address book or calendar.

Starting the Backup utility

Backup is automatically installed when you install DeskTop Set.

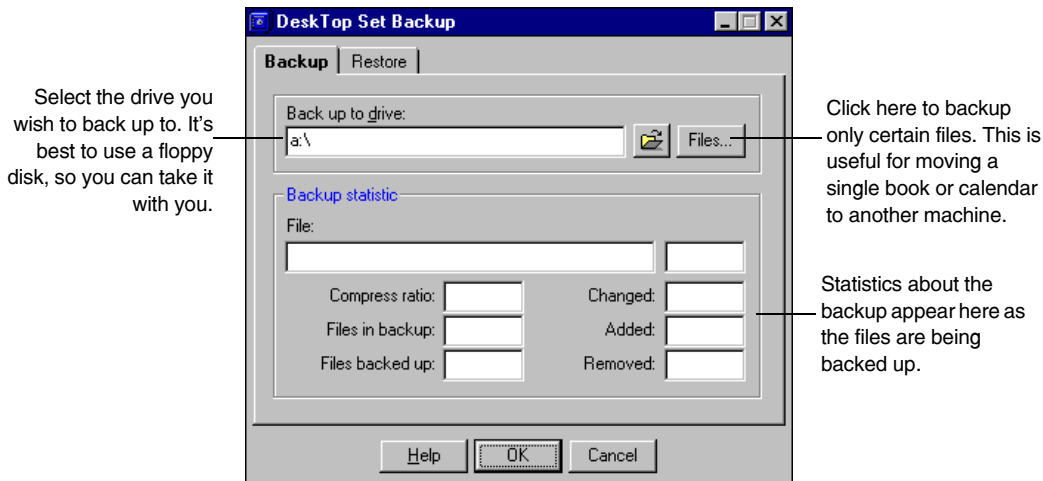
To start the Backup utility:

- ◆ Close all DeskTop Set applications.
- ◆ In Windows 3.1, *DeskTop Set Program Group* and double-click on the *Backup* icon – it is a blue safe, **or...**
- ◆ In Windows 95, Select *Start/Programs/DeskTop Set/Accessories/Backup* – it is a blue safe.

Using Backup

Backing Up Your Data

When you run *Backup*, it will open to the Backup screen:



*The Backup tab backs up all your data automatically.
Just choose a drive, and click OK.*

To back up all of your data:

We recommend using the following procedure to back up your data, so that you do not inadvertently exclude important pieces of your data.

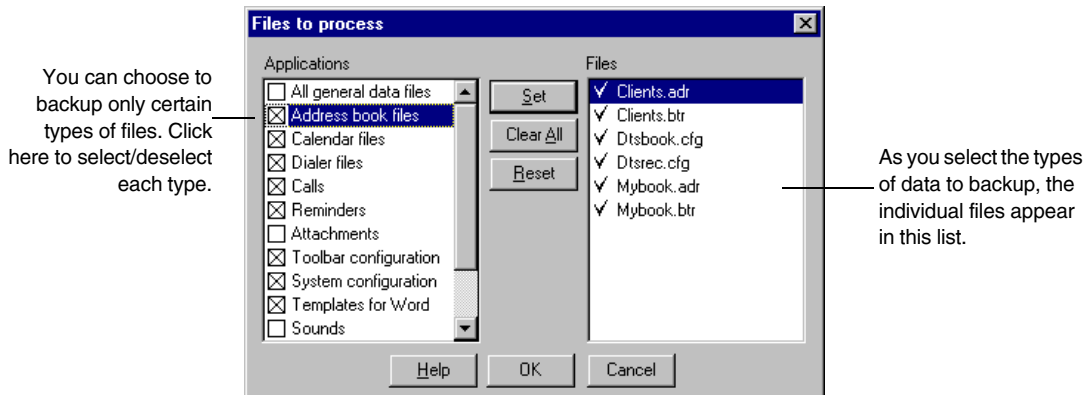
- ◆ Make sure you are viewing the **Backup** tab. If you are not, click this tab at the top of the screen.

- ◆ Choose the drive you wish to back up to (we suggest using the *A:* drive). Be sure to insert a floppy disk.
- ◆ Click the **OK** button to begin the backup.
- ◆ Backup will begin compressing and copying your data. If your data requires multiple floppy disks, you will be prompted to insert additional disks as they are needed.
- ◆ You will receive a confirmation when the data has been successfully backed up.

To back up only particular types of data files:

If you are sure that you need to back up only certain pieces of your DeskTop Set data, you can choose which components of the data you wish to back up. Because items that are not selected will not be backed up, we recommend this procedure only if you are absolutely sure that you will not need certain parts of your data.

- ◆ Make sure you are viewing the **Backup** tab. If you are not, click this tab at the top of the screen.
- ◆ Choose the drive you wish to back up to (we suggest using the *A:* drive). Be sure to insert a floppy disk.
- ◆ Click the **Files** button. The *Files to process* window will appear:



You can also choose to back up only certain pieces of your data, using the Files to process list.

- ◆ In the *Applications* list, click the box next to each type of data you wish to back up. This will place a checkmark in the box beside the data type. (Click again to remove the checkmark).
- ◆ As you click each data type, its related files will appear in the *Files* list, on the right.
- ◆ If you wish to add a single file to the backup, click the file's name in the *Files* list, and click the **Set** button to add it to the backup.
- ◆ When you are finished selecting all the components you wish to back up, click **OK** to return to the *Backup* tab.

- ◆ Click the **OK** button to begin the backup.
- ◆ Backup will begin backing up your data. If your data requires multiple floppy disks, you will be prompted to insert additional disks as they are needed.
- ◆ You will receive a confirmation when the data has been successfully backed up.

To reset the list of files:

- ◆ Click the **Reset** button.
- ◆ The list of *Files* will be reset, so that only the files that belong to the selected *Applications* will remain selected.

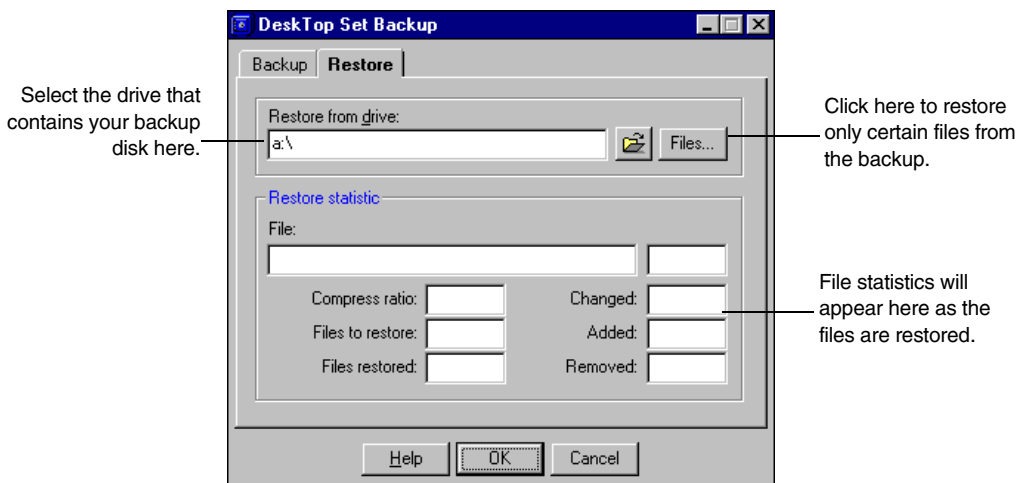
Restoring your Backups

Important Note Your backed-up data is stored in compressed format to reduce the number of disks necessary to hold your data. These backups **cannot** be opened directly from the disk. They *must* be restored using Backup's *Restore* option. Attempting to open your files directly from the backup disk can damage the backup, and prevent the files from being restored properly.

To restore your entire backup:

We recommend using the following procedure to restore your data, so that you do not inadvertently exclude important information.

- ◆ Make sure you are viewing the **Restore** tab. If you are not, click this tab at the top of the screen:



The *Restore* tab lets you restore your backed up data.

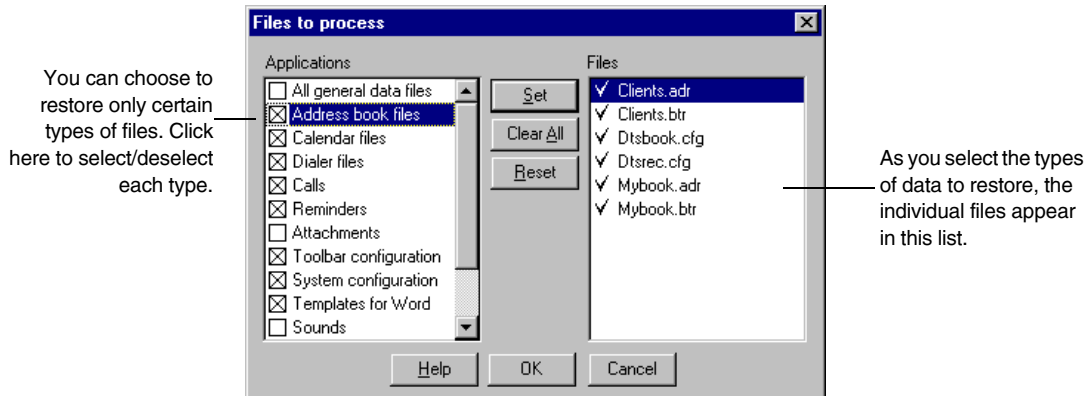
- ◆ Choose the drive that contains your backed-up files (this is most often the *A:* drive).

- ◆ Click the **OK** button to restore your files.
- ◆ Backup will begin restoring your data. If your backup required multiple floppy disks, you will be prompted to insert additional disks as they are needed.
- ◆ You will receive a confirmation when the data has been successfully restored.

To restore only particular types of data files:

You can choose to restore only certain types of data from your backup. This is useful if it becomes necessary to restore a single address book, for example, without overwriting the rest of your files:

- ◆ Make sure you are viewing the **Restore** tab. If you are not, click this tab at the top of the screen.
- ◆ Choose the drive that contains your backed up files (this is most often the A: drive).
- ◆ Click the **Files** button. The *Files to process* window will appear:



You can choose to restore only certain pieces of your data, using the Files to process list.

- ◆ In the *Applications* list, click the box next to each type of data you wish to restore. This will place a checkmark in the box beside the data type. (Click again to remove the checkmark).
- ◆ As you click each data type, its related files will appear in the *Files* list, on the right.
- ◆ If you wish to add a single file to the *Files* list, click the file's name in the *Files* list, and click the **SET** button to add it to the list.
- ◆ When you are finished selecting all the components you wish to restore, click **OK** to return to the *Restore* tab.
- ◆ Click the **OK** button to begin restoring these files.
- ◆ Backup will begin restoring up your data. If your backup required multiple floppy disks, you will be prompted to insert additional disks as they are needed.

- ◆ You will receive a confirmation when the data has been successfully restored.

Using Backup to Copy Data Between Two Machines

Backup is a useful way to move data between two machines. This is useful if you keep your data at home and at work, or on a laptop. It also provides a simple way to move your data if you buy a new computer.

To copy data from one machine to another:

- ◆ Starting with the machine that contains the data you wish to copy. Back up the data on this machine (“Backing Up Your Data” on page 458).
- ◆ When the backup is complete, take the floppy disk that contains the backup to the second machine.
- ◆ Restore this backup onto the second machine (“Restoring your Backups” on page 460).
- ◆ You will receive a confirmation when the Restore is complete. You can then run DeskTop Set on this second machine, and open your files.

Important Note on moving data

DeskTop Set’s data directory contains files that “remember” what directory your files are stored in. This is how DeskTop Set automatically opens the last file you worked on whenever you run Address Book or Calendar.

If you have installed DeskTop Set to two machines (for example, at home and at work), it’s important that the program is installed to the same directories on both machines.

If you install DeskTop Set to *different* directories, it is possible that DeskTop Set will fail to remember where your files are located, and you may need to use the **File/Open** command to open your files after restoring them.

To prevent this from happening, we suggest installing DeskTop Set to identical directories on each of your machines. This will allow DeskTop Set to always remember where your files are located – even if you are running different versions of Windows on the two machines.

Important Backup Issues

Possible Messages from *Backup*

When you are backing up or restoring your data, you may receive warning messages. These messages are designed to alert you to *potential* problems, so they do not necessarily mean something has gone wrong:

Cannot find backup files.

If this message appears, check that you have placed the right disk into the drive. If the disk is correct, it is likely that you backed up to a subdirectory on the disk, and have not specified this subdirectory when you attempt to restore the data. Check the disk using File Manager or Explorer to view the disk, and correct the *Restore from*: path if necessary.

File xxx in the backup is older than it is in the DeskTop Set directory. Would you like to restore the older version of this file anyway?

This message indicates that this particular file has been edited since the backup was made. This can occur if the backup is very old, or if you went into your address book or calendar to after backing up the files.

- ◆ If you are sure that the data you want is on the floppy disk, choose **Yes**.
- ◆ If you prefer to keep the most recent file (the one on the hard disk), click **No**. This file will not be restored, and the copy that is currently on the hard disk will remain.

File xxx from the DeskTop Set directory not found in the backup. Would you like to remove this file from the DeskTop Set directory?

This file indicates that there are files on the hard disk that do not appear in the backup. Since the file is not included in the backup, you have the option of removing it from your hard disk, as well.

- ◆ If the file is an old one that you know you do not need, click **Yes**. The file will be removed from the hard disk.
- ◆ If you are transferring information from one machine to another, and only want the second machine to have the information on the first machine (no more, and no less) click **Yes** to remove any other files from the DeskTop Set data directory.
- ◆ If you are not sure whether or not the file is important, click **No**. The file will remain on your hard disk. The next time you back up, this file will be included, and you will not receive this message again.

Chapter

15

Using Passwords

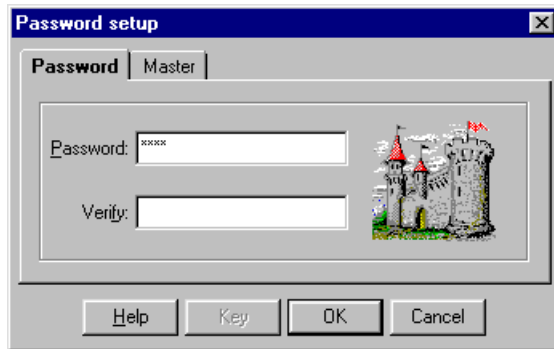
Passwords are designed to prevent unauthorized access to files. When you assign a password to an address book, only those people who know the password can open the file. You may assign each of your books a different password. If security is not an issue, then you don't have to assign a password at all.

You can also specify a master password. Regular passwords open individual files. A master password opens *all* your files.

Passwords make it easy to share each of your books with a select group of people. Your Sales book, for example, may have a password that only the Sales and Marketing team members know. The Accounting book has a password only the accountants know. You can open both books using the master password.

To set up passwords:

- ◆ Select **File/Setup...** from the menu.
- ◆ Click the **File** tab.
- ◆ Type your password for this address book in the *Password* field. It can include letters, numbers, and punctuation. Spaces are not allowed. For display purposes, Address Book replaces each character you type with an asterisk on your screen.
- ◆ Click the **OK** button. The *Password setup* window appears:



Setup verifies your password to make sure you have typed it in correctly.

- ◆ Type your password again under *Verify*.

To set up a master password:

- ◆ Click the **Master** tab.
- ◆ Type the master password under *Master* and *Verify*.
- ◆ Click the **Key** button to create a password key disk.
- ◆ Insert a disk into your floppy drive and click **OK**.
- ◆ When the key disk is created, click **OK** to save your password information.

Make sure you always have at least one good copy of your key disk. If you ever lose your password, using the key disk is the only way to open your files.

If you lose your password:

- ◆ When Address Book asks you for a password, insert the key disk in your floppy drive.
- ◆ Click the **Key** button.
- ◆ DeskTop Set uses your key disk to erase your password information from Address Book. You can then open the file.