

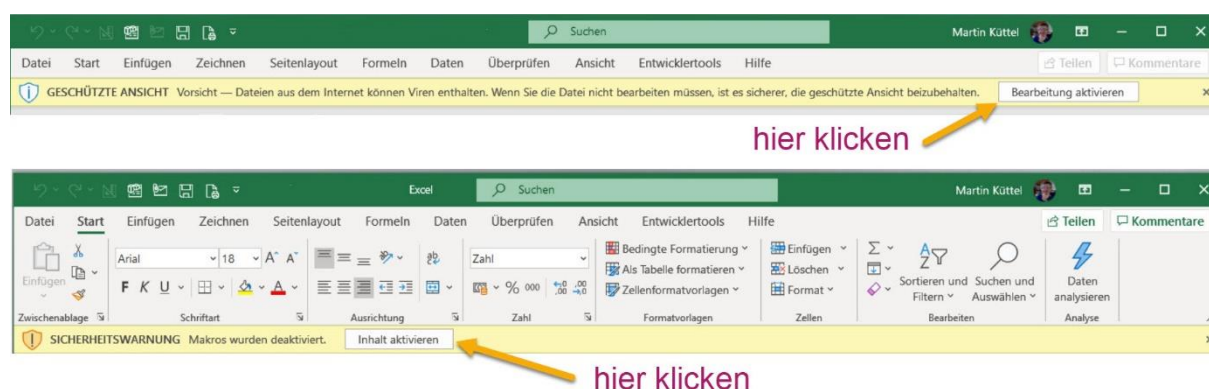
## User manual addresses

## User manual addresses

This APP can be used free of charge and without a license.

The APP was created with Office 365 and contains VBA programming, i.e. Typ.xlsm, so when you open it you will be informed that it has Macros and you have to confirm that you want to allow this. Your PC must have Windows 7, Windows 8 or Windows 10 and Office 2010 or higher installed for all functions to run.

Microsoft has declared applications that you download from the Internet as "unsafe". In order to be able to use this, you must click on the two buttons [Activate editing] and [Activate content] as shown in the following image.



**Important:** Then save the file on your PC in the register of your choice.

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## General explanations

The APP consists of tables with personal addresses that you can easily manage.

It is operated using supporting dialogs, also known as forms.

You have two options for exporting the tables as a PDF file or as Excel.xls.

The APP is for the languages: German, English, French, Italian and Spanish developed.

There are 11 permanently defined columns, if necessary, you can add any number of columns yourself.

The tables are protected and can only be operated via dialogs.

## User manual addresses

### Overview of the tables

The screenshot illustrates the user interface for managing addresses. A table at the bottom shows the following structure:

	A	B	C	D	E
1		controls	language	New	english
2	Surname	first name	address	location	Postcode

Three cells in the first row are highlighted in blue: B1, C1, and D1. Orange arrows point from these cells to three dialog boxes:

- Controls in english:** A dialog titled 'Controls in english.' showing a grid of icons and a text area labeled 'currently selected table.'
- Select your language:** A dialog titled 'Select your language.' showing 'Language: english.' and options for Deutsch, italiana, english, español, and français.
- new record:** A dialog titled 'APP\_PersAdd\_Exp > new record [english]' with sections for 'Surname, first name, date of birth, place of residence / street', 'location data', 'phone and email', and 'Text box cache'.

The three cells marked in blue are always accessible for use, they are activated with a mouse click.

- Cell B1 opens the menu (Control).
- Cell C1 opens the choice of user language.
- Cell D1 opens the dialog for a new address to be inserted.

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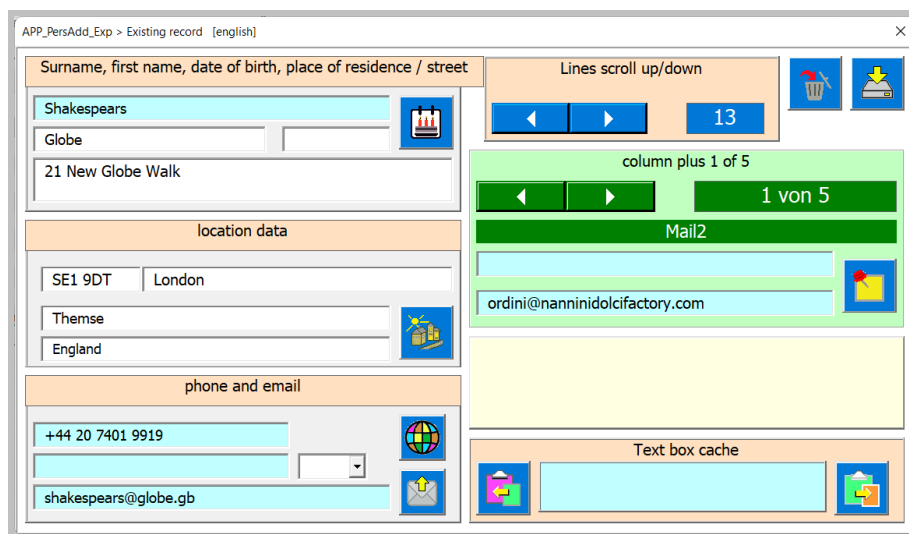
### choice of language



With a click on the desired language, all dialogs, help texts, messages are translated into this. an exception are the titles of the extended columns, which are assigned by the user himself.

### Correct existing addresses

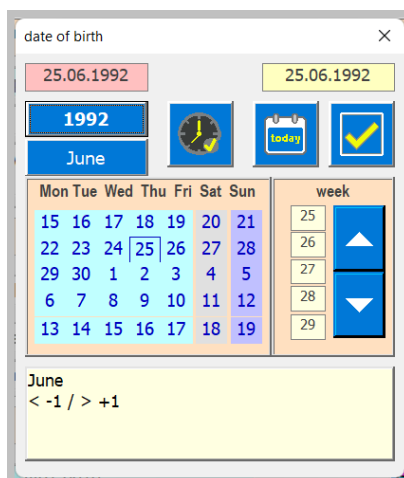
Correct an existing address by clicking on an existing address line.



Tip: information about the command keys or the input fields is displayed in the light-yellow field. This is a good quick start guide. However, some specialties of this dialogue should be described in more detail.

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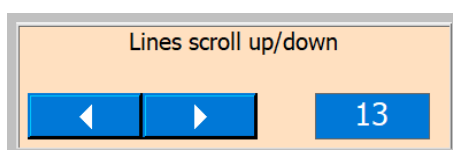
### Birthday



You can enter the birthday in two ways. On the one hand by direct entry in the text field or on the other hand with a date selection dialog.

### Change multiple records.

You can change several data records one after the other without closing the dialog. That's what the arrow keys are for. This allows you to switch from record to record. Each change is saved, and the next data record is loaded into the dialog.

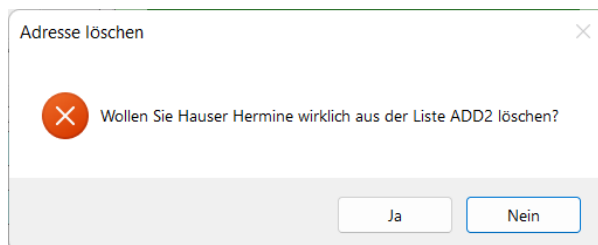


Note that in the table for the selected record, the cell in column A is selected to let you know where you are.

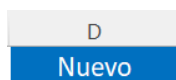
### Delete address from the list

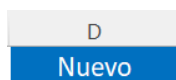


This button is used for deleting address, before deleting you must confirm the process.



### Insert new address



To do this, click on the cell . The following dialog opens. Fill out the fields. You can enter the operation in 5 languages supported.

## User manual addresses



This button opens a dialog where you can read in the city, postal code, canton, country and telephone area code. Only installed for Switzerland.


As the pictures above show, there are two options to choose from. Search either by postal code or by place name.



Use this button to transfer the set data back to the Addresses dialog. This can be done separately for the billing address and the delivery address.

Is the phone not empty, the telephone area code can be read in by clicking on the label? You also have the option of setting the national or international area code.

## User manual addresses

Telefon und E-Mail	
033	
079	
mailname@world.cont	

### Clipboard replacement

Data exchange via clipboard offers an interesting possibility. All light blue text fields are available there.

If the clipboard text box is empty, you can right-click in a light blue text box and copy its content to the text board.



With left button the text is copied to the clipboard and with the button a text can be read from the clipboard.

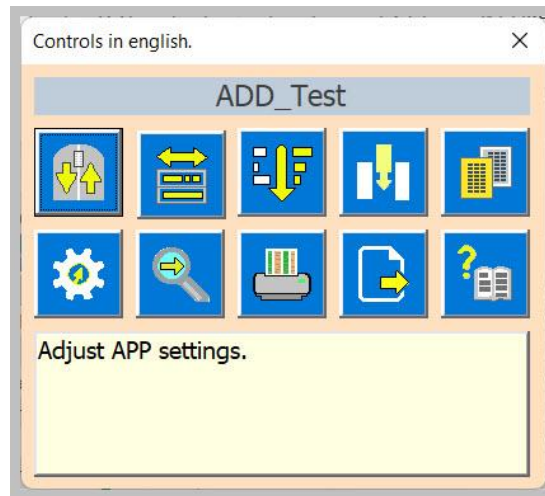


From there, this text can be read into an empty, light-blue text box by right-clicking. This enables data exchange and reduces paperwork.

## User manual addresses

### Commands menu

These are housed in a special dialog available on all tables, which you can open by clicking on cell B1.



### Jump to the end or top



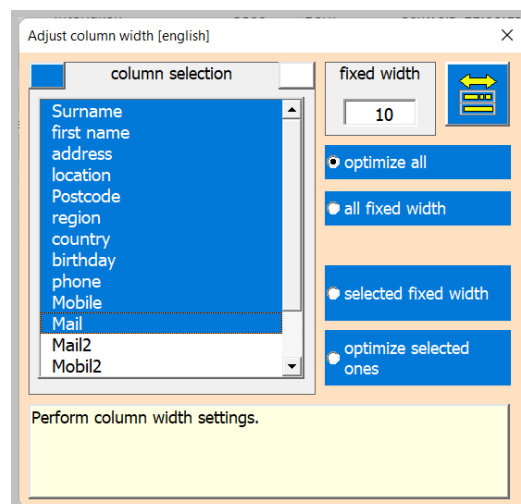
If you click this button with the left mouse button, you jump to the last line so that the last 5 lines are still visible. Right-click jumps to the top line. The command is executed directly, and the dialog is closed.

PS: Lines 1 and 2 (title lines) are fixed, so they are always visible.


### Adjust column width



Clicking this button opens the Column Width dialog.



Choose an option. With the two lower options, the selection of the list elements is taken into

account.  This button is used to carry out the settings.

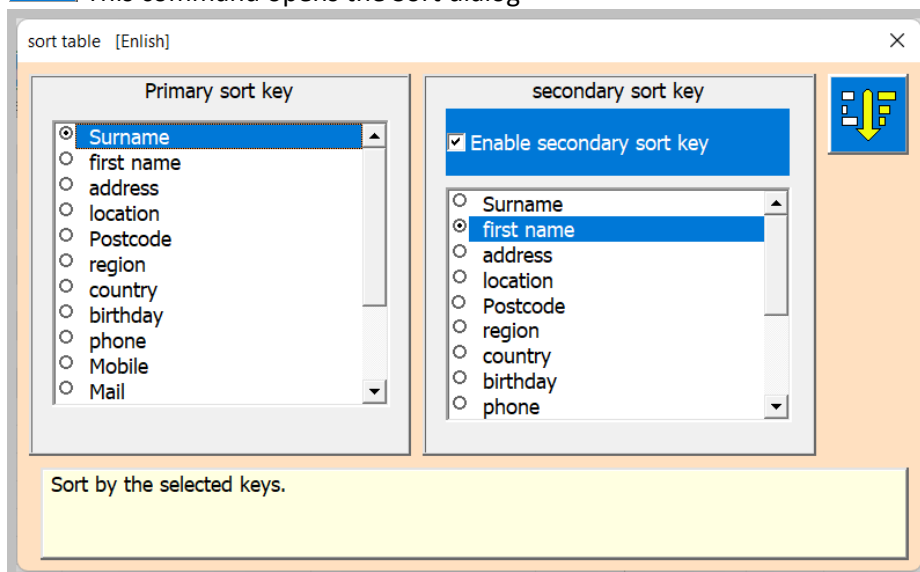


## User manual addresses


### sort table



This command opens the Sort dialog



You have the option of working with one or two sort keys.  
The primary key is mandatory, and the secondary key is optional.  
With the tick you can activate the secondary key.

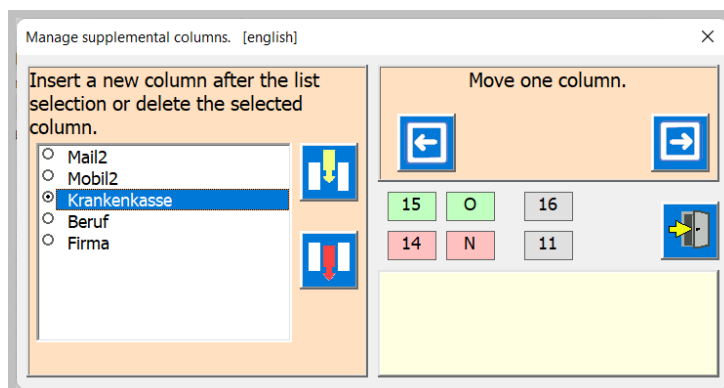
Sorting is performed by clicking this button. 

## User manual addresses

Insert, delete, or move columns



Pressing the button opens the «additional columns» dialog.



First a column must be selected in the list.  
Then the other command keys are visible as far as they can be used.



This button inserts a new column.



This button deletes the selected column and its content.



Move the selected column left or right

Note after each command the dialog is closed. The table is reformatted.

### Copy table (create new address list)

Note that each table also has app control code.

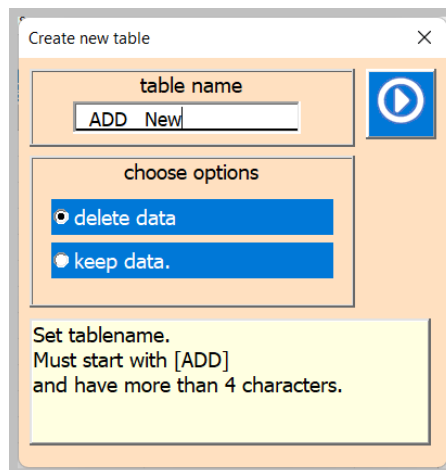
To generate a new table, the procedure described below must be followed, otherwise the APP will no longer work. This also means that you must never delete all tables.

You have the possibility to keep several (more than 200) spreadsheets in the same workbook.




The Copy Table command is used for this. The following dialog opens.

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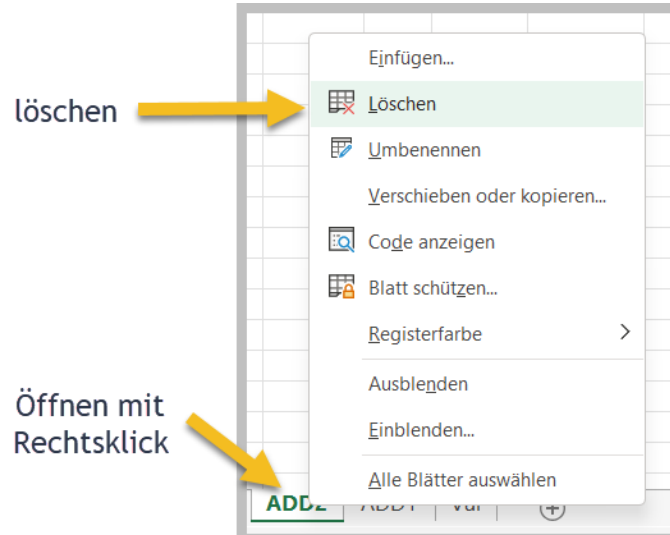
Choose the new table name, which must begin with ADD.  
Select the [delete data] option. If checked all content from line 3 onwards will be deleted.

The command is then executed with this key .

### Delete table

**Caution!** Before you delete the last table, a new table must be created, otherwise the app will no longer work.

You can delete a table with the Excel command.

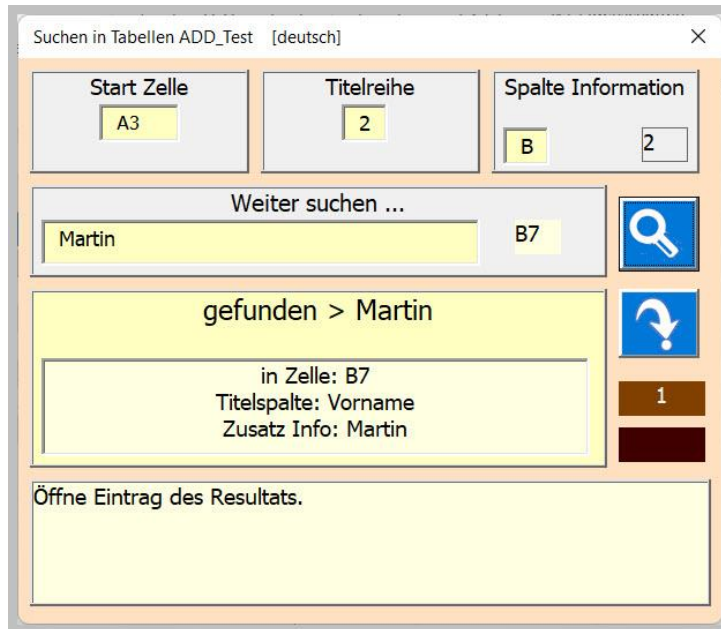


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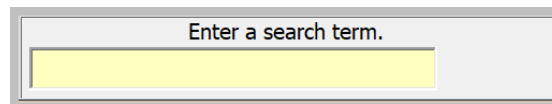
### Search in the cells of the table



This button opens the search dialog.



To search for a cell content, enter a search text in the search field (min. 3 characters).



Then press this button. You can continue searching by clicking the button several times.



The labels with a brown background show you the number of the content you are currently looking for and the number of results found that match the search text.



Clicking on this button activates the result line in the table.

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### Print table with column selection

This command generates a print preview of the table for you.

- Columns A to «last used column» are selected as the print area.
- The default paper format is A4 landscape.
- The header text and footer text are read from the document properties.
- The table length and thus the number of pages is automatically calculated.
- The column width is adjusted automatically.
- The table width is automatically scaled to the page width.

With the following dialog you control the printout and select the required columns.

Print with column selection [english]

orientation  
 Quer

Title repeat line  
2

Number of pages horizontally  
1

column selection  
 11 fixed

Surname  
first name  
address  
location  
Postcode  
region  
country  
birthday  
phone  
Mobile  
Mail  
Mail2  
Mobil2

Last row

Text left when printing  
 company name  
Meine Adressen  
E:\AA\_Excel\AA\_Personen  
\LogoCompany.jpg







Number of pages to print horizontally.



If you press this button, you will be shown a print preview.

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File **Seitenansicht**

**1**  Drucken  Seite einrichten  Zoom  Nächste Seite  Vorherige Seite  Seitenränder anzeigen  Seitenansicht schließen **2**

Drucken Zoom Vorschau

WellFitClub gedruckt am; 29.05.2022

Name	Vorname	Geburtsdag	Adresse	Nr	Ort	Plz	Tel	Mobil	Mail
Balmer	Marianne	29.05.1992	Hohlen	5	Wengi b. Frutigen	3714	033	076	bender.mary@quicknet.ch
Hauser	Hermine	29.05.1992	Wakerhaus	12	Hildisrieden	6024	041 354 94 36	079 352 35 86	hermi.hilber@hotmail.com
Kessler	Tildy	29.05.1992	Waldeggstrasse	60	Interlaken	3800	033 822 10 63	80 551 07 54	<a href="mailto:tildy.kuette@quicknet.ch">tildy.kuette@quicknet.ch</a>
Normann	Martin	29.05.1992	Waldeggstrasse	60	Iragna	6707	033 822 19 63	079 551 07 54	mkuettel@quicknet.ch
Müller	Hans	29.05.1992	Widiweg	45	Matten b. Interlaken	3800	+4133 852 34 08	+4179 234 21 45	mkuettel@quicknet.ch
Zähler	Zacharias	29.05.1992	Chauffeur	45	Zeneggen	3934	027 234 56 74	076 238 64 22	zachzeng@mail.com
Maler	Felix	29.05.1992	Haldenstutz	34 B	Interlaken	3800	033	078	mustr_felix@hallo.at
Allenbach	Alina	29.05.1992	Anderberg	67	Interlaken	3800	033	077	anal@business.com

If the preview is shown, you can print (1) or just look at it and go back (2) to the table [close view].

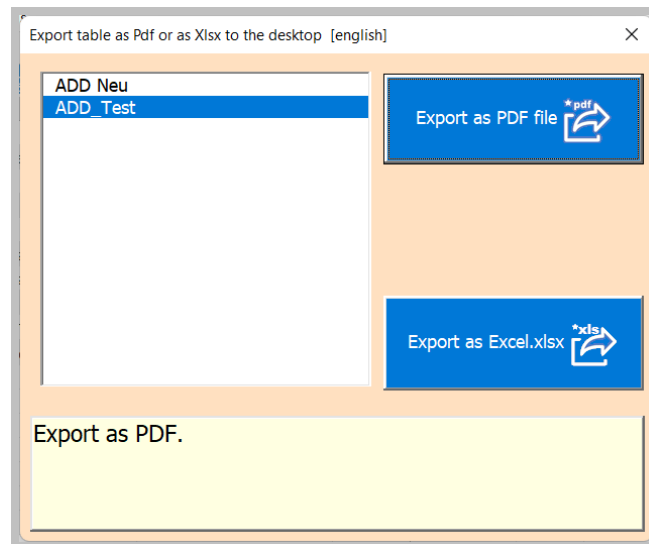
## User manual addresses

### Export table

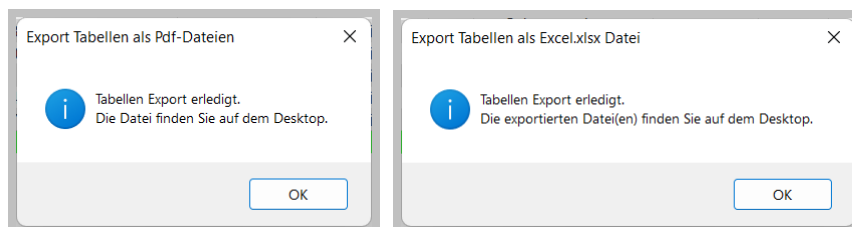


This command creates a PDF file or an Excel.xlsx file from the current spreadsheet.

The following dialog is opened for this purpose.



Depending on whether PDF or Excel is clicked, you will receive a confirmation and the form will be closed.

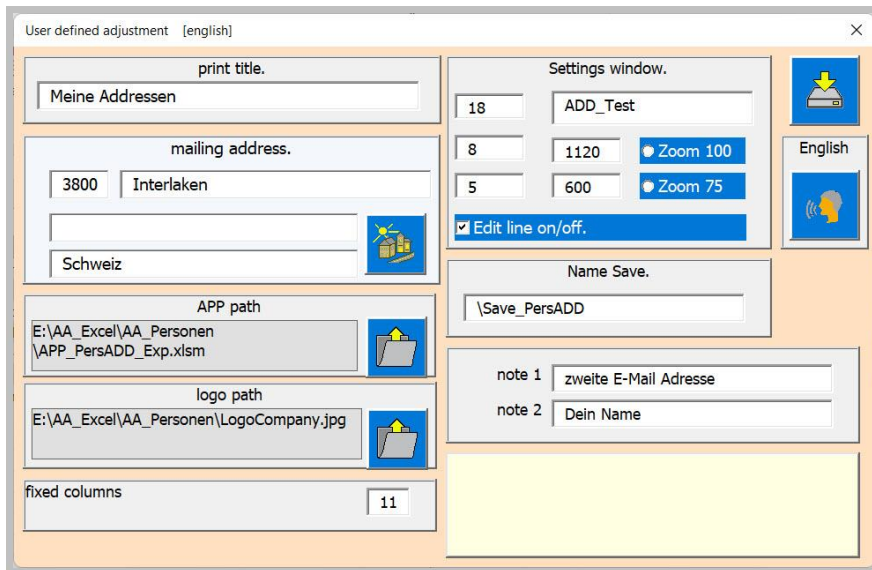


### APP settings

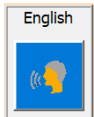


This button opens the dialog for custom settings of the APP.

## User manual addresses



The settings are adequately explained with the title and brief instructions in the highlighted field.

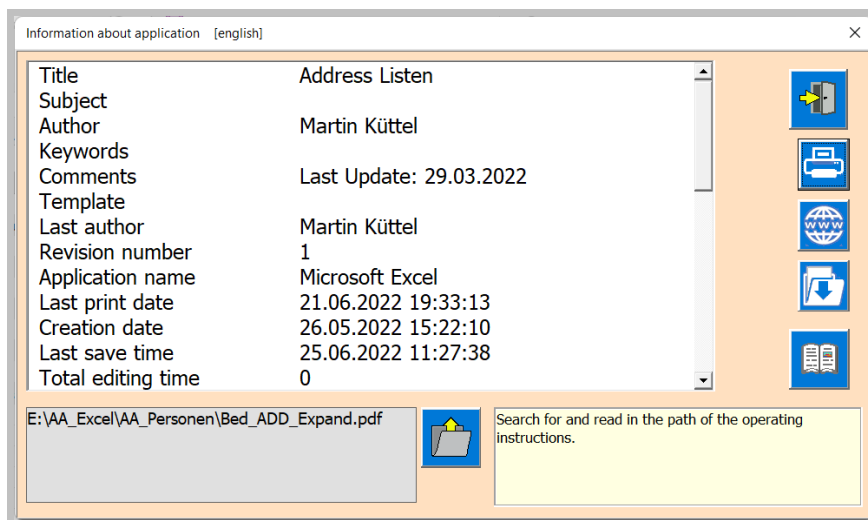


This button opens the Language selection dialog.

## APP Informationen



This button opens a dialog for the document information.



This button opens the user manual as a document as a PDF file, provided you have entered the path. Choose the pdf in your language.

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