

# StatTrak Address Manager Business Edition User Manual

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# Overview

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**StatTrak Address Manager** is a name and address management program for business or home use. This program allows you to enter and store addresses, print address labels, envelopes, post cards and address reports. Existing address lists can be imported from a comma delimited file (CSV file extension). Please review the Frequently Asked Questions and Quick Start Guide.






StatTrak Address Manager has three levels of information:


**1. Address Types:** You can organize and group related entries by using Address Types (e.g., Business, Family, Friends). To add additional custom Address Types, select Edit Address Types from the drop down list. When adding a new entry, you can assign it to one or more Address Types.

**2. Main & Details:** Information is separated by tabs for Main, Details, and Individuals. Click on each tab to change the information displayed. The Main tab shows name, address, phone and email. The Details tab shows finer details such as notes, birthday, and website. It also has 5 Custom Fields.

**3. Individuals:** 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.


The Address Listings screen shows an alphabetical list of all your entries. Click on an entry to display address information on the right.

To print address reports, click on the Reports Menu and select a report type, or click on the report icons for Address , Phone , Detail, , Custom , or Birthdays .


To print labels or envelopes, click on the Reports Menu and select Labels & Envelopes, or click on the  icon. Print addresses on Avery label sheets, and other forms or directly on envelopes.

Back up your data regularly to protect against loss due to power failure, disk damage or other mishaps. This is very important!

Copy your data from one computer to another using the Backup and Restore database features.

Click  on the toolbar or select Find from the Edit Menu to search on specific text.

To set a reminder alert, click on the Tools Menu and select Options

For additional help, click on the Help button on any screen, press F1 on your keyboard, or click on the  icon.

# Quick Start Guide

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It's a good idea to read through the Frequently Asked Questions and Overview when you get a chance. This will help speed up your understanding of how Address Manager works.

To view specific help information, click on the Help button on any screen or Press F1 on your keyboard anywhere in the program.

## 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, notes, etc.
9. Click OK to save your entry.

## Reports

10. Select from 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 Labels 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.

### **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.

# Frequently Asked Questions

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## **How many addresses can I add?**

You can add over 25,000 addresses.

## **Does it alphabetize the names I add?**

Yes, all entries are listed alphabetically based on the List By field.


## **Can I add my own custom Address Types?**

Yes, select Edit Address Types from the drop down list to add your own types.

## **How much information can I type in the notes section?**

You can type paragraphs of notes for each address entry and each individual.

## **How do I print labels and envelopes?**

Click the  icon on the tool bar to select which addresses to print and then click on Print Labels or Print Envelopes button at the bottom of the screen. For more information, please read the Labels FAQ or Envelopes FAQ.

## **How do I print reports?**

To print address reports, click on the Reports Menu and select a report type, or click on the report icons

for Address , Phone , Detail, , and Custom .

## **How do I print reports for my day planner?**

When viewing a report, click the Preferences button to change the size (Standard, Planner, Portable).

## **Can I change the report title on the reports?**

Yes, when viewing the report, click the Select button to change the report title.

## **Can I import names and addresses?**

Yes, you can import name and addresses from a comma delimited file, or another StatTrak Address Manager database. You can create comma delimited files from Outlook, Excel, or many other software programs where the addresses you want to import reside. You should be able to find out how to create a comma delimited file in the help section of these programs (probably under import/export). A comma delimited file is also called a comma separated file. The file extension is CSV which stands for comma separated values.

## **Can I keep separate lists of addresses?**


Yes, you can group related addresses together by Address Type (Family, Friends, Business, etc). When you add a new address you assign one or several Address Types. For example, you can have John Smith in your Business list and also your Holiday Card list. To add your own custom Address Types, select Edit Address Types from the drop down list. All addresses are stored together but you can choose to view or print addresses based on Address Type.

## **How do I copy addresses to an email or document?**

First select the addresses you want to copy on the Address Listings screen, then select Copy to Clipboard from the Edit Menu. A confirmation message will be displayed. Start your email or document

and paste the copied information where needed.

### **How do I export a report?**

1. When viewing a report, click the  icon in the upper left. This displays the export format window.
2. In the first drop down list, select the format. We recommend using Rich Text Format.
3. In the second drop down list, select Application and click OK.
4. This starts the appropriate application, such as Microsoft Word, and puts the report information directly into it.
5. From there you can edit and save the file just as you normally would in the application. You can also start an email and send the document as a file attachment.

### **Can I backup my data?**

Yes, select Backup Database from the File menu. We recommend saving the backup file on a USB drive. Then if you ever need to recover your data, select Restore Database from the File menu.

### **How do I transfer my address data from one computer to another?**

You can transfer your data from one computer to another computer by using the Backup Database and Restore Database features under the File Menu. Click on the File Menu, select Backup Database and then change the drive letter to your USB flash drive and click Save. Then insert the USB flash drive into your other computer, start StatTrak Address Manager, click on the File Menu and select Restore Database, change the drive and click Open.

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

When viewing a report, click the Preferences button and check-on Page Break by Letter.

### **Can I print Rolodex (rotary cards)?**

Yes, on the Labels and Envelopes screen, click the Preferences button and check-on the fields you'd like to display. Then click on Print Labels, click on Label Type to select Avery 5385 or 5386.

### **Can I set reminders for birthdays?**

Yes, to set up a reminder alert that will display when the program starts, click on the Tools Menu and select Options.

### **How can I get technical support?**

[Click Here](#) for technical support information.

### **How do I save what I keyed into StatTrak?**

Information is automatically saved as soon as you exit any screen in StatTrak. You should also create a backup of your data regularly to protect against loss due to hard drive failure or other mishaps. We recommend backing up your data to a USB flash drive using the Backup Database function in the File Menu.

# Toolbar

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## StatTrak Address Manager toolbar items:



- Shows the main Address Listings screen.



Address Report- Shows the name, address and phone number.



Phone Report- Shows the name, and phone number.



Detail Report- Shows all information for each entry including individuals within a household.



Custom Report- Shows your choice of any fields including individual information.



Birthday Report - Shows the month, day, day of week, name and age for the current year for all individuals that had their birth date entered into StatTrak Address Manager.



Labels and Envelopes - Select the addresses you want to print labels or envelopes for.



Find- Searches your address database for data you enter.



**Print** - Print the report or labels displayed.



**Font Type & Font Size** (Drop-Down List box) - Select the font type and size for the displayed report.



**Font Color** - Select the font color for the displayed labels.



**Bold** - Turn the bold font attribute on/off for the displayed report or labels.



**Italic** - Turn the italic font attribute on/off for the displayed report or labels.



**Help** - Run the Help Program you are viewing.



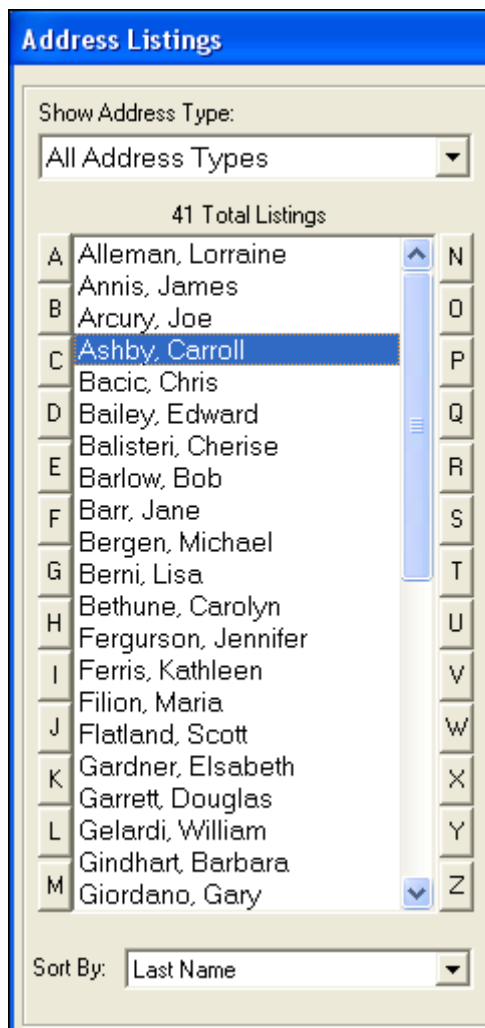
# Address Listings

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Please review the Quick Start Guide if you're using StatTrak Address Manager for this first time.

There are 2 sections on the Address Listings screen.

1. The left section lists the entries you've made on the StatTrak Address Manager database. They are listed in alphabetical order based on the **Sort by** (last name or company). You can select an Address Type from the Show Address Type drop-down list box to list only those entries with that address type. **To add a new address type, select** Edit Address Types **from the drop down list.** When adding a new entry, you can assign it to one or more Address Types.



2. The right section displays the name and address details of the entry selected on the left. Information is grouped into tabs for Main, Details, and Individuals. Click on each tab to change the information displayed. The Main tab shows name, address, phone and email. The Details tab shows finer details such as notes, birthday, and website. It also has 5 Custom Fields.

**To customize the field headings for the 5 Custom fields on the Details tab, select** Custom Fields **from the Tools Menu.**

<b>Main</b>	<b>Details</b>	<b>Individuals</b>
Title:	<input type="text"/>	Type: <input type="text" value="Business"/> <input type="button" value="..."/>
First:	<input type="text" value="Carroll"/>	M: <input type="text"/> Last: <input type="text" value="Ashby"/>


**To add a new entry, click Add at the bottom of the screen.** Click Change or double click on a name to change an entry. Click Delete to delete an entry. To delete multiple entries at once, hold down the CNTL key to select entries or use the SHFT key to select a block of entries and then click Delete.

### Individuals

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.

To add a new individual, click on the Individuals tab and then click Add. Select from the individual list box and click Change or double click on a name to change an individual. Click Delete to delete an individual. You can delete multiple individuals at once. Hold down the CNTL key to select individuals or use the SHFT key to select a block of individuals and then click Delete.



Select Find from the Edit Menu or click the  icon to search for a particular entry.

If you're using StatTrak Address Manager for the first time, you may want to review the Overview, Frequently Asked Questions and the Quick Start Guide.

# Update Main & Details

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Click Add or Change on the Address Listings screen to add or change an address entry. Enter information and click OK to save your changes. You must enter either a name or a company. All other fields are optional.

## **Title**

Choose a title from the drop down list or enter in a new title.

## **Address Type**

To assign an address type, click on the Type drop-down list box. Select an address type or click on Multiple Types. When you click on multiple types a small pop-up screen is displayed listing all the address types with check boxes next to them. Use the checkboxes to select all the address types that apply to this entry. For example, you may want to have Robert Smith in your Business list and your Holiday Card list. Click the small button next to the Types list box to view the multiple types pop-up screen and make changes.

**To add a new address type, select Edit Address Types from the drop down list.**

## **Name**

If you would like to enter more than a simple first name and last name, you have room to accommodate some other formats.

For example:

1. Robert & Mary (first name) Smith (last name)
2. Robert (first name) Smith & Family (last name)
3. If you need 2 names, you can enter one in the name field and the next name in the first address line.  
Robert Smith (first and last name)  
Mary Jones-Smith (address line 1)

## **Details**

Click on the Details tab to add or change additional information.

Anniversary can optionally be viewed on the Birthday Report.

## **Custom Fields**

You can enter up to 5 custom fields on the details tab.

**To customize the field headings, select Custom Fields from the Tools Menu.**

# Update Individual

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Click on the Individual tab, then click Add or Change to add or change an individual.

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.

Enter information and click OK to save your changes. First Name is the only required field. All other fields are optional.

You can add any number of individuals.

# Back Up Database

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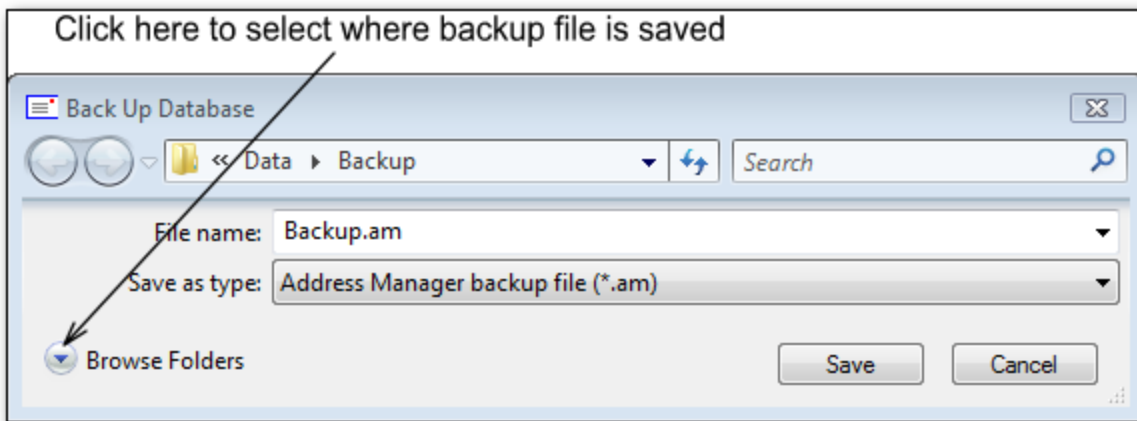
Select Back Up Database from the File Menu to make a copy of your StatTrak Address Manager database.

We recommend backing up your data to your hard drive and a USB flash drive. This way you have a backup copy you can quickly restore from on your hard drive and an external copy on the flash drive that you can recover from if you ever experience problems with your hard drive.

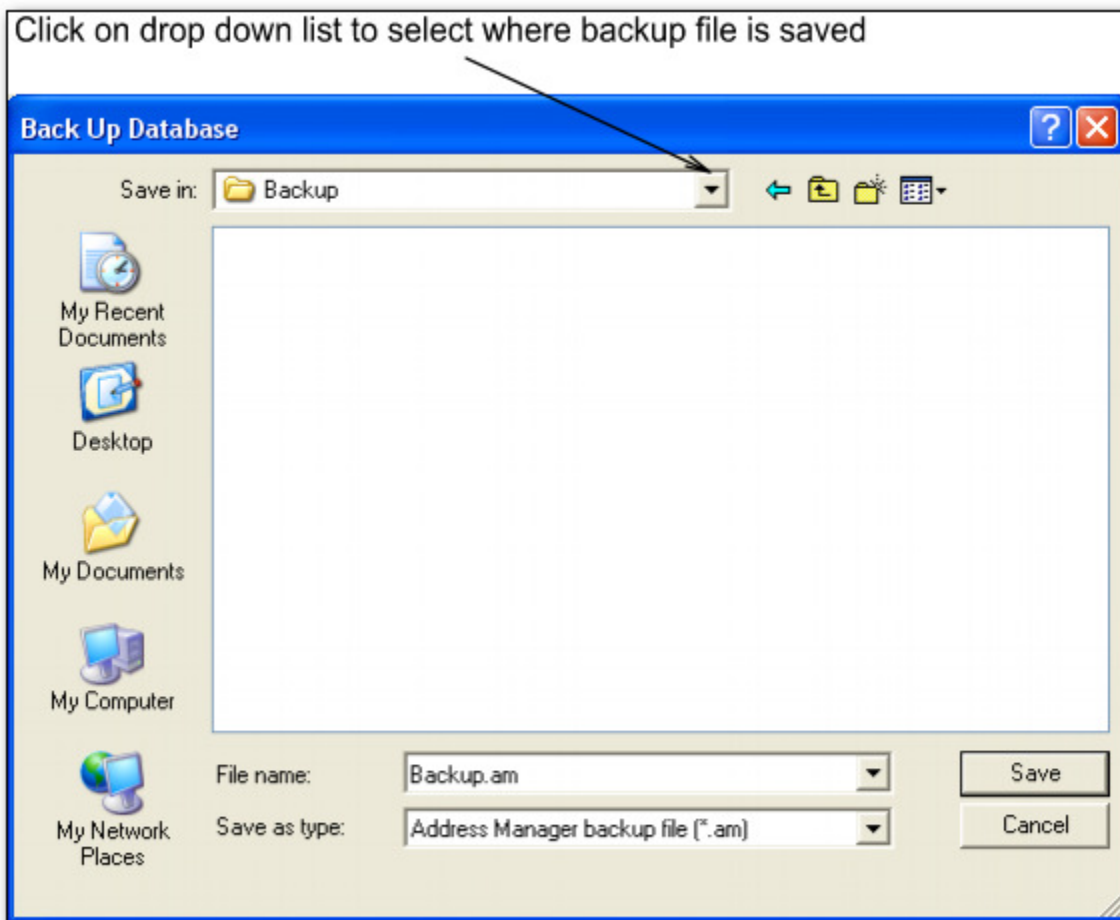
To restore your data from the backup file, use the Restore Database function on the File Menu.

Select where you want to save your backup file and then click Save. The Backup Database screen looks different depending on what version of Windows you're running (see examples below).

## For Windows 7 / Vista

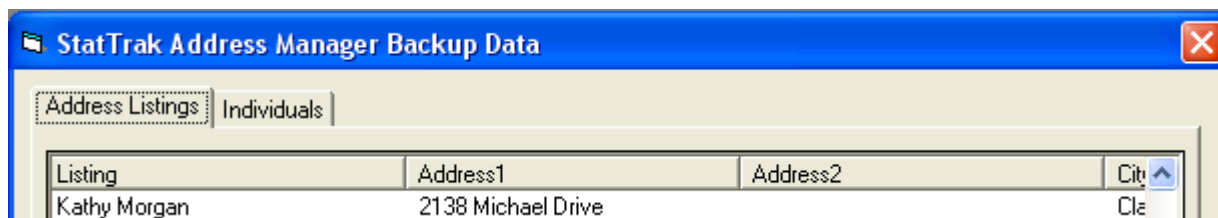


## For Windows XP or 2000



If you plan to run StatTrak Address Manager on two computers, like home and work, you can back up your database to a USB flash drive and then load it to the other computer using the Restore Database function on the File Menu.

After the backup is complete, you have the option to view your backup file. Here is an example:



Check out the Import and Export functions if you just want to update certain names and addresses (not the entire database) between two computers.

There is an emergency backup that may be useful in recovery if no other backup exists. This file is named `apsam.bak` or `apsam.bak2`.

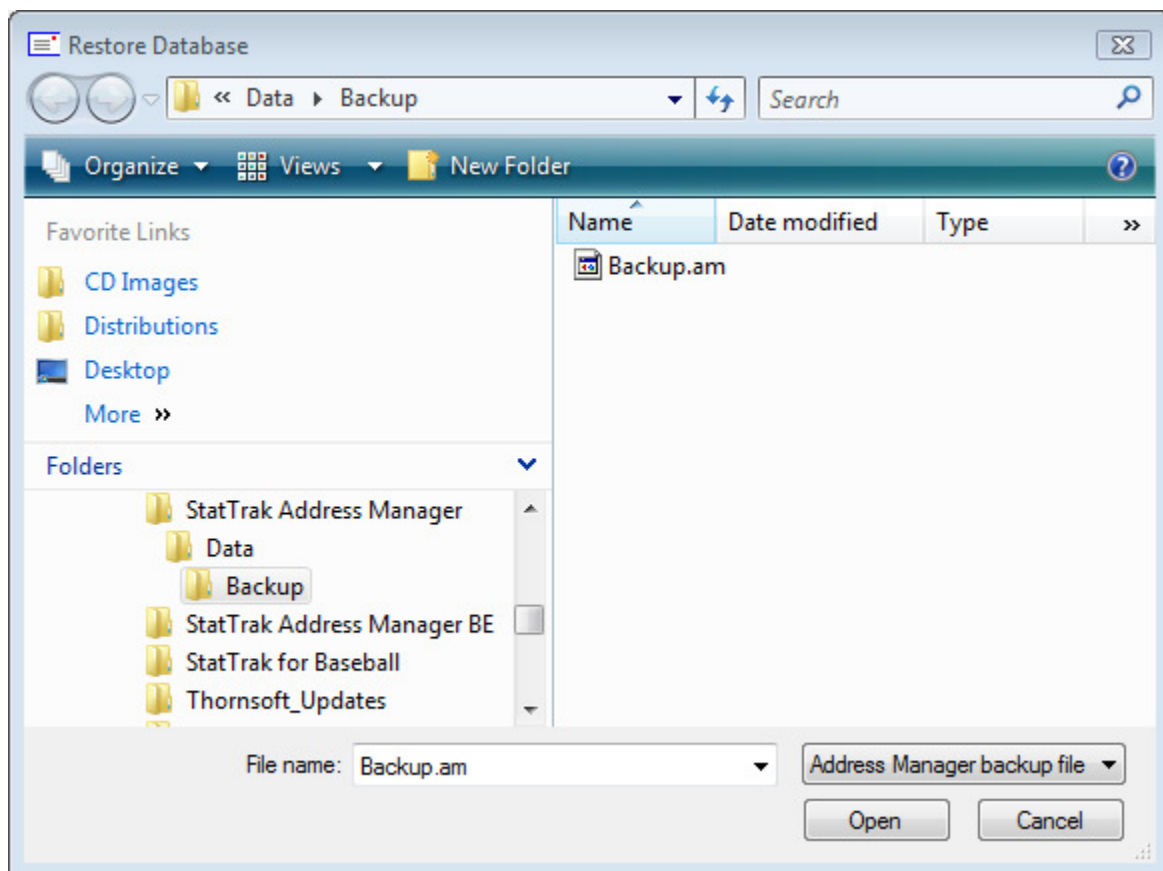
## Restore Database

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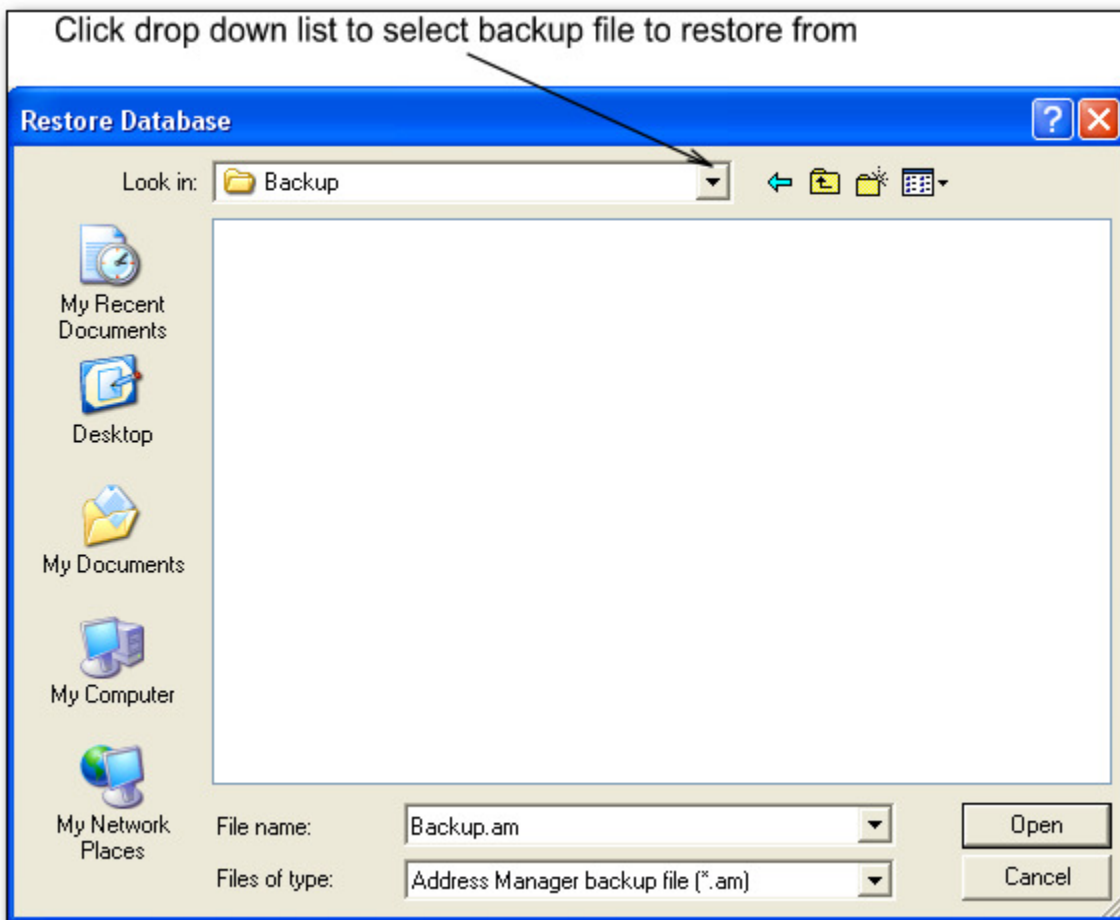
Select Restore Database from the File Menu to restore the StatTrak Address Manager database with a backup file created using the Back Up Database function on the File Menu. During the restore, all data in your database is overwritten with what is on the backup file so be sure you want to do this before proceeding!

Select where your backup file is located and click open. The Restore Database screen looks different depending on what version of Windows you're running (see examples below).

### For Windows 7 / Vista



## For Windows XP



If you plan to run StatTrak Address Manager on two computers, like home and work, you can back up your database to a USB flash drive using the Back Up Database function on the File Menu and then load it to the other computer using the Restore Database function.


Check out the Import and Export functions if you just want to update certain names and addresses (not the entire database) between two computers.



# Address Report

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Click  on the toolbar or select Address from the Reports Menu to display the Address Report. The report shows the name and address for each entry on the database. However, the report does not list the individuals added. Use the Detail Report or the Custom Report to display information on individuals.



Click  on the toolbar or select Print from the File Menu to print the report.

Click Preferences to change the fields shown on the report and appearance including report size for personal planners, number of columns, and page break by letter.

Click Select to select the names you want on the report and to change the report title.

Format the report with the following toolbar options:




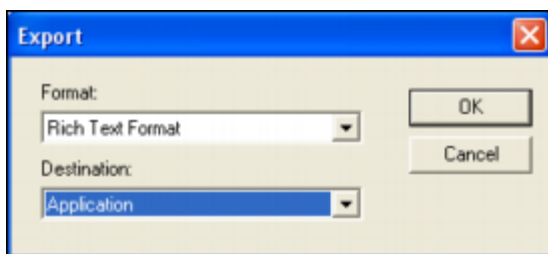
Change the font style and font size by selecting from the drop-down list box



To export a report:



Click  on the upper left to start the export. In the first drop down list, select the format. We recommend using Rich Text Format. Other options include Word for Windows and PDF. In the second drop down list, select Application and click OK.




This starts the appropriate application such as Microsoft Word and puts the report information directly into it. From there you can edit and save the file just as you normally would in the application. You can also start an email and send the document as a file attachment.

# Phone Report

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Click  on the toolbar or select Phone from the Reports Menu to display the Phone Report. The report shows the name, and phone number for each entry on the database. However, the report does not list the individuals added. Use the Detail Report or the Custom Report to display information on individuals.



Click  on the toolbar or select Print from the File Menu to print the report.

Click Preferences to change the fields shown on the report and appearance including report size for personal planners, number of columns, and page break by letter.

Click Select to select the names you want on the report and to change the report title.

Format the report with the following toolbar options:




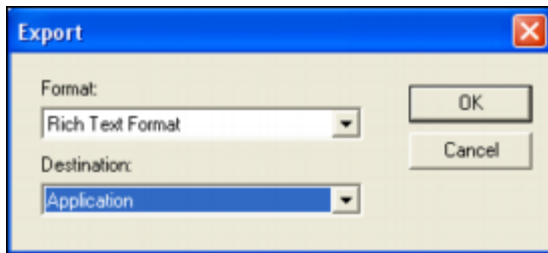
Change the font style and font size by selecting from the drop-down list box



To export a report:




Click  on the upper left to start the export. In the first drop down list, select the format. We recommend using Rich Text Format. Other options include Word for Windows and PDF. In the second drop down list, select Application and click OK.



This starts the appropriate application such as Microsoft Word and puts the report information directly into it. From there you can edit and save the file just as you normally would in the application. You can also start an email and send the document as a file attachment.

# Detail Report

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Click  on the toolbar or select Detail from the Reports Menu to display the Detail Report. The report shows all information entered for each entry on the database. This includes information entered for individuals. If you do not want information on individuals, use the Address Report or the Phone Report.

Click  on the toolbar or select Print from the File Menu to print the report.

Click Preferences to change the fields shown on the report and appearance including report size for personal planners, number of columns, and page break by letter.

Click Select to select the names you want on the report and to change the report title.


Format the report with the following toolbar options:

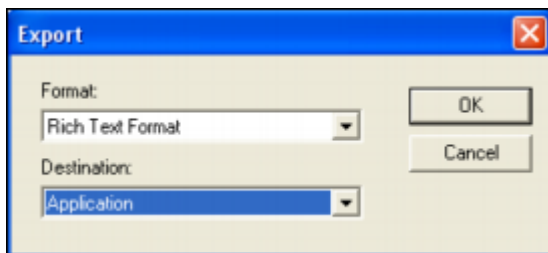


Change the font style and font size by selecting from the drop-down list box



To export a report:


Click  on the upper left to start the export. In the first drop down list, select the format. We recommend using Rich Text Format. Other options include Word for Windows and PDF. In the second drop down list, select Application and click OK.



This starts the appropriate application such as Microsoft Word and puts the report information directly into it. From there you can edit and save the file just as you normally would in the application. You can also start an email and send the document as a file attachment.

# Custom Report

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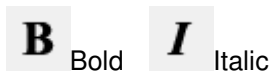
Click  on the toolbar or select Custom from the Reports Menu to display the Custom Report. The report allows you to choose the exact fields you want to display including information entered for individuals.

Click  on the toolbar or select Print from the File Menu to print the report.

Click Preferences to change the fields shown on the report and appearance including report size for personal planners, number of columns, and page break by letter.

Click Select to select the names you want on the report and to change the report title.


Format the report with the following toolbar options:

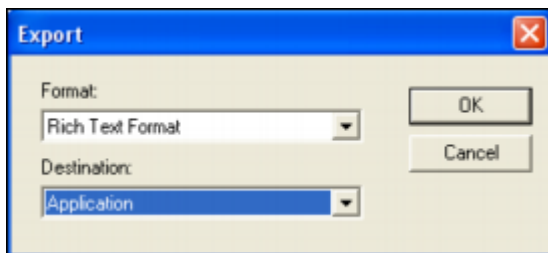


Change the font style and font size by selecting from the drop-down list box



To export a report:

Click  on the upper left to start the export. In the first drop down list, select the format. We recommend using Rich Text Format. Other options include Word for Windows and PDF. In the second drop down list, select Application and click OK.




This starts the appropriate application such as Microsoft Word and puts the report information directly into it. From there you can edit and save the file just as you normally would in the application. You can also start an email and send the document as a file attachment.

# Birthday Report

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Click  on the toolbar or select Birthday from the Reports Menu to display the Birthday Report. The report shows the Month, Day, Day of Week, Name, Year and Age for all Individuals with a birthday entered. The age is automatically calculated based on the current date. If the birthday is after the current date, "Will be" prefaces the age. If the year was not entered for a birthday, the age is blank.

**To set up a birthday reminder alert that will display when the program starts, click on the Tools Menu and select Options.**



Click  on the toolbar or select Print from the File Menu to print the report.

Click Preferences to change dates and the fields displayed. For example, you can choose to only display birthdays for the month of June. Or you can choose not to display information for year or age. On the Preferences screen you can also change the report to display **Anniversaries** too.

Click Select to select the names you want on the report and to change the report title.

Click Labels or Envelopes to create address labels or envelopes for all individuals listed on the report. When you click Labels or Envelopes the Print Preview screen is displayed with the names and addresses of all individuals listed on the report. This is especially useful when used with the Preferences screen. For example, change the preferences to only display birthdays for next month then click Labels to print out mailing labels for everyone with a birthday next month.

Format the report with the following toolbar options:




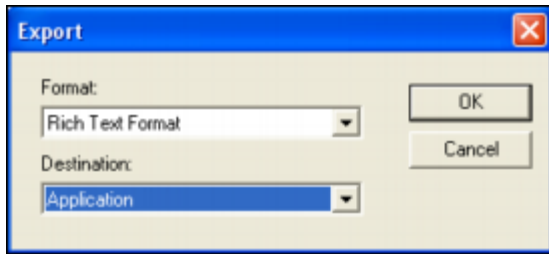
Change the font style and font size by selecting from the drop-down list box



To export a report:



Click  on the upper left to start the export. In the first drop down list, select the format. We recommend using Rich Text Format. Other options include Word for Windows and PDF. In the second drop down list, select Application and click OK.



This starts the appropriate application such as Microsoft Word and puts the report information directly into it. From there you can edit and save the file just as you normally would in the application. You can also start an email and send the document as a file attachment.

## Reminders Report

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Select Reminders from the Reports Menu to display the Reminder Report. The report shows the Month, Day, Day of Week, Name, Year and Age for all individuals with a birthday or important date entered. The age is automatically calculated based on the current date. If the birthday is after the current date, "Will be" prefaces the age. If the year was not entered for a birthday, the age is blank.

**This report is only displayed if you have reminders turned on. To turn on reminders, click on the Tools Menu and select Options.**



Click  on the toolbar or select Print from the File Menu to print the report.

Click Preferences to change the fields displayed. For example you may choose not to display information for year or age.

Click Select to select the names you want on the report and to change the report title.

Click Labels or Envelopes to create address labels or envelopes for all individuals listed on the report. When you click Labels or Envelopes the Print Preview screen is displayed with the names and addresses of all individuals listed on the report.


Format the report with the following toolbar options:

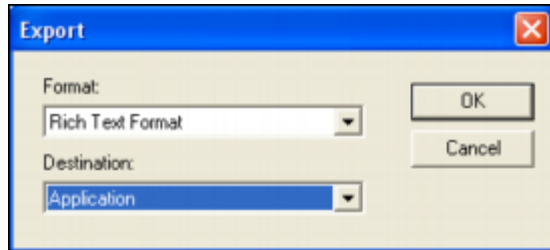


Change the font style and font size by selecting from the drop-down list box



To export a report:

Click  on the upper left to start the export. In the first drop down list, select the format. We recommend using Rich Text Format. Other options include Word for Windows and PDF. In the second drop down list, select Application and click OK.



This starts the appropriate application such as Microsoft Word and puts the report information directly into it. From there you can edit and save the file just as you normally would in the application. You can also start an email and send the document as a file attachment.

## Report Selection

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Click Select on the Address, Phone, Detail, Custom, or Birthday reports to select the names you want on the report. You can select address types and then individually select any names on the database for your report. By default all address types are shown.

You can also change the Report Title on the Report Selection screen.

# Report Preferences

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Click Preferences on the Address, Phone, Detail or Custom reports to change size, number of columns, and the fields displayed.

## **Display Name**

Click on the Display Name drop down list to change how names are displayed on the report.

## **Size**

Click on the Size drop down list to change the size layout. By default, standard size is selected.

Standard size is 8 1/2 x 11 inch paper.

Planner size is a half sheet of paper (5 1/2 x 8 1/2). The Planner size layout prints two planner size pages on one sheet of 8 1/2 x 11 paper.

Portable size is 3 3/4 x 6 3/4. The Portable size layout prints two portable size pages on one sheet of 8 1/2 x 11 paper with a margin on the right and bottom.

## **Columns**

Click on one, two, or three to select the number of columns of information to display on the report.

Note the column selection will be grayed out if planner or portable size is selected.

## **Fields**

Click on the check boxes to display or suppress the optional fields. When a box is checked the field is displayed. When a box is unchecked (blank) the field is not displayed.

## **Page Break by Letter**

Click on the Page Break by Letter check box to start a new page each time a last name is encountered with a different letter. If you want to fit as many names as possible on a page, uncheck this option.

## **Report Footer**

The report footer is printed at the bottom of the report. To remove any of the fields from the footer, uncheck the corresponding check box. Note the index and page number check boxes will be grayed out if planner or portable size is selected.



# Birthday Report Preferences

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Click Preferences on the Birthday Report to change dates and the fields displayed.

Click on the first drop down list to display Anniversaries, Birthdays, or both.

Click on the Year drop down list to select a different year. For example, if you select 1995 you will see how old each person was on their birthday in 1995. If you select 2020, you will see how old each person will be in that future year.

Click on the Month drop down list to display birthdays for only a specific month or for all months.

Click on the check boxes to display or suppress Year, Age and Day of Week. When a box is checked the field is displayed. When a box is unchecked (blank) the field is not displayed.

The report footer is printed at the bottom of the report. To remove any of the fields from the footer, uncheck the corresponding check box.

# Address Types

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Select Address Types from the drop down list to add, change and delete address types. Every name added to StatTrak Address Manager can be assigned one or several address types. Address types are used for grouping related names and addresses. You can add as many address types (i.e. Business, Friends, Neighbors, Holiday Cards, Softball Team) as you want. You can select a particular address type on the Address Listings screen to list only names with that type. Any report (including creating labels ) can be filtered for any combination of address types.

If you delete an address type that is assigned to one or more names, then those names will have that address type removed. You will be warned if you try to delete an address type that is assigned to names.

To check if any names are not assigned an address type, select "No Type Assigned" from the Show Address Type drop-down list box on the Address Listings screen. You can change the address type assigned to a name at any time.

To assign or remove Address Types from multiple entries at once, use the Assign Address Type and Remove Address Type functions in the Edit Menu.

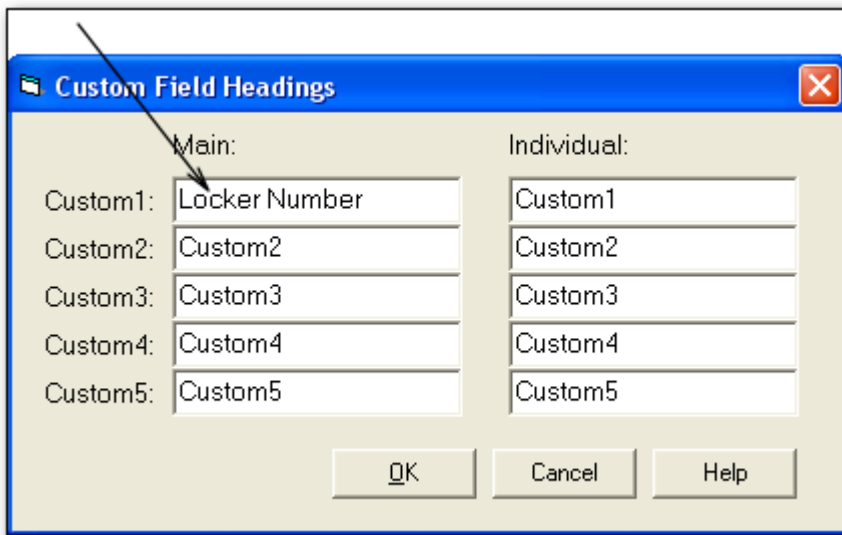
# Custom Fields

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Select Custom Fields from the Tools Menu to change the field headings for up to 5 fields for the main entry and 5 fields for the individual entry.

By default the field headings are Custom1, Custom2, etc. Type over the text to replace it with your own custom heading and click OK to save changes.

Changes made to the custom field headings are shown on the Details and Individual tabs (see example with Locker Number below).



Main	Details	Individuals
<b>Details for:</b>		Notes:
Website:	<input type="text"/>	
Birthday:	<input type="text"/>	
Anniversary:	<input type="text"/>	
Locker Number:	174	
Custom2:	<input type="text"/>	
Custom3:	<input type="text"/>	
Custom4:	<input type="text"/>	
Custom5:	<input type="text"/>	

# Options

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Select Options from the Tools Menu.

## **Database Location**

The folder where your database is stored is displayed. Click Browse to change the location. If you have multiple licenses, install the program on each computer. Then click Browse to select a new directory path on your shared network.

## **Reminders**

The Reminders option displays reminders for birthdays and anniversaries when you first start the StatTrak Address Manager program. By default this option is turned off. To turn on reminders, click in the checkbox. Click on the drop down list and choose to display reminders for birthdays, anniversaries, or both. Enter the number of days to display reminders for dates in the future and past. To only view future dates, enter zero for number of days in the past. You may view reminders as a report at any time by clicking on the Reports Menu and selecting Reminders.


## **Quick Recall**

The Address Quick Recall option tries to match your entry to what you've previously entered. The quick recall feature is designed to save time and reduce errors during data entry. As you type the first character into a field, the quick recall tries to match the new entry to existing ones for that field. You can continue entering characters until the correct entry appears, then press tab (or click in another field) to accept the entry and move to the next field. The quick recall feature is used for the city, state, zip code, country, and last name fields.

# Labels and Envelopes

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Click  on the toolbar or select Labels and Envelopes from the Reports Menu to select the addresses you want to print.

Click Print Labels or Print Envelopes to display the Print Preview screen. On the Print Preview screen you can change the font, font size, label type (e.g. Avery 8160) or envelope size.

Click Preferences to change the fields displayed on a label or envelope. For example you can choose to display country, phone, email, etc.

There are 3 columns of information on the Labels and Envelopes screen.

1. The 1st column lists all Address Types. Click on the checkboxes to remove any address types you do not want to print addresses for.
2. The 2nd column lists the names with the address types selected. Click on the checkboxes to remove any names you do not want to print addresses for.
3. The 3rd column lists the addresses of the names selected in the 2nd column.

To edit an address listed in the 3rd column, click on any line of the address and then click Change. Edits do not change what is recorded on the database.

Click on the Sort By drop down list box to change the sort option.

## **Frequently Asked Questions:**

[Labels FAQ](#)

[Envelopes FAQ](#)

# Labels & Envelopes FAQ

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## **Frequently Asked Questions:**


[Labels FAQ](#)

[Envelopes FAQ](#)

# Labels FAQ

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## How do I print labels?

1. Click the  icon on the tool bar to view the Labels & Envelopes screen.
2. Select the addresses you want to print by clicking on the check-box next to the name in the middle section or click the Select All button.
3. Click the Print Labels button at the bottom of the screen to view the print preview screen.
4. Click the Printer icon or select Print from the File Menu.

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

1. In the middle section, click on a checkbox next to a name to select one address.
2. Click the Dup button (duplicate) in the lower right to create duplicate labels of the address selected.
3. Click the Dup button for each label on your label sheet. To help you keep track, the total number of labels is listed at the top of the right hand section.
4. Click the Print Labels button and 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 the addresses you want to print in the middle section.
2. Click the Insert button in the lower right for each label already used on your label sheet.
3. Each time you click Insert, a "[Black Label]" is inserted above your addresses. This is a place holder that will skip over the label area on your label sheet during printing.
4. Click the Print Labels button and you'll see your addresses starting further down on the label sheet.

## How do I add an image on the label?

1. On the Labels & Envelopes screen, click the Preferences button at the bottom of the screen.
2. Click the Image tab.
3. Select an image from the image library or add your own custom image.
4. Click the Print Labels button and you'll see the image on your labels.
5. To adjust the position of the image, click the Layout button.

## How do I change the label type?

1. Click the Print Labels button to view the print preview screen.
2. Click the Label Type button at the top of the print preview screen.
3. Select Cut Sheet for "Paper".
4. Select Avery Standard Cut Labels for "Piece".
5. Make a new selection from the list box and click OK.
6. You'll see the Print Preview screen with your addresses reformatted to the new label type.

## How do I adjust where the address prints on a label?

1. Click the Print Labels button to view the print preview screen.
2. Click the Layout button at the top of the print preview screen.
3. The gray box outlined with black squares represents the address block. Hold your mouse over a black square and then click and drag to adjust. You may also click and drag on the gray box itself then click OK.
4. You'll see your addresses in the adjusted position.

## I'm having trouble with the layout and would like to start over. What should I do?

1. Click the Print Labels button to view the print preview screen.
2. Click the Tools Menu and select Reset Layout to Default. The Tools Menu is located to the right of the File Menu, above the report icons.
3. Click Yes to the prompt asking if you'd like to continue. Click OK.

4. You'll see your addresses in the default position for the label type you're working with.
5. Now, try printing again and make adjustments using the Layout screen as needed.


#### **How do I print the country name on a label?**

1. On the Labels & Envelopes screen, click the Preferences button at the bottom of the screen.
2. Click on the check-box next to the country field and click OK.
3. You'll see address with country on the right hand section.

## Envelopes FAQ

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#### **How do I print envelopes?**

1. Click the  icon on the tool bar to view the Labels & Envelopes screen.
2. Select the addresses you want to print by clicking on the check-box next to the name in the middle section or click the Select All button.
3. Click the Print Envelopes button at the bottom of the screen to view the print preview screen.
4. Click the Printer icon or select Print from the File Menu.

#### **How do I add an image on the envelope?**

1. On the Labels & Envelopes screen, click the Preferences button at the bottom of the screen.
2. Click the Image tab.
3. Select an image from the image library or add your own custom image.
4. Click the Print Envelopes button and you'll see the image on your envelopes.
5. To adjust the position of the image, click the Layout button.

#### **How do I add an image on the return address?**

1. By default when you add an image it's placed next to the addressee.
2. To move the image to the return address area, click on the Layout button.
3. There are shaded boxes representing blocks for the return address, the image, and the addressee.
4. Click and drag on the return address block to move it to the right to make room for the image. Then click and drag on the image box to position it to the left of the return address. Click OK.
5. You'll see the envelope with the image next to the return address.
6. Please note, you may only have one image on an envelope. You may position it where you'd like, but there can only be one image.

#### **How do I change the envelope size?**

1. Click the Print Envelopes button to view the print preview screen.
2. Click the Envelope Type button at the top of the print preview screen.
3. Select Cut Sheet for "Paper".
4. Select Envelopes for "Piece".
5. Make a new selection from the list box and click OK.
6. You'll see the Print Preview screen with your addresses reformatted to the new envelope size.

#### **How do I adjust where the address prints on an envelope?**

1. Click the Print Envelopes button to view the print preview screen.
2. Click the Layout button at the top of the print preview screen.
3. The gray box outlined with black squares represents the address block. Hold your mouse over a black square and then click and drag to adjust. You may also click and drag on the gray box itself then click OK.



4. You'll see your address in the adjusted position.

#### **How do print a return address on an envelope?**

1. Click the Print Envelopes button to view the print preview screen.
2. Click the Return Address button.
3. Enter the return address, click on the check-box for Display Return Address and click OK.

#### **How do I print the country name on an envelope?**

1. On the Labels & Envelopes screen, click the Preferences button at the bottom of the screen.
2. Click on the check-box next to the country field and click OK.
3. You'll see address with country on the right hand section.
4. Click the Print Envelopes button.

#### **The envelope goes through the printer but doesn't have the address printed on it. What should I do?**

1. First, re-establish default settings. Click the Print Envelopes button to view the print preview screen.
2. Click the Tools Menu and select Reset Layout to Default. The Tools Menu is located to the right of the File Menu, above the report icons.
3. Click Yes to the prompt asking if you'd like to continue. Click OK.
4. You'll see your addresses in the default position for the envelope size you're working with.
5. Now, try printing again. If you still don't see the address, continue to step 6.
6. Click on the Tools Menu and select Envelope Position.
7. Click on the check-box for Use Automatic Envelope Position to un-check the option.
8. Click on the image that best represents the way an envelope is loaded into your printer.
9. Try printing again. If you see an address but it is several inches off, continue to step 10.
10. Click on the Tools Menu and select Envelope Position.
11. At the lower left of the screen, click on the Offset drop down list and select bottom.
12. Try printing again.
13. If you are low on envelopes, you may want to cut a few sheets of paper to the size of your envelope and use those for test printing. You may need to try a few different envelope position and offset (top/bottom) combinations to find one that works for your printer.

# Print Preview

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Select addresses on the Labels and Envelopes screen and then click Print Labels or Print Envelopes to display the Print Preview screen.

Click Zoom + or Zoom - to zoom in or out.

Click Label Type or Envelope Type to select the label or envelope you want to print to. Most Avery label formats as well as others are available to choose from. The most common Avery labels can be purchased at most office supply stores.

Click Layout to adjust the print position, text alignment, or to add a custom text line.

Format the name and address with the following toolbar options:



Change the font style and font size by selecting from the drop-down list box



Click  on the toolbar or select Print from the File Menu to print the labels or envelopes. Click Printer Setup from the File Menu to change printer settings.

Click Layout to adjust the print position if the address lines aren't lining up correctly on the labels, .

# Label and Envelope Preferences

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Click Preferences on the Labels and Envelopes screen to change the fields displayed.

## Main

Any field with a check mark is displayed on the label or envelope. Click on the check box to select a field to display. Click on the check box again to remove the check mark.

## Individual

Click on the Include Individuals drop down list to select how you want to handle individuals.

Select "Don't List" if you don't want to include individuals at all.

Select "As Separate Labels" if you want to print separate labels or envelopes for individuals.

Select "Inside Main Labels" if you want to print individuals indented underneath the main entry on the same label.

Any field with a check mark is displayed on the label or envelope. Click on the check box to select a field to display. Click on the check box again to remove the check mark.

## Images

Click Add Image to add an image to print on your label or envelope. You may select an image from the existing image library included with StatTrak Address Manager or add your own custom image. Click Print Labels or Print Envelopes to view the print preview screen displaying the image you've selected. To make changes to the image library, select Image Library Maintenance from the Tools Menu.

## Postal

### USPS Format

Click in the check box for USPS Format to convert entries to all upper case letters and to remove any punctuation such as commas and periods. This is the preferred standard for the United States Postal Service (USPS). The changes are temporary and are not applied to the StatTrak Address Manager database.

### UK Format

Click in the check box for United Kingdom (UK) Format to display addresses with city, state, and zip/postal code all on separate lines. The changes are temporary and are not applied to the StatTrak Address Manager database.

### Mexico Format

Click in the check box for Mexico Format to display addresses with zip/postal code before the city. The changes are temporary and are not applied to the StatTrak Address Manager database.

## Envelope

Click on the check boxes to display a return address or a stamp place holder on envelopes. Click Set Return Address to enter the return address you'd like to print on each envelope.

## Selections

Click on the drop down lists to select the default settings for how addresses are displayed when you first view the Labels and Envelope screen.

# Label and Envelope Layout

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Click Layout on the Print Preview screen to adjust the print position, text alignment, or to add a custom text line.

To adjust the print position, left click on the gray box, then hold and drag the gray box to a new position. You can also adjust the print position by using the arrow buttons labeled Top, Left, Height, Width. This is a good option if you only need to adjust the print slightly.

To change the alignment, click on Format at the top of the Piece Layout Screen. The current alignments are checked.

Click on another alignment to change it.

To add a custom text line, double click on the gray box and start typing your text. You must not remove or modify the phrase <<the data>>.

You can add custom text before or after <<the data>>. The text will be printed on every label or envelope.

To print the return address on a label, click on Display, and click on Return Address.

Click OK when you've completed your changes to return to the Print Preview screen.

# Label and Envelope Types

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Click Label Type or Envelope Type on the Print Preview screen to change the type or size of labels or envelopes. Click OK to save changes.

## **Paper**

Select Cut Sheet for standard cut sheet labels or envelopes. Select Continuous for perforated pin fed labels where only one label is up at a time.

## **Product**

Click on the Product drop down list to change the product selection (e.g., Avery standard cut sheet, Envelopes, etc).

## **Piece**

Use the scroll bar to view choices in the Piece list box and click on your selection.

If you do not see the particular Avery label number you want, make sure the Paper type is Cut Sheet and the Product is Avery standard cut sheet and scroll down the list again. You can still don't see your Avery label number, you may be able to find the same label size and layout under a different number.

## **Info**

The info section displays more dimension details about the label or envelope selected. When you select Custom Envelope from the Piece list box this section allows you to input the width and height of your custom envelope. Enter the size in inches. Use decimals to represent fractions of an inch. For example, 5.5, 5.25., etc. If you are using Custom Envelope sizes, you may need to change the Envelope Position to indicate how envelopes are loaded into your printer.

# Set Return Address

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Click Return Address on the Print Preview screen to add or change the return address.

Check Display Return Address to automatically display and print the return address on every envelope or postcard.

Click OK when you've completed your changes to return to the Label Print Preview Screen.

# Envelope Position

---

Select Envelope Position from the Tools Menu to indicate the position that your printer loads envelopes.

By default the Automatic Envelope Position is checked on. We recommend leaving this checked on unless you are experiencing problems printing envelopes.

To change the position, click on the Use Automatic Envelope Position check box to un-check the option. Then

click on the image that best represents the way an envelope is loaded into your printer. The default setting is Landscape Left. The top row of options is Landscape: Left, Center, Right. The bottom row of options is Portrait: Left, Center, Right.

Use the offset drop down list in the lower left to shift the envelope position towards the top or bottom.

Also see Envelope FAQ

# Image Library Maintenance

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Select Image Library Maintenance from the Tools Menu to change, add, or delete images from the image library. The image library includes several images for you to use and you may also add your own custom images.

In the image library, images are organized into categories. To add a new category or change an existing one, click on the Category drop down list and select Edit Categories.

To move an image to a new category, click on Image Properties. You may also change the name of the image on this screen.

To add your own custom image, click Add Image. To delete images, select an image and click Delete Image. To select multiple images to delete, hold down the Ctrl key on your keyboard and click on each image or use the Shift key to select a block of images.

The image library is where the images are stored and organized. When you're ready to print labels or

envelopes, you'll need to select an image on the Preferences screen. Click the  icon on the tool bar and then click on the Preferences button. Click in the Images tab and select an image to print on the labels or envelopes.

# Edit Address

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Clicking Change or double-clicking on a name on the Labels and Envelopes screen displays the Edit Label screen. You can change any of the information listed here. These are temporary changes and will not change information on the StatTrak Address Manager database.

This function comes in handy when you want to change how a name appears on a label for a specific mailing. For example, you could change "Dave Smith" to "Dave Smith & Family".

If you need to create a label you will probably only use once, you can click Insert on the Labels and Envelopes screen which creates a "[Blank Label]" and then click Change to enter whatever you want on the Edit Label Screen. This way you don't have to enter a temporary name and address into StatTrak Address Manager.



## Export Names and Addresses

---

Select Export Names and Addresses from the Tools Menu to create a file of information from your StatTrak Address Manager database.

There are 2 file Formats you can export to. Choose Microsoft Access if you want to export information for another StatTrak Address Manager program. The export file created will have a file extension of MDB. Choose Comma Delimited (also called comma separated) to export information for any other program. The export file created will have a file extension of CSV.

By default all Address Types are selected (with a check mark). Uncheck any types that you don't want to export information for.

The default name for the export file is "Export Names" but you can change this name to whatever you'd like. Click on Browse to select where the file is saved.

Do not confuse the Export function with the Back Up function. The Back Up Database function backs up (makes a copy of) the entire StatTrak database that can be used to restore from if needed. The Export function creates a subset of the StatTrak database based on Address Types.

## Import Names and Addresses

---

Select Import Names and Addresses from the Tools Menu to import information into your database.

You can import from a comma delimited file, another StatTrak Address Manager, or from other All-Pro Software programs including Tournament Scheduler Pro, and StatTrak for Baseball.

Click on the appropriate selection in the Import Data From section. Click on Browse to select the import file location and then click Import.

See Comma Delimited Import Screen for more information on importing from Outlook, Excel or another software program.

If the entry imported already exists on the database, a window will pop-up and ask you if you want to Add a new entry to the database, Replace the existing entry or Skip processing the record. See Duplicate Warning Screen for more information.

Do not confuse the Import function with the Restore function. The Restore Database function replaces the entire StatTrak Database. The Import function adds or updates names on the StatTrak Address Manager Database.

# Choose Name Type

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The Choose Name Type screen is displayed if you are importing addresses from an older version of StatTrak Address Manager.

The older versions of the program didn't have a separate field for Individual and Business, so this screen is displayed which will allow you to quickly look at each entry that is being imported to specify whether the address is a company or an individual. If you click on 'Individual' the name will be assigned to the First, Middle and Last name fields. If you choose 'Business', the name will be assigned to the Company field.

If you know that all the remaining addresses are the same type, check the 'Treat Remaining Names the same' checkbox, then choose either Individual or Business. The rest of the file will be imported with whichever you select.

# Comma Delimited Import

There are 3 main steps to import your data into StatTrak Address Manager.

1. Create your comma delimited file.
2. Assign all columns in your comma delimited file to a corresponding field in StatTrak Address Manager.
3. Import your data.

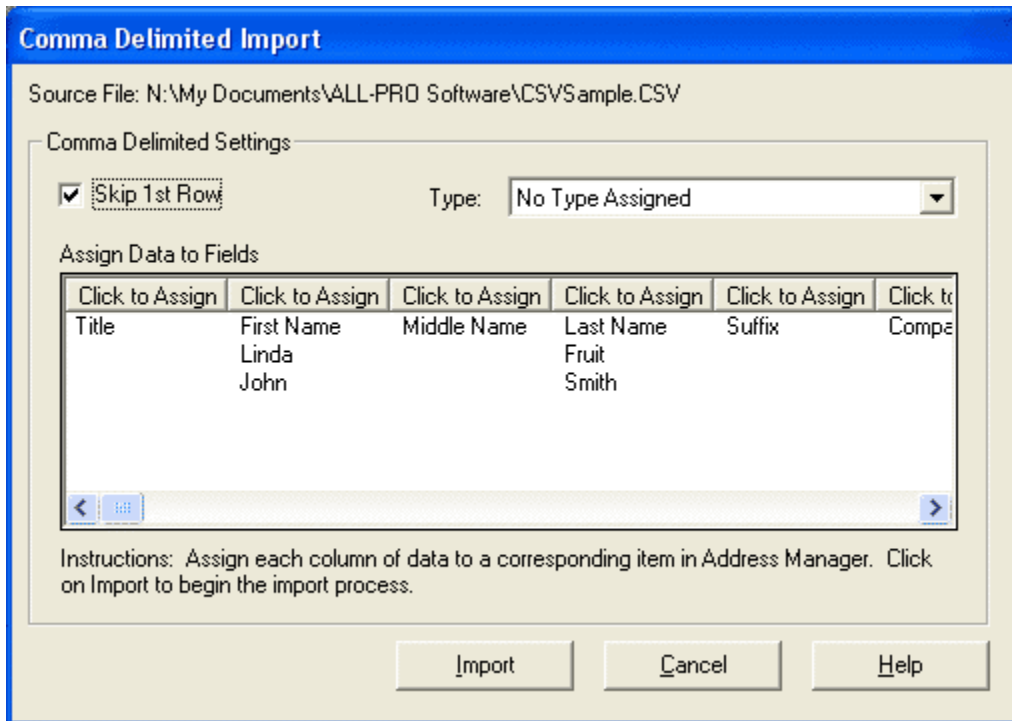
## Step 1 - Create Comma Delimited File (CSV)

Prior to the import, you need to create a comma delimited file from Outlook, Excel, or another software program where the addresses you want to import reside. This is a standard file type. You should be able to find out how to create a comma delimited file in the help section of these programs (probably under import/export). A comma delimited file is also called a comma separated file. The file extension is CSV which stands for comma separated values.

On the Import Names and Addresses Screen select Comma Delimited File. Click Browse to select the comma delimited file location and then click Import.

The Comma Delimited Import Screen is then displayed (see screen below). This is where you assign each column of import data to a corresponding field in your Address Manager database.

## Step 2 - Assign Columns

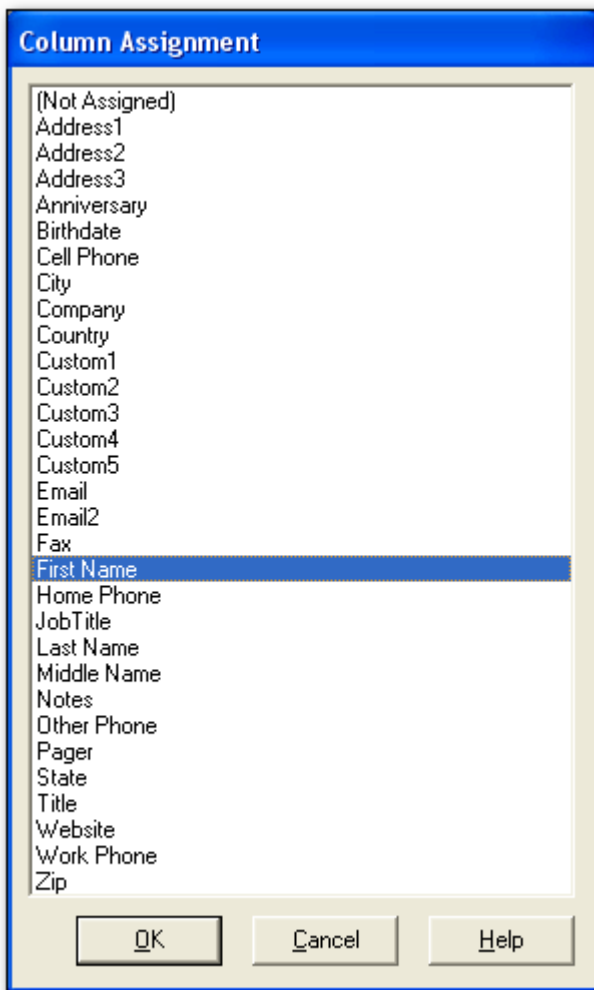


In the example above, the CSV file being imported has 3 rows of data. The first row lists all the headings in the file (Title, First Name, Middle Name, Last Name, etc). The 2nd row lists information for Linda and the 3rd row lists information for John. Since the 1st row is just the headings, the Skip 1st Row is checked. This allows the import process to "skip over" the first row of data and not import it. The first row of data is often the column text headings and not actual data that you want to import.

**If you do not see columns of data with Name, Address, City, etc and a separate row for each person, then most likely you have not created your CSV file correctly.**

Select Type from the drop down list if you are importing only one particular type of address (family, friends, etc.)

Above each column is a button labeled Click to Assign. When you click on this button, the Column Assignment screen is displayed (see screen below). It lists all the possible fields in StatTrak Address Manager. Click on a field to assign it to the column and click OK. Click on the next column's Click to Assign button and assign it to the corresponding field in StatTrak Address Manager. Continue to do this for each column. As fields are assigned, they will no longer be displayed as a choice in the Column Assignment screen.



Your import data may have columns that do not correspond to any fields in the list box (e.g. job title). Any fields unassigned will not be imported. Keep in mind you can assign multiple columns to the Notes field.

### Step 3 - Import

Once all the appropriate columns have been assigned to a field click Import.

If a name being imported already exists on the database, a window will pop-up and ask you if you want to Add a new entry to the database, Replace the existing entry or Skip processing the record. See Duplicate Warning Screen for more information.

## Duplicate Warning

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This screen is displayed when you are importing an entry that already exists on the StatTrak Address Manager database.

You have the following choices:

**Replace** - Replace the current name entry with the import address, phone, etc. Select Replace if the import address information is more accurate than what is currently on the database.

**Add New** - Add to the database as a separate entry. There will be two or more identical names on the database. Select Add if there are two people with the exact same name.

**Skip** - Skip processing this import name and address. The name will not be added to the database and no changes will be made. Select Skip if the import address information is less accurate than what is currently on the database.


**Stop Importing** - Stop the import process. No more records will be imported. Select Stop Importing if you believe you are importing an incorrect file.

Check Do This For Every Duplicate to take the same action for any further duplicates. All subsequent duplicates in the import process will automatically take the action you've indicated (Replace, Add New, etc.) without prompting. This avoids you having to repeatedly click on an action for each duplicate.

# Find

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Click  on the toolbar or select Find from the Edit Menu to search the StatTrak Address Manager database for specific text. This function is only available when the Address Listings screen is displayed. If search results are found, you can select one to display on the Address Listings screen.

Enter the text you want to search for. Select the Search Level (Households, Businesses, etc or Individuals). Select the fields you want to search and then click Find Now. All database records that contain the search text will be displayed under Search Results when the search is completed. You can double-click on a search result or select the search result and click Select to return to the Address Listings screen displaying your selection.

The search is not case sensitive. A search for "smith" with find "Smith".

Note that a search for "537" in the zip field could return finds for zips 53719 and 53537. A search for "ville" in the city field could return finds for "Janesville" and "Belleville".

# Assign Address Type

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Select Assign Address Type from the Edit Menu to assign one or more Address Types to the entries selected on the Address Listing screen. This function is only available when the Address Listings screen is displayed.

This function is designed to help you assign an Address Type to a group of entries instead of editing them one at a time.

To select multiple entries on the Address Listing screen, hold down the CNTL key and click on each entry or use the SHFT key to select a block of entries.

After the entries are selected (highlighted in blue), click on the Edit Menu and select Assign Address Type.

Click on the checkbox next to the Address Type to assign it to all entries selected.

To move a group of entries from one Address Type to another, first follow the steps above to assign the new Address Type and then use the Remove Address Type function to remove the old Address Type.

To add additional custom Address Types, select Address Types from the Tools Menu.

# Remove Address Type

---

Select Remove Address Type from the Edit Menu to remove one or more Address Types to the entries selected on the Address Listing screen. This function is only available when the Address Listings screen is displayed.

This function is designed to help you remove an Address Type from a group of entries instead of editing them one at a time.

To select multiple entries on the Address Listing screen, hold down the CNTL key and click on each entry or use the SHFT key to select a block of entries.

After the entries are selected (highlighted in blue), click on the Edit Menu and select Remove Address Type.

Click on the checkbox next to the Address Type to remove it from all entries selected.

To move a group of entries from one Address Type to another, first use the Assign Address Type function to assign the new Address Type and then follow the steps above to remove the old Address Type.

To add additional custom Address Types, select Address Types from the Tools Menu.

## Copy to Clipboard

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Select Copy to Clipboard from the Edit Menu to copy entries selected on the Address Listing screen. This function is only available when the Address Listings screen is displayed.

This function is designed to help you quickly copy one or more addresses to paste into an email or document.

To select multiple entries on the Address Listing screen, hold down the CNTL key and click on each entry or use the SHFT key to select a block of entries.

After the entries are selected (highlighted in blue), click on the Edit Menu and select Copy to Clipboard. A confirmation message is displayed. Start your email or document and paste the copied information where needed.

The address fields copied are determined by the fields selected in the Labels & Envelopes Preferences screen.

## AutoDial

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Press Ctrl + D to start AutoDial from anywhere in StatTrak Address Manager. Auto dial requires a dial-up modem. It is not compatible with DSL or cable modems. You first need to attach the cable from your phone to the computer's modem and attach another cable from the modem to the phone jack on the wall.

Enter the phone number you want to dial. Click Dial for the modem to begin dialing the number. The Dialing Screen will pop up and when the Hang Up button on the Dialing Screen is enabled you can pick up your phone and then click Hangup Phone. This allows you to exit the AutoDial Screen or StatTrak Address Manager and still be on the phone.

Click Properties on the AutoDial Screen to display the Windows Dialing Properties Screen. Click Dial Using to select another modem if you have multiple modems attached to your computer.



## Send Us Your Data

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Select Send Us Your Data from the Help Menu to submit a problem to All-Pro.

Name and Email are required. Phone is optional. The Helpdesk Problem ID is optional. Please enter in this if you already have a problem ID from All-Pro.

In the Description, please include a full description of the problem, including any specific error numbers and messages.

By providing us with a complete description we'll have a better chance of resolving the problem for you.

You may find an answer to your question right away in the Frequently Asked Questions section.

## Technical Support

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Click on the Help button, or Press F1 on any screen to view detailed help.

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