

## What is an Address Book?



An address book, whether electronic or manual, is used to store all the personal details an individual might need for friends, family, or business associates. Important bits, or fields, of information should be included to make a complete book. Fields might include the following: name, home address, work address, E-mail address, multiple phone numbers including home, work, and cellular, birthdays, anniversaries, nicknames, and space for personal notes.

A database is an excellent location to create and maintain an address book. The fields in the address book can be used to merge with a word processing document to print individual letters, memorandums, mailing address labels, envelopes, and directories. (When multiple programs are used to create a document, the user is “integrating” programs. Mail merge is an example of an integration of word processing and database computer applications.)

A database address book becomes extremely valuable because it allows the user to sort entries by names, company contacts, or birthdays, and other special occasions. An important note to remember when creating the database address book would be to plan the fields so that sorting and filtering can be accomplished with ease. For example, be certain that the person’s name is broken down into first name and last name fields to ensure that these fields can be sorted individually. The address should be multiple separate fields, such as street, city, state, ZIP, and not “lumped” together as one large field. Perhaps a contact mailing would be made for only those living in a particular state, a city, or even a designated street.

The form created for entering the data into an address book should be arranged in a format that is logical and easy-to-read. Additions, deletions, and changes to the address book will keep it current and valuable.

### Databases

Use database software with alternative input devices.