



# Instructions

## The Basics

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Is this your first time using a Macintosh computer? Or do you feel intimidated by .dmg files and need to know how to prepare and run the databases of SUNRISE Contacts 2017? Relax. It's easy. Here is our step-by-step instructions on how to get SUNRISE Contacts 2017 working for you:

### Downloading and opening

1. If you haven't done so already, download *SUNRISE Contacts 2017* from our web site. To do this, type (or copy and paste) the following address in the web browser: <http://www.sunrisepage.com/contacts/index.htm> and click the download link for the Mac version.
2. A file called *sunrisecontacts2015.dmg* will appear either on your Desktop or in the Downloads folder.
3. Double-click on this .dmg file. You will see another icon suddenly appear on the Desktop. This icon represents the SUNRISE logo and contains the words "SUNRISE Contacts 2017".

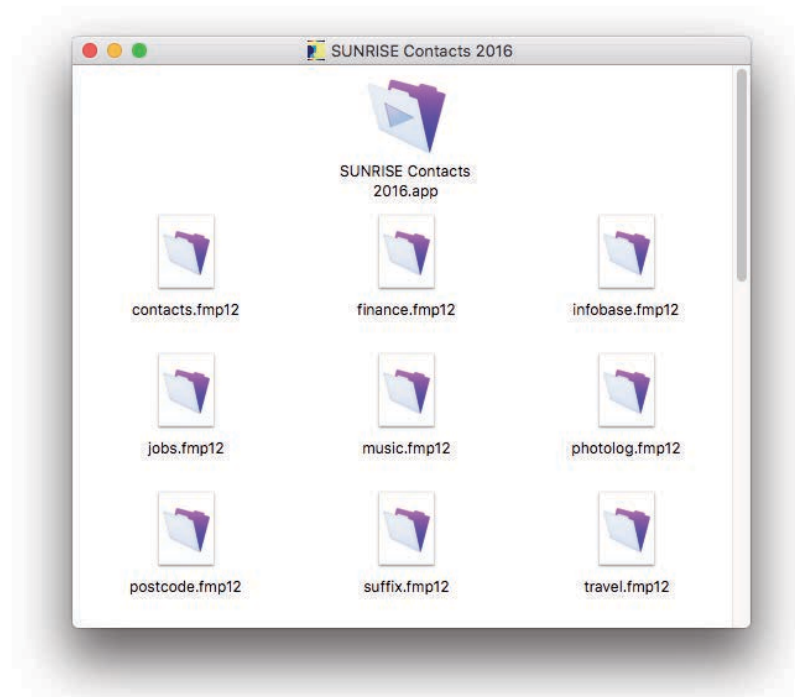
### Copying the databases to your hard disk

4. The next important step is to create a copy of this icon and its contents to another location on your computer. We need to do this to ensure the data we add to the databases are retained. The icon you are seeing on the Desktop is a "read-only" location. We recommend you don't use the databases from this specific location.
5. Move the cursor over the SUNRISE Contacts 2017 logo icon. Press down on the Option key and click the mouse button (only one button for Mac users). If you move the cursor with your mouse, you will see how you have grabbed hold of the icon and can move it around on the Desktop. With the small green sphere and its plus (+) sign, the Finder is ready to make a copy of the icon and its contents.

6. Drag the icon to an empty space on the Desktop. Have you found an empty space? OK. Let go of the mouse button while keeping the Option key down. The Finder will display a Copy window and a Progress Bar showing. It means you are in the process of copying the SUNRISE logo icon and its contents (i.e., the databases). You can let go of the Option key at this point. When you have finished copying, you will see another SUNRISE logo icon with the words “SUNRISE Contacts 2017” sitting on the Desktop. This copied version will have all the necessary read/write privileges to store data into the records of the databases.
7. With step 6 out of the way, the original SUNRISE logo icon you had copied from can now be “Ejected”. Why? You can eject it because the icon is, in fact, a virtual hard disk but with the write privileges of the disk denied in order to protect the databases from accidentally being deleted or modified. It is not unlike a DVD or CD you insert into the computer, except SUNRISE Contacts 2017 is stored inside the .dmg file. As you may know, you can’t save to a DVD. The same is true with this particular icon (because we have locked it). Want to know where the databases are stored? There are hidden inside the .dmg file. So why does it appear to be held in the SUNRISE logo icon? It is because the icon is really an electronic door to the .dmg file. When you double-click the icon, it opens up a door and an electronic wormhole is established to the contents held in the .dmg file. It’s a bit like the sci-fi series StarGate where the gate itself is the icon, and the source files lying beyond the gate are located inside the .dmg file. OK. So how do we eject the original SUNRISE logo icon that popped up after double-clicking the .dmg file? Go under the File menu in the Finder, and choose *Eject*. Give it a couple of seconds (even a computer needs a little time, and longer for the behemoth OS X El Capitan), and the SUNRISE logo icon will disappear from the Desktop. Now you can do anything you like to the .dmg file. NOTE: We suggest you keep it on your backup drive in case you need a fresh new copy to be installed at a later time.

## Launching SUNRISE Contacts 2017

8. Yippy! We have the SUNRISE Contacts 2017 folder sitting on the desktop. What do we do next? The next thing is to double-click on the icon. This will open up the folder contents showing you the available databases of SUNRISE Contacts 2017 (now it is no longer a virtual disk, but a fully fledged folder — really tricky, isn’t it?)



9. The databases are those file names ending in “.fmp12”. The other thing sitting at the top is called *SUNRISE Contacts 2017.app*. This is your runtime application for providing you with all the functions and features needed to store, retrieve and manipulate your data in any of the databases you see in the folder.
10. We recommend that you double-click on *SUNRISE Contacts 2017.app* just to see how it behaves. Or you can double-click on *contacts.fmp12*. Either way, it will work the same way. If unsure, go for what’s at the top of the folder contents because of the way it begs for attention and says “Try Me First” by its prominent position at the very top. When you double-click *SUNRISE Contacts 2017.app*, a few seconds later you will see a splash screen introducing you to your new software followed by a transition to the Address Book layout. Fortunately seeing the Address Book layout will take less time than making a cup of coffee. Good news no doubt (unless the coffee is more enjoyable).

## Does this software really work?

11. Here’s a little test. Click on the Edit Mode button. You will see it as an icon of a pencil on the right side of the navigation bar. Press the TAB key. You should be in the Subject field. Type in a subject name that best represents your contacts. Ready? Now for the new data to be accepted (and stored), click outside of a field (try the header region) and the data gets saved automatically. If that is not to your liking because you need greater assurance it has been saved, there is always the *Commit* command under the *Records* menu. Other ways to save the data is simply to move to another layout using the Navigation buttons, or you can immediately quit the database. Whichever you choose, the data will be automatically saved. Let’s try the last option just for the

sake of testing this database. The process of quitting the application (either Command Q or choosing Quit from the File menu) should bring you back to the folder containing the databases.

12. To see if the data has been properly saved. Double-click *SUNRISE Contacts 2017.app* again.
13. Did you notice something? You're right! The new data you've typed in the field is retained. Yes, it is working absolutely fine (exactly how a database should work).

## What to do with the SUNRISE Contacts 2017 icon and its databases

14. Now that your confidence in storing data in your database is proven, let's quit the database again.
15. You may be tempted to move *SUNRISE Contacts 2017.app* somewhere on the Desktop or a place where you can access it. Well, don't! Use the Finder to create what is known as an "alias". An alias is a file containing a shortcut address to the original file. It behaves just like an application or file except it knows where to point to the original application or file such that if you double-click on the alias, it will open up the original application or file. To create an alias, click only once on the *SUNRISE Contacts 2017.app* to highlight it. Go under the File menu in the Finder, and choose Make Alias (or try Command L). An alias file is created next to the original file. Now drag and drop this alias to a location you are happy to access it.
16. Finally, close the folder containing the databases. You can then drag-n-drop the folder to another location on the hard disk (this is the hard disk where the folder is currently saved). Want to put it in the Applications folder? A great choice.
17. You can even rename this alias file to something else. Called it, "My Contacts". No problems there. Remember, changing the name of the alias will not change the name of the original application. The original application remains untouched and will open in the usual way by double-clicking on the alias. It is a no brainer.
18. That's it! You are now a pro in using SUNRISE Contacts 2017.