

NoteMan for Windows Version 1.0 Demonstration Version Reference Manual

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Introduction:

This document describes the NoteMan application, installation and registration information. It also describes the differences with between the registered version and this demonstration version.

Overview:

NoteMan is a replacement for all of the scraps of information that defeat all attempts at organization. It is a personal information manager that runs under the Microsoft Windows(TM) environment. The information storage is completely unstructured allowing maximum flexibility. Below is a summary of the features of NoteMan:

- Free form note storage. Just create a new note and start typing.

- Virtually unlimited number of short notes (limited by disk space).
- Searches can be for literal text occurrences or can be combined with boolean operations to select more specific documents.
- The Multi-Document Interface desktop layout is preserved when NoteMan is exited. The next time NoteMan is run, the same note database is opened and each note that was opened is in the workspace.
- Searches open up the windows that match the query in the last position they were in when they were closed.
- Individual notes may be imported and exported.

The Demo version of NoteMan (included here) supports all of the basic features except deleting notes and limits the number of notes to 10 (ten). It also displays a registration notice every time the application is run. If after you have tried the demonstration version for the trial period, and find NoteMan useful, you can purchase NoteMan using the order form included below. If it is not useful, please delete it from your system and pass it along to others you might know that are interested.

Installation:

The demonstration version is installed by moving the files to a directory on the disk which is in the path. The noteman.exe file can be added to the Program Manager using the File New command. Individual NoteMan databases can also be added to the program manager. The standard NoteMan extension is .DB.

Operation:

When NoteMan is first run, it creates a default database called noteman.db in the current directory (the directory where the noteman.exe file was put). This database is empty, having no notes. The Notes New command is used to create new notes. Each note is limited to approximately 64000 characters in length, though the practical limit is about 16000 characters. Note that the total limit of all notes visible at one time must not exceed 64000 characters.

All notes are stored on disk in the current database. Changes are written to disk automatically with NoteMan is exited or when the note is closed. The Save All command can be used to force the save. Any changes typed in before the notes are saved will be lost if NoteMan is not exited normally. The limit on the total number and size of notes is limited only by the amount of free disk space.

The File menu allows opening new databases. Only one database can be only open at a time. The About box displays the name of the currently open database. The Edit menu supports the standard editing operations including cutting, copying and pasting with the clipboard. There is a Word Wrap command to allow a note to have word wrapping turned on or off. The Note menu allows creating, deleting and searching for notes. The Window menu provides standard window arrangement functions as well as a way to select a particular window by name.

When NoteMan exits, it remembers all of the open notes and their locations. The next time NoteMan is run, all of the open notes are displayed in their previous state. This allows keeping common notes always available. To find other information the Find and Browse commands can be used. These commands display the next note that matches the search criteria.

Text files may be imported and exported to create new notes. This allows moving existing text file databases into NoteMan databases. This eliminates the need to remember filenames for note files and allows copying and moving entire note databases much easier.

NoteMan is focused on eliminating the thousands of little scraps of paper that hold important but unclassifiable information. The greatest benefit is when all of this information is taken from the desk and put into NoteMan and never printed again. The search capabilities of NoteMan prevent any information from being lost again. This is why NoteMan does not provide any printing capabilities. Besides, think of all of the trees this will save.

Reference:

This section describes each of the menu commands and dialog box functions.

File

-Open

This allows selecting a different database for the active NoteMan database. The current database is closed and the new one is opened. The opened database name is saved in the WIN.INI file so that it can be reopened the next time NoteMan is run.

-New

This command creates a new, empty NoteMan database. The current database is closed before the new one is created. The dialog box prompts for a name for the database. This is required since the databases always reside on disk. There is no concept of an "untitled," unsaved database with NoteMan.

-Exit

This command saves all of the current notes, remembers their current display state (size, position, minimized, etc) and closes the database. Then NoteMan exits by closing its main window. The next time NoteMan is run, all of the notes that were opened will be automatically reopened and positioned to their same location.

-About NoteMan

This command displays a dialog box with copyright information and the current database filename.

Edit

-Undo

When enabled, this command undoes the previous operation to the current note.

-Cut

When enabled, this command cuts the current selection from the current note and places it in the clipboard.

-Copy

When enabled, this command copies the current selection from the current note to the clipboard.

-Paste

This selection is enabled when text exists on the clipboard. The paste command will replace the current selection (or insert at the current insertion point) the contents of the clipboard.

-Delete

This command, when enabled, will delete the current selection.

-Select All

The Select All command will select the entire note. It may then be copied, cut,

delete, etc.

-Word Wrap

When Word Wrap is on, the text flows to the width of the note. There is no horizontal scroll bar for that note. Turning word wrap off means that each line must have a carriage return. There is also a horizontal scroll bar to access notes that are wider than the note's window.

Note

-New

The New command will create an empty note with a title of Untitled. The window is positioned at the next default position. The note can be filled by typing text in or pasting text in from the clipboard. The title can be changed with the Properties command.

-Delete

The Delete command under the Note menu allows deleting a note from the database. This feature is not available in the demonstration version.

-Properties

The Properties command displays a dialog that allows changing the various note properties. The only property that can be changed in this version is the title of the note.

-Find

The find command opens the NoteMan searching dialog box. This dialog box will remain visible until closed or canceled. When first brought up, the current search record is the first record in the database (the most recently added). For each subsequent search, the starting point is where it left off after the previous match. Clicking the **OK** button will locate the next match. There are two options available for the search that can be turned on and off continuously: Case Match and Include Titles. With case match turned on, the case of the text in the query must match exactly that in the note. If it is turned off, the case of both the query and the note are ignored. With Include Titles turned on, the text in the titles of the notes is included in the scope of the search. Both of these options default to off.

There are two types of searches: literal text and boolean. Literal text searches work by looking for the exact string of characters in the note. When the match is found, the string is highlighted and the note is displayed (if not visible already). The other type of search, boolean searches supports the inclusion of **AND**, **OR** and **NOT** operators. When this type of search is used, only the matching note is displayed. This is because boolean searches involve multiple search strings and only one string could be highlighted at a time. When the **OK** button is pressed, the search string is scanned for quotation marks ("). If the string contains quotation marks, it is assumed to be a boolean query. If it contains no quotation marks or if the boolean query does not contain an even number of quotation marks, a literal search is assumed. Below are some examples of both types of search strings:

Literal:

meeting
cats and dogs
phone list
"friends

Boolean:

"meeting" or "appointment"
"cats" and "dogs"
"phone list"
"friends and relatives" or "associates"

-Browse

The browse command displays a browse dialog which allows scanning through all of the notes a single note at a time. The search criteria is not used. This allows displaying the next and previous notes sequentially. This dialog remains visible until it is either canceled or closed.

-Import

The import command prompts for a text file to add to the note database. When the OK button is pressed, a new, untitled note is created with the contents of the file. Note that the file must be less than 64K in length or an error will result. Best results are achieved when small files are used.

-Export

The export command allows saving the contents of the current note to a text file. The note itself is not changed by using this command.

Window

-Tile

This command rearranges all of the open notes in a tiled fashion.

-Cascade

This cascades all of the open notes from the upper left corner of the workspace.

-Arrange Icons

The Arrange Icons command rearranges the minimized notes along the bottom of the workspace.

-Save All

The Save All command saves all of the open notes to disk. Since NoteMan normally does not write any changes to disk until the window is closed or NoteMan is exited, this allows you to periodically force NoteMan to save any changes to protect against power failures, system crashes and other anomalies.

-Close All

The Close All command closes all of the open and minimized notes. This leaves an empty workspace.

Revision History:

Version 1.0

Original Writing

Technical Support:

Technical support is available by electronic mail through the following networks:

BIX: jkeene

MCI Mail: John Keene

Registration and Ordering Information:

Registering your copy of NoteMan will provide you with a fully functional version.

Registered NoteMan users get mailed notification of updates when they become available. Updates are provided only to registered users at a reduced price. The upgrade price depends on current shipping and handling charges as well as if there is an increase in the retail price. Further improvements in the application are dependent on users registering NoteMan.

The NoteMan registration fee is \$35 in US funds only, and includes a copy of the fully functional version of NoteMan and complete documentation. Checks and money orders are accepted for payment, as well as corporate purchase orders for amounts of \$35US and over. Please use the order form on the following page when placing orders. For international orders, please write (or e-mail) for details.

Quantity Discounts: Please see the section entitled 'Quantity Discounts' for information on licensing multiple copies of NoteMan. Under no circumstances may an unregistered copy of NoteMan be used in a non-personal environment.

Print the form on the following page for placing orders. Thank you in advance for your business.

Remit to:
John D. Keene
407 Windhurst Drive
Grand Prairie, TX 75051

Make checks payable to "John D. Keene"

| Item | Media | Qty | Price | Extended | |
|--|-------|-------|-----------|----------|-----------|
| NoteMan for Windows | _____ | _____ | \$35US | _____ | US |
| Texas Residents add sales tax See discount table below (_____) | | | Subtotal: | _____ | |
| | | | Tax: | _____ | Discount: |
| | | | Total: | _____ | |

Note:

- All prices and discounts are subject to change without notice.
- Checks or money orders accepted.
- Media size is 3½" (720K) or 5¼" (360K)

Payment by: Check or money order
 PO # _____ (Copy Enclosed)

Name _____

Company _____

Address _____

Phone (_____) _____ Bus.(_____) _____

How did you find out about NoteMan? Where did you get the Demonstration Version?

Comments or suggestions?

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Number of Copies: Discount:

| | |
|-----------|------|
| 1 - 10 | none |
| 11 - 20 | 10% |
| 21 - 50 | 15% |
| 51 - 100 | 25% |
| 101 - 200 | 30% |
| 200 + | 35% |