

## **Katelin Comment Manager Contents**

The Katelin Comment Manager enables the user to maintain comments for each file in a Comment Catalog File called "Katelin.Cat" A program launcher is included that is loaded upon startup, by default. The default behavior can be changed from Options menu of the Comment Editor and File Manager form.

### **Comment Manager Command Buttons**

- Display
- Reload
- Shell
- Erase
- Copy
- Move
- QCopy
- QMove
- File..
- Jump
- Dir...
- Tools
- Edit
- Close/Quit
  
- Mk/Umk
- Display <>
- N
- D
- S
- E
- A
- Suppress File Stats

### **Menu Bar**

- Options

### **Other Topics**

- What is "Managing Comments"?
- Important Notes

## **Adding Comments**

Select the file in the list box that you want to comment by clicking on the row that it is contained in . The focus will be set to the Comment Editor, directly above the list box. Type in the desired comments (the Comment Editor will word-wrap automatically), when finished, press the Enter key. This will insert the comment directly to the right of the filename and automatically save the Comment Catalog File.

Adding comments can be accomplished by either using the Enter key, or selecting Add Comments from the Edit Command Button menu choice.

## **Related Topics**

- Deleting Comment Editor Text

## **Comment Editor**

A text editing box to enter your comments about a specific file.

## **Clearing Comment Editor Area**

When a file is selected for editing (by clicking in the list box), if there are comments attached to the file, they will appear in the Comment Editor.

If you want to clear all of the comments in the Comment Editor, double-click on the Comment Editor. This does not make a permanent modification to the comments; it is only an editing aid.

**List Box**

The non-editing display at the bottom of this utility that displays filename, and comments

## **Deleting File Comments**

Click on the row that contains the filename that you want comment text to be deleted.  
Click on Del Text to remove the comment. This command will display a message asking if you want to delete this comment and save the catalog.

## **Related Topics**

- [ShortCut Key List](#)
- [Jump](#)
- [Clearing Comment Editor Area](#)

## **File... Command Button**

Clicking this button will display a pop-up menu with the following functions. To select from the menu, click on the desired function.

### **Pop-Menu Functions**

- [View File](#)
- [Selection Filter](#)
- [Erase File](#)
- [Copy File](#)
- [Duplicate File](#)
- [Move File](#)
- [Rename File](#)

### **Related Topics**

- [ShortCut Key List](#)
- [Jump](#)

## **View File Command**

To load a file for viewing, either double click on the row or select a file and click on View File from the File... Command Button. If the file selected has an "ICO", "BMP", "WMF" (Metafile), "PCX", "GIF", "TGA" extension, then a form will display the picture. If there are more files of these six types in the current directory, click either Next or Back to move through the files.

If the file is a non-picture file and the file size is less than 54,000 bytes, a dialog box will appear giving you the choice of either Window's Write word processor or Notepad. The default is Notepad; press the enter key or click on Notepad to select the default. If the file size is greater than 54,000 bytes or the file extension is "wri", then only Write is loaded.

When selecting Write, a message box appears and asks if you want to convert to a Write format, click on "No Conversion".

## **Related Topics**

- [Selecting Files](#)
- [ShortCut Key List](#)



## **Erase File Command**

Select the files that you want to erase, then choose this command or press the Delete key. Comment Manager will display a form with the selected file(s); if you choose to continue, press OK. The files will be deleted from the directory, and the updated Comment Catalog File will be saved.

## **Related Topics**

- [Selecting Files](#)
- [ShortCut Key List](#)
- [Jump](#)

## **Comment Catalog File**

This is a hidden file that contains references to your files and comments. This file is named "Katelin.Cat". Each directory will have its own unique catalog file. Comment Manager will automatically create a new one (If Auto Create Catalog is Yes) if one does not exist in a destination directory. Also, if copying or moving files, the source comments file will be merged with the destination comments if a catalog file exists.

THE RULE IS: DO NOT, COPY OR MOVE THIS FILE, TO ANOTHER DIRECTORY WITH ANOTHER FILE MANAGER. YOU WILL LOSE COMMENTS IN THE DESTINATION DIRECTORY IF THEY EXIST.

See [Important Notes](#) for more information.

## **Important Notes**

Copying, deleting, moving, and renaming of files should be done with Comment Manager to preserve your comments. You may copy or move files outside of Comment Manager, but if you do, your file comments will not follow.

It has been reported to us that if ALL FILES IN A SUBDIRECTORY ON A FLOPPY are deleted with Windows File Manager, you may not be able to delete the directory with Comment Manager. Simply, delete the directory with Windows File Manager.

It has also been reported to us that if a directory has a file with same name as the directory, then Katelin Comment Manager may not be able to be rename the directory.

Comment Manager stores references to your files and comments in a Comment Catalog File called Katelin.Cat.. Even though it is possible to copy or move the Comment Catalog File with another file manager, Comment Manager will be unable to link comments with your files if you do. If you copy over an existing Katelin.Cat with another file manager, you will lose all of the comments in the destination directory!

There is no danger in selecting the Katelin.Cat file for a copy/move operation within Katelin Comment Manager's file functions. Selecting Katelin.Cat will be ignored. The program will not copy or move it but only merge the comments of the source and destination directories, and create a new Katelin.Cat (Comment Catalog File).

## **Selection Filter**

If files have not already been selected, this command is available. The selection filter automatically selects files in the directory matching the filter's values. These files will be acted upon for multiple-file copy/move operations.

DOS wildcards (\* and ?) and multiple filters can be used. To use multiple filters, separate entries with a semicolon. After you click OK, if Comment Manager finds a match using the filter entered, it will mark the appropriate files.

An example of a valid filter entry is : \*.bas;config.\*;bn\*.frm;mn??????.c

## **Related Command**

- [Display Filter](#)
- [ShortCut Key List](#)

## Copy File Command

This command is enabled if you have [selected files](#). Choosing Copy File displays a dialog box which shows the source drive and directory. The files to be copied are in a dropdown listbox. To view the file size and date/time stamp, select a file from the dropdown listbox, and click on it.

The total bytes to be copied is shown as well as the destination drive size and free space. Click on OK, and the files will be copied to the destination directory.

If a [Comment Catalog File](#) already exists in the destination directory, Comment Manager will merge the comments of the source and destination files and save them to the destination Comment Catalog File.

The Katelin.Cat file is always handled appropriately by Comment Manager, with the comments from the source merged with the comments in the destination. See [Auto Create Catalog](#) for information on the Comment Catalog File.

## Related Topics

- [ShortCut Key List](#)
- [Selecting Files](#)
- [Jump](#)
- [Auto Create Catalog](#)

## Move File Command

This command is enabled if you have [selected files](#). Choosing Move File displays a dialog box with the source drive and directory. The files to be moved are displayed in a dropdown listbox. To view the file size and date/time stamp, select a file from the dropdown listbox, and click on it.

The total bytes to be moved is shown as well as the destination drive size and free space. Click on OK, and the files will be moved to the destination directory.

If a [Comment Catalog File](#) already exists in the destination directory, Comment Manager will merge the comments of the source and destination files and save them to the destination Comment Catalog File.

The Katelin.Cat file is always handled appropriately by Comment Manager, with the comments from the source merged with the comments in the destination. See [Auto Create Catalog](#) for information on the Comment Catalog File.

## Related Topics

- [Selecting Files](#)
- [ShortCut Key List](#)
- [Quick Move](#)
- [Jump](#)

## **Rename File Command**

This command is available if you select only one file. A dialog box will appear; simply type in the new name (without path) in the text entry box, and click on OK.

## **Related Topics**

- [Selecting Files](#)
- [Shortcut Key List](#)
- [Jump](#)

## **Dir... Command Button**

Clicking this button will display a pop-up menu with the following additional functions. To select from the menu, click on the desired function.

### **Pop-Menu Functions**

- Remove Directory
- Make Directory
- Rename Directory



## **Remove Directory Command**

Clicking on this command will display a dialog box with a drive and file list box selector. Select the drive and directory to delete and click on OK.

Be sure the directory is empty, or you will not be able to delete. Also, any file management, such as copying, moving, renaming, or deleting of files should be done with Comment Manager. If deleting all files in a subdirectory on a floppy with Windows File Manager, see Important Notes.

The important thing to remember is, if you want to delete a directory, delete all files in the directory with Comment Manager, and then delete the directory.

### **Additional Help**

- [Important Notes](#)

### **Related Topics**

- [Jump](#)

## **Make Directory Command**

Clicking on this command will display a dialog box with drive and directory list boxes. Type the name (without path) that you desire in the text box and click on OK. The new directory name will be added to the drive and directory shown in the current path area.

## **Related Topics**

- [Jump](#)

## **Rename Directory Command**

Clicking on this command will display a dialog box with drive and directory list boxes. Select the directory to rename. Type the new name (without path) in the text box and click on OK.

It has been reported to us that if a directory has a file with same name as the directory, then Katelin Comment Manager may not be able to be rename the directory.

## **Additional Help**

- [Important Notes](#)

## **Related Topics**

- [Jump](#)

## Selecting/Unselecting Files

Comment Manager allows to you to select files by five methods.

- Click on row to select only one file
- Ctrl-Click to Select/Unselect for multiple selections
- Shift + Click or Shift + Arrow extends selection from previously selected item
- Clicking on File Mark/Unmark Button to select/Unselect all files
- File Selection Filter

## **File Mark/Unmark Button**

Clicking on this button will select all files. Clicking again will Unselect all files.

## **Related Topics**

- [Selecting/Unselecting Files](#)

## **Quit**

Exits Comment Manager

## Options

Seven selections are available.

- File Display Filter
- Help Messages On/Off
- Auto Create Catalog
- Catalog Size
- Directory Display Method
- Set Colors
- Startup Form

## **Display Filter**

You may filter the type of files to display in the file display area. DOS wildcards (\* and ?) and multiple filters may be used. Separate filter entries with a semicolon. Only files that meet the filter specifications will be shown in the file display area. An Example of a valid entry is : \*.bas;config.\*;bn\*.frm;mn?????.c;\*.wk1

## **Related Command**

- Selection Filter



## **Comman.Ini File**

This file resides in your Windows system directory. Any changes that you make with Comment Manager in the Options menu will be saved in this file.

## **Auto Create Catalog**

This option choice allows you to turn on/off the automatic creation of the Katelin.Cat Comment Catalog File. If yes is chosen, a Comment Catalog File will be saved every time files are copied or moved to a directory without a Comment Catalog File. If no is chosen, when files are copied or moved to a directory with no Comment Catalog File, a prompt will appear asking if you want to create a Comment Catalog File.

## **Help Messages On/Off**

Moving the mouse over specific controls will display a informational message about the control. After becoming acquainted with Comment Manager you may wish to disable these prompts. Select Options from the main menu, then Help Messages ON/OFF, then select either On or Off from the displayed dialogue box.

## **Edit... Command Button**

Clicking on the command will display a pop-up menu with the following choices.

- [Add](#) Com
- [Del](#) Com

## **Related Topics**

- [Shortcut Key List](#)

## **Tools... Command Button**

Clicking on this command button will display a pop-menu with the following choices

- [Find File](#)
- [Comment Search](#)
- [Find Text](#)
- [Print Dir Files](#)
- [Write](#)
- [Notepad](#)
- [Reload](#)

## **Related Topics**

- [Shortcut Key List](#)
- [Jump](#)

- **Comment Editor/Found File Display Area**

This area serves two purposes. Text is entered in this area when creating comments. The second purpose is to display the files found as a result of using the search tools. To toggle between these two uses of this area, click on the right mouse button.

### **Related Topics**

- [Comment Editor](#)
- [Found File List](#)
- [Find File](#)
- [Comment Search](#)
- [Find Text in File](#)

## **Found File List**

A scrollable list box to show results of the last file or comment search. To move to the found file, select the filename in the Found File List by clicking on it; the drive and directory will be changed, and comments displayed if there are any. To return to the Found File List, click with the right mouse button on the Found File List box.

## **Related Topic**

- [Find File](#)
- [Comment Search](#)

## Find File

This menu choice will display a form that allows you to use DOS wildcard characters, or simply a filename to perform a search. You have the ability to specify the start directory, and also if you want all of the subdirectories searched. You may stop the search any time by clicking on stop.

When finished, if files have been found they will be inserted in the Found File list box on the main form. Click on the Return button to go the the main form. You may also print out a text output of the files that were found, by clicking on Print.

The default option is for the files to be sorted. If you do not prefer this, check No, before doing a search.

Example: If you specify as the start directory: C:\Windows; then the File search will be performed on C:\Windows and any subdirectories below it. If the Search All Directories switch is No, then only C:\Windows will be searched.

## Related Topic

- [Comment Editor/Found File Display Area](#)
- [Shortcut Key List](#)
- [Jump](#)



**Write**

This calls the Windows application Write without a file, so that you may create a new document.

**Related Topic**

- [View File Command](#)

**Reload**

If you add/delete files with another program to Comment Manager's current directory, the changes will not be reflected in Comment Manager.

This command enables you to update Comment Manager without switching to another directory and back again.

## Catalog Size

When copying or moving a file, the Comment Catalog File is saved before any copying or moving of files is performed. In the remote event that there was not enough room on the disk to save the Comment Catalog File, you could lose comments if an attempt to save the Comment Catalog File failed because of insufficient disk room.

Comment Manager assumes that it takes 100 bytes per directory file to store the filename and associated comments. Before writing (saving) the Comment Catalog File to disk, the amount of free space on the disk is checked. If there is not enough free space to save the Comment Catalog File, then a message will be displayed informing you of this condition. If disk space is this low, you will have to switch disks.

If you desire a higher margin of safety, then click on the Options menu, and select catalog size. The default is 100, the maximum is 400. Make your selection using the scroll bar.

Note that the size of the Comment Catalog File will most likely be less than 100 bytes per directory file, but 100 is used to be sure that you don't lose comments in the unlikely event of there not being enough free disk space. Also, you can visually check the amount of free space before copying or moving files and not proceed with the operation. This feature is provided as a final safety factor for your protection.

## **Shortcut Key List**

Press Shift-F2 for a list of keyboard shortcut keys.

## **Comment Search**

This menu choice will display a form that allows you to specify a search string to search for comments. You may use the "?" as a wildcard character. You have the ability to specify the start directory, and also if you want all of the subdirectories searched. You may stop the search any time by clicking on stop.

When finished, the files that have a comment with the desired search string will be inserted in the Found File list box on the main form. Click on the Return button to go the the main form. You may also print out a text output of the files that were found by clicking on Print.

The default option is for the files to be sorted. If you do not prefer this, check No, before doing a search.

Example: If you specify as the start directory: C:\Windows; then the File search will be performed on C:\Windows and any subdirectories below it. If the Search All Directories switch is No, then only C:\Windows will be searched.

## **Related Topic**

- [Comment Editor/Found File Toggle](#)
- [Shortcut Key List](#)
- [Jump](#)

## **Print Directory Files**

Print a listing of all files in the according to contents of the Comment Editor and File Manager Form.

## **Jump Command Button**

Displays a form as an aid in moving to frequently used directories.

At the top of the form is an area for free form entry. Just enter the drive and directory to jump to and press enter, or the button to the left.

In the middle of the form are nine slots available for saving frequently used paths in the Comman.ini file.

To enter a new path, type in the desired path and click on save. To jump to an entry in this list, click on the associated button, or double-click on the entry, or tab to the entry and press return.

At the bottom of the form is a list of the last ten directories visited, excluding the ones listed in the middle of the form. To jump to one of these directories, simply click on the desired directory, or tab to an entry and press return. To delete items in this list, do a Ctrl-Click or Ctrl-Enter on the item.

## Find Text In File

This menu choice will display a form that allows you to specify a search string to search for text in a file. You may use the "?" as a wildcard character. You have the ability to specify the start directory, and also if you want all of the subdirectories searched.

Also, note that you are able to specify the type of files (File Pattern) to be searched using a file name and/or the DOS wildcard characters (\*, ?). The default file search type is \*.\* (All Files). You may stop the search any time by clicking on stop. The default option for case is Case Insensitive (No), click on Yes if you desire a case sensitive search.

When finished, the files that have the desired search string will be inserted in the Found File list box on the main form. Click on the Return button to go to the main form. You may also print out a text output of the files that were found, by clicking on Print.

The default option is for the files to be sorted. If you do not prefer this, check No, before doing a search.

Example: If you specify as the start directory: C:\Windows; then the File search will be performed on C:\Windows and any subdirectories below it. If the Search All Directories switch is No, then only C:\Windows will be searched.

## Related Topic

- [Comment Editor/Found File Toggle](#)
- [Shortcut Key List](#)
- [Jump](#)



## **Notepad**

This calls the Windows application Notepad without a file, so that you may create a new document.

## **Related Topic**

- [View File Command](#)

## **Duplicate File**

Command to copy a file to same directory with a different name. Type in the new file name (without path) in the text box and click on OK.

## **Related Topic**

- [Copy File](#)

## **Name Sort**

Click on this to return to name sort. Note: If you change directories, the sort order returns to name sort.

### **Related Topic**

- [Date/Time Sort](#)
- [Size Sort](#)
- [Extension Sort](#)
- [Atribute Sort](#)

## **Date/Time Sort**

Click on this to sort by Date/Time. Note: If you change directories, the sort order returns to name sort.

## **Related Topic**

- [Name Sort](#)
- [Size Sort](#)
- [Extension Sort](#)
- [Attribute Sort](#)

## **Size Sort**

Click on this to sort by Date/Time. Note: If you change directories, the sort order returns to name sort.

## **Related Topic**

- [Name Sort](#)
- [Date/Time Sort](#)
- [Extension Sort](#)
- [Attribute Sort](#)

## **Extension Sort**

Click on this to sort by Date/Time. Note: If you change directories, the sort order returns to name sort.

## **Related Topic**

- [Name Sort](#)
- [Date/Time Sort](#)
- [Size Sort](#)
- [Attribute Sort](#)

## **Attribute Sort**

Click on this to sort by Date/Time. Note: If you change directories, the sort order returns to name sort.

## **Related Topic**

- [Name Sort](#)
- [Date/Time Sort](#)
- [Size Sort](#)
- [Extension Sort](#)

## Suppress File Statistics

The default state of name sort will show comments if they exist, and file statistics if comments do not exist. The other sorts (Date/Time, Extension, Size, Attribute) show the file statistics as default, with the marker C to the far right to indicate comments if they exist.

If you want only comments to be displayed for all sorts if they exist, click on this command button. Suppress File Statistics is reset to the default when the working directory is changed.

## Related Topic

- [Name Sort](#)
- [Date/Time Sort](#)
- [Size Sort](#)
- [Extension Sort](#)
- [Attribute Sort](#)



**Display <>**

Toggle between the current display filter and \*.\*.

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## Definition of Shareware

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

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All registered users will receive a copy of the latest version of the Katelin Comment Manager system.

KATELIN INC.  
610 N. Main St.  
Georgetown, IL 61846  
217-662-6780  
Compuserve ID: 76530,350

## **Product Support**

Thirty minutes of telephone and/or product support will be provided to registered users for 3 months from the date of registration.

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536."

**Registration Form (Click on File, Print Topic, to print this form)**

MAIL TO:  
KATELIN INC.  
610 N. Main St.  
Georgetown, IL 61846  
217-662-6780

FROM:  
Name: \_\_\_\_\_  
(Company): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State, ZIP Code: \_\_\_\_\_  
Country: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Registered users will receive product support per the terms in product support in the online help and free updates for one year after registration.

**INDIVIDUAL USE**

\* Diskette with programs ..... \$22 \_\_\_\_\_

**MULTIPLE USE**

\* SITE LICENSE for the use of Katelin Comment Manager  
(INCLUDES ONE DISKETTE WITH PROGRAMS AND ONLINE HELP.)

2 to 9 computers ..... at \$18 each # computers \_\_\_ x 18 \_\_\_\_\_  
10 to 24 computers ..... at \$14 each # computers \_\_\_ x 14 \_\_\_\_\_  
25 to 49 computers ..... at \$11 each # computers \_\_\_ x 11 \_\_\_\_\_  
> 50 computers ..... at \$9 each # computers \_\_\_ x 9 \_\_\_\_\_

Shipping & Handling (Postal) US & Canada \$4.00/order  
Outside US & Canada \$11.25/item

\_\_\_\_\_

ILLINOIS RESIDENTS add applicable State & County Sales Tax \_\_\_\_\_

TOTAL ENCLOSED US FUNDS US\$ \_\_\_\_\_

**TERMS:**

Check or Money Order drawn on a U.S.A. bank in U.S.A. funds. Corporate Purchase orders (Net 30 days) accepted for software from large corporations within the USA & Canada. ALL LICENSES ARE PREPAID ONLY. ALL ORDERS OUTSIDE OF THE UNITED STATES AND CANADA MUST BE PREPAID. Please make remittance payable to Katelin Inc. Prices and terms subject to change without notice.

## **Shell**

This form displays a list of frequently used programs that you may select for quick launching. Click an item in this list or tab to the list, select item and press return to launch a program.

Clicking on the edit button allows you to add, change, or delete items. In the display name area, enter the text to be displayed in the list. The Program Path/ File name area can be filled by typing in the file path name of the program to launch, or using the Browse button.

The Save button saves the entries, and returns you to the front screen.

The Add button allows you to add a choice one you have typed in your text.

The Modify button allows you to modify a previous selection from the file list.

The Browse allows you to select programs to launch from your file directories.

The New button clears the entry area so that you can add new programs.

The Delete button will delete a highlighted entry from the list box.

The Cancel button will return you to the front screen after prompting you to save changes.

## **Related Topic**

- [Program Launcher](#)

## **Viewing Pictures**

Click on Copy To Clipboard, to copy to the clipboard, if the file shown has an "BMP", or "WMF" (Metafile) extension. To view more pictures in the current directory, click on either Next or Back to move through the files. Hitting the ESCAPE key will return you to the Comment Manager.

## **Related Topic**

- [View File Command](#)



## **Directory Display Method**

The default Windows method of navigating directories forces the user back to the parent directory if a new directory selection is desired. The alternate method leaves the last selected directory highlighted as an aid in navigating long directory structures.

BUT BE CAREFUL, THIS METHOD HAS ONE DRAWBACK. THE DIRECTORY THAT HAS BEEN SELECTED MAY NOT BE ONE THAT IS HIGHLIGHTED. This would be the case when backing out of a subdirectory by clicking on the parent. The highlighted directory will be the last selected directory, but the current directory will be the parent. Look at the directory label on each form to verify the selected directory.

THE DEFAULT BEHAVIOR IS FOR THIS METHOD TO BE TURNED OFF. IF YOU WANT TO EXPERIMENT WITH IT, CLICK ON YES AND IT WILL BE ACTIVATED.

## **Setting Colors**

Colors for some controls can be selected to customize the appearance of Comment Manager. The list of controls that may be changed are in a list box.

Click on a control to display its current color. To change, Dbl-Click on the control in the list box. A color selection form will appear allowing a menu of colors that can be applied. Click on OK, to select the color.

To apply the selections, click on save. The controls can be selectively set to their default by selecting a control in the list box and clicking default. All controls can be reset to their defaults by clicking on Reset All.

## Form on Startup

The default behavior is for the `program launcher` to appear upon startup. If you want to change this, so that the form that [manages comments](#) is the startup, click on the option Yes.

## Related Topic

- [Shell](#)

## **Program Launcher**

Depending on the setting of the Startup Form Option, this form may be the first form displayed when using Katelin Comment Manager. By default, this is the first form displayed.

This form has three areas. At the top, is a Manage Comments button. Pressing this button displays the main Katelin Comment Manager form allowing you to use all of the functionality of Katelin Comment Manager.

In the middle of form is the command line area. Use this to quickly launch a program if you know the complete path and file name or if it is in your path environment variable.

The bottom part of the form displays a list of frequently used programs for quick launching. Click an item in this list or tab to the list, select an item and press return to launch a program. You can add, delete or modify this list by selecting Edit List from the horizontal menu. For more information on this feature, see [Shell](#).

### **Related Topic**

- [Shell](#)
- [Contents](#)

## Quick Move

Quick move allows you to move files using only a few mouse clicks.

After selecting the files you wish to move from the main form, the [Jump to a Directory](#) form is displayed. Select the destination for the move function.

Exercise a certain amount of care when using this command, as it does not give you the opportunity to confirm the move, unless you try to copy over the top of a file with the same name.

## Related Topic

- [Quick Copy](#)
- [Copy File](#)
- [Move File](#)

## **Quick Copy**

Quick copy allows you to copy files using only a few mouse clicks.

After selecting the files you wish to copy from the main form, the [Jump to a Directory](#) form is displayed. Select the destination for the copy function.

Exercise a certain amount of care when using this command, as it does not give you the opportunity to confirm the copy, unless you try to copy over the top of a file with the same name.

## **Related Topic**

- [Quick Move](#)
- [Copy File](#)
- [Move File](#)

## **Set Properties for One File**

This form has three sections. The top section allows you to set the attributes for your file. The file's current attributes are displayed in check boxes. To set the file's attributes, click on the "Set Attributes" check box, and then select the desired changes.

The middle section allows you to change the time stamp of your file. To activate this feature, first click on the "Set Time" check box, and then the new time for the file.

The bottom section allows you to set the date of the file. First, select the "Set Date" check box, and then you can enter a new time.

## **Related Topic**

- [Set Properties for Multiple Files](#)

## **Set Properties for Multiple Files**

This form has a list box containing the files whose properties you have chosen to modify. Beside this list box are three functional areas. The top area allows you to set the attributes for your files. To set all of the files' attributes, click on the "Set Attributes" check box, and then select the desired changes.

The middle area allows you to set the date for the files. First, select the "Set Date" check box, and then you can enter a new date. ONCE YOU ACTIVATE THE "SET DATE" CHECK BOX, A VALID DATE MUST BE ENTERED. If, after entering a valid date, you decide against the change, simply check the "Set Date" again.

The bottom area allows you to set the time for the files. First, select the "Set Time" check box, and then you can enter a new time. ONCE YOU ACTIVATE THE "SET TIME" CHECK BOX, A VALID TIME MUST BE ENTERED. If, after entering a valid time, you decide against the change, simply check the "Set Time" again.

## **Related Topic**

- [Set Properties for One File](#)



## What is "Managing Comments"?

Simply, it is the ability to attach narrative to a file. This narrative will stay attached to your file until you decide to remove it. You can modify it any time you wish. It can be as long or short as necessary. If you copy your file, the new file will have a copy of the narrative also. If you move the file, the narrative will follow. You can [search your comments](#) to find files, using a built-in search routine.

All of this is accomplished with no additional effort on your part by using a suite of utilities, especially designed to improve your working efficiency while maintaining your files' associated comments. Katelin Comment Manager is a wonder at documenting cryptic spreadsheet files, memos, letters, programing source code files, or any file that you desire to make notes about.

## Features

- [Graphic File Viewer](#)
- [Graphic File Print](#)
- [View Text Files](#)
- [Set File Attributes](#)
- [Set File Date/Time Stamp](#)
- [Rename Files](#)
- [Delete Files](#)
- [Copy Files](#)
- [Move Files](#)
- [Accelerated File Copy](#)
- [Accelerated File Move](#)
- [Duplicate Files](#)
- [Make New Directory](#)
- [Rename Directory](#)
- [Delete Directory](#)
- [Sort Files](#)
- [File Selection Filter](#)
- [File Display Filter](#)
- [Set Colors](#)
- [Alternate Directory Display Method](#)
- [Program Launcher](#)
- [File Search](#)
- [Comment Search](#)
- [File Contents Search](#)
- [Print Files in Directory](#)

