Gorin's Organiser for Windows v2.20

Visualise your life!

Evaluation User Documentation

This documentation is supplied to enable you to get to know Gorin's Organiser for Windows. Licenced copies of the software come complete with a printed user guide which discusses the Organiser in greater depth. However, all you need to *know* in order to use the software is included in this document.

Gorin's Organiser is *not* free software. The Organiser is offered for evaluation use for a period of two weeks from the date of receipt. If after this time you continue to use the software, it is necessary to purchase a licenced copy of the software. Full details of how to do this can be seen when exiting the Organiser and also within the REGISTER.WRI file.

Gorin's Organiser is supplied by:

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Registered/Licenced copies cost **£29.95** (Twenty nine pounds and 95 pence, Sterling) and are available on receipt of appropriate payment (payable to N Gorin) at the above address. A small surcharge is made on overseas orders - please see the REGISTER.WRI file. I am not personally able to process credit card transactions, although there may be agents of NGS who can - please telephone to find out.

You may contact the author, **Neil Gorin**, for technical support via:

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As a gesture of goodwill, technical support *is* available during the evaluation period. However, please note that I reserve the right to refuse to provide techinical support to those who I believe to be exceeding the evaluation period without registration.

Guide to reading

Feature Access: Instructions on how to access features of the program are shown underneath each subject heading, as follows:

*Special	Search*	indicates a menu selection, Search from the Special menu
ALT->	indicates a particular key combination, in this case ALT and >
F2	indicates a keyboard function key

What is Gorin's Organiser and how can it help me?

Gorin's Organiser is a Personal Information Manager, designed to manage all manner of information in a similar way to an organiser of the Filofax® variety.

The Organiser enables you to record appointments, take notes, store names and addresses, make calculations, use To Do lists and log telephone conversations. All these things can be successfully managed using traditional paper-based Diaries, notebooks, card indexes and the like, but by using a computer based organiser it's also easy to quickly search your data for items of interest. For example, if you wanted to know when you last had a meeting with someone, with a paper diary you could read through pages upon pages of weeks, months and even years to find what you want. Under Gorin's Organiser, you would simply select *Special | Search* and enter whatever you were searching for - and a short while later a list of all the items in the Organiser matching your request would be displayed - including any address book and notebook entries as well.

Quite commonly, regular events take place which can be a chore to repeatedly enter into your diary - but with the Organiser's Auto-Organiser facility, this need not be the case. If you want to schedule events for the third Friday of every month, the second Sunday of September, every Tuesday or the 27th of each month you'll be pleased to know the the Auto-Organiser can do all this and more!

Installation
Run `A:INSTALL` *from Program Manager*

If you have previously used Gorin's Organiser for DOS and would like to keep your existing Organiser files under the Windows version, it is vital that you obtain the document *"Upgrading from Gorin's Organiser for DOS"*, which is available free from NGS on receipt of a stamped addressed envelope.

To install Gorin's Organiser for Windows, you will require approximately 1Mb of disk space. As with any Windows program, the Organiser is capable of creating vast amounts of data (particularily if you opt to use Voice Notes) and therefore, it may be wise to make available more space if you can.

From Program Manager, select *File, Run* and type `A:INSTALL` then press Enter. The Organiser's installation program will then run. Enter the directory where you would like to install the Organiser and click on the *View Readme* button to read the ReadMe file. Press *Continue* followed by *Start Installation* to install the program. If you do not use Program Manager, or the Install program fails to create icons, ensure that you add the main program file ORGWIN.EXE to your program launchpad.

Starting to use Gorin's Organiser

Double click on the program icon created previously in Program Manager. As this is the first time you have used Gorin's Organiser, it is necessary to create a *user*. Gorin's Organiser supports up to 100 separate sets of Diaries, Notebooks, Address Books etc per installation and allows easy switching between them via the *File | User* option from the menu bar.

If you are upgrading from the DOS version, follow the instructions provided on the sheet "Upgrading from Gorin's Organiser for DOS", available free from NGS, rather than the instructions given here.

Press *New User* and enter your name into the *User Name* box. There is no need to complete the other, *User Directory*, field as this will be filled automatically. Press *Ok*. The Organiser will now show that you have one Organiser, and that it is set as default. Now press the *Ok* button to start the Organiser. You can create additional sets of Organisers or *users* in a similar manner.

Options
Special | Options

It may seem strange to consider configuration of the Organiser before we start to use it, but as systems vary so much, it may be a good idea to set some of these options now. To select the Options dialogue box, click on *Special | Options* from the Menu bar.

Telephone Dialling

Modem Installed: Check this box if you have a MODEM connected to your PC to enable automatic dialling of calls from the Address Book. (DEFAULT: Unchecked)

Com Port: This setting determines which port your modem is connected to, and is ignored if the Modem Installed checkbox is not checked. (DEFAULT: COM 2)

Dial String: The necessary commands to place before telephone numbers in order to dial. This is typically ATDT for Tone Dialling or ATDP for Pulse Dialling. If your telephone is connected to an internal switchboard, you may have to dial a certain number (for example 9) followed by a pause before the rest of the telephone number - in a case such as this use the dial string "ATDT 9," *the comma is translated by the Modem into a short pause.* (DEFAULT: ATDT)

Diary

Show border on diary icons: With this button checked, all icons displayed within the Diary are bordered by a chiselled steel effect. (DEFAULT: Checked)

Show Duplicated Entries: As default, the Organiser displays all recorded appointments in the Forthcoming Events and View Month dialogues. With this button unchecked, the Organiser only shows the first such appointment, as in the DOS version. (DEFAULT: Checked)

Startup

View Forthcoming Events: Immediately display the Forthcoming Events dialogue box as soon as the main diary page appears. (DEFAULT: Unchecked)

Run Browser (Default User): Immediately run the Browser companion utility as soon as the Organiser is loaded. (DEFAULT: Unchecked) N.B. Browser is only supplied with registered versions.

Alarm Clock and Voice Notes

WAVE Playback installed: With this box checked, the Organiser will attempt to play the Alarm clock through your WAVE Audio device, such as PC Speaker, Adlib Wave or Soundblaster. If this box is not checked, the Alarm Clock will simply beep and display a dialogue box when your pre-set alarm time arrives. (DEFAULT: Unchecked)

Enable Voice Notes: In order to enable the use of Voice Notes in Gorin's Organiser, you will require a WAVE audio device installed capable of both recording and playback. This includes all Soundblaster and compatible cards, but not the PC Speaker or Adlib Wave drivers. (DEFAULT: Unchecked)

Use EMPTY.WAV file: Some sound recording programs, notably Windows Sound Recorder, give an error if you attempt to record to a non-existant file name. If this occurs, ensure that this item is checked. For a more information on the EMPTY.WAV file, see the Voice Notes topic. (DEFAULT: Checked)

Select Sound Recorder: Select this button to select a different sound recording program, such as Soundo'le, in place of the standard Windows Sound Recorder. (DEFAULT: SOUNDREC.EXE - the Windows Sound Recorder)

General

Use Windows Calculator: With this box checked, Organiser will load the Windows calculator instead of Gorin's Calculator. You may want to select this option if you require scientific calculations. (DEFAULT: Unchecked)

Clock on minimised icon: As standard, the Organiser displays the name of the current user beneath it's minimised icon. With this option checked, the date and time are shown instead. (DEFAULT: Unchecked)

Warn if Alarm enabled: If the alarm clock is enabled, and you attempt to close the Organiser (in any way except by exiting Windows) you will be asked to confirm your action. The alarm clock cannot function if the Organiser is not loaded. (DEFAULT: Unchecked)

The Diary

Shown automatically on startup

When you start the Organiser, the current month will be displayed, and today will be Highlighted.

On either side of the title, e.g. February 1994, you will find selector buttons allowing you to easily display other months or years. If you try to display a month for which a diary file does not exist, a complete set of files for that year are automatically created. For each year you hold a diary for, approximately 200k of space is required on disk.

Adding entries to the diary is simplicity itself! Simply point at the day where you wish to make an appointment, and double click. Appointments may be made for each of the working hours 9 to 5 and also the Evening (shown as Late). A notes field is also provided. If you have an appointment at a specific time, for example 9:15, simply enter the time along with your appointment in the nearest time slot. Each appointment is limited to 40 characters. Use the arrows to move forwards or back a day.

Copying Appointments from one slot to another

The Appointments dialogue supports the Clipboard and enables you to use the standard key combinations to move text between fields. These combinations are:

CTRL-Insert:	Copy highlighted text to clipboard
Shift-Delete:	Cut highlighted text to clipboard
Shift-Insert:	Paste text from clipboard

Icon: This button may be used to change the icon used to represent the day as a whole and will be invoked automatically on pressing *Ok* if you enter appointments into a day which previously had no icon. To select an icon, either double click on it, use the cursor keys and enter.

Print: Press print for a simple hard copy of your events.

Where appointments for a day already exist, you will find that an icon is already displayed in the diary. To view or add to these appointments, simply point at the icon and double click. The appointments dialogue box is then displayed again, from where you may edit the appointments, change the icon or print the day's schedule onto your printer. Press *Ok* when you are finished.

If you have particular appointments which occur yearly, monthly or weekly on the same day, you may be able to use the Auto Organiser file, discussed below.

To view a list of every appointment in your diary from tomorrow onwards, select *View | Fotthcoming* or the Diary icon.

To list all your appointments for the currently displayed month, select *View | Month.*

The Planner

View | Planner **or** *Icon showing wall planner*

The planner provides a different view of your diary, as commonly seen on office walls. Individual dates are highlighted as follows:

> *Yellow* Date contains appointments
> *Blue*   Date contains text <u>only</u> in the "Notes" field
> *Green*   Weekends without any appointments or notes
> *Red*   Today

To view or modify an appointment, point and double click with the left mouse button. The appointments dialogue box will then be displayed, as used elsewhere within the diary.

The Planner also allows block copying of appointments from one day to the next, replacing the schedule with one copied from the previous day. This makes it easy to repeat events (for example a series of dates when you are on leave) or notes. To duplicate appointments from one day to the next, point at the destination day and double click with the right mouse button.

Warning: If appointments already exist in the destination day, they will be erased unless you cancel the copy by pressing No when asked if you wish to continue.

Voice Notes

To use Voice Notes, your PC must be equipped with a sound card capable of playing *and* recording sounds using the Windows Sound Recorder, or a similar utility.

To add a voice note to a day, point as if you were to view appointments on that day, but this time double click with the right mouse button. You will be asked if you would like to record a Voice Note, and if you answer Yes will find that Sound Recorder has been loaded. Click on the Record button and record your message, then click immediately on *Stop*. Exit Sound Recorder and answer *Yes* when asked if you want to save the file (it will have a name similar to `C:\ORGWIN\ USER1\27FEB94.WAV`)

When you return to the Organiser, you will find that a small symbol representing a speaker has been displayed in the top right hand corner of the day where you just recorded your Voice Note. To play this note, simply double click with the right mouse button and click on *Play* in the resulting dialogue box. Similarly, to dispose of the voice note, click on the *Delete* button.

WARNING: On a typical system, with a sampling rate of 11KHz in Mono (the default under Gorin's Organiser), voice notes require just over 10Kb per second on disk. If you have the disk space, you can record at a higher sampling rate - simply replace the file EMPTY.WAV in the Organiser directory with one recorded using your preferred sampling rate, a duration as short as possible (highlight everything and press DEL in the sound recorder) and no sound recorded. This file is used both to reset the sound output and as a basis for all new recordings, so must contain no sound whatsoever and be of nominal length.

Notes

If you select a different sound recording application through the *Options* dialogue, such as Soundo'le, this will be used in place of Windows standard Sound Recorder.

The *Global Search* feature is unable to search the contents of voice notes.

Auto-Organiser Manager
Activate | Auto-Organiser

The Auto-Organiser Manager, and it's file AUTOORG.INI, enable automatic placement of many re-occurring appointments.

In the Diary

Within the diary, appointments entered by the Auto-Organiser appear as if they had been entered manually at the keyboard. Where an appointment is entered on a day where there were no appointments previously, an icon showing a pen and pencil is used. Auto-Organiser appointments are always placed in the Notes field where possible, taking the latest free appointment slot in the day where the notes field is already in use. If all the appointment slots in a day are full, Auto-Organiser will <u>not</u> place any appointments on that day.

It is important to note that Auto-Organiser only places appointments in the diary. It does not remove from the diary any appointments which you later remove from the Auto-Organiser Manager file.

Editing Appointments

There are four types of appointment which can be entered using the Auto-Organiser Manager:

> Weekly Appointments   e.g. *Every Tuesday*
> Monthly Appointments e.g. *25th of each month*
> Yearly Appointments   e.g. *1st September*
> Other Appointments   e.g.   *The last Friday of November or*
>   *The Third Tuesday of every month.*

In each case, to edit an appointment, scroll the relevant part of the display until the required day or date is displayed, highlight it and press *Edit*.

When you have created sufficient Auto-Organiser appointments, press Ok to return to the Organiser. Your appointments will be automatically created if they do not already exist.

The Notebook
View | Notebook **or** *Icon showing Pencil*

The notebook enables you to store text notes upto 30Kb in size and operates through an index system, where each note is given a descriptive name. This index is displayed whenever you select the Notebook - to select a note, click on it's description and press *View*. To leave the Notebook, press *Ok*. To remove a page from the Notebook, click on a note's description and press *Delete*. If you want to add a page to the Notebook, press *New* and describe the note you are about to create. Similarly, to change the name of a note, select it and click on the *Retitle* button.

The Notebook editor

The editor is displayed when you either select to view a note or create a new note, and provides text editing including a word wrapping facility to ensure that words are not split over two lines, and allows highlighting of text for Cutting, Copying and Pasting to and from the Clipboard using the *Shift-Delete*, *CTRL-Insert* and *Shift-Insert* key combinations respectively. To paste the current date and time into the note, press *ALT-D*. You may find this useful for tracking progress reports.

You may return to the Notebook's index by clicking on the *Index* button, or return to the diary by selecting *Exit*. In both cases your work will automatically be saved. If you do not wish to save your work, click *Discard Changes* and respond *Yes* when asked if you are sure.

Printing from the Notebook

To print a note, select the *Print* button. Your note will be sent to the printer using a default font. Where you have taken advantage of the word wrapping facility, the paragraphs will be expanded to fit across a standard A4/letter page and re-wrapped.

Notes

The Notebook allows for a maximum of 30Kb, or approximately 600 lines, of text to be stored in each note. When this amount of text has been entered, you will find that it is not possible to enter any more.

Address Book
View | Address Book **or** *Icon showing a letter*

The address book is based on the traditional card index and provides fields to record Name, Address, Telephone and Fax numbers and Notes. You may also search your Address Book for quick access to records, or jump to a particular section by using the letter buttons - in a similar way to using the tabs on a card index. The ability to print individual addresses, or the entire book, is also provided, and you can automatically dial telephone and fax numbers if you have a suitable Modem connected to your PC.

How to...

Add a record: Press the + button and enter the text of the new record into the fields provided. The record will be saved automatically when you exit the Address Book, or try to view or add another record.

Edit a record: Simply modify the record when it is on-screen.

Delete a record: Display the record and press '-'.

View the next or previous record: Use the '<' or '>' keys. Alternatively, use the character buttons (A..Z) to quickly jump to the first record where the surname begins with the selected letter. If a button is disabled, no records exist with appropriate surnames.

Search for a record: Press *Search* and type a search key.

Search again with the same key: Simply press *Search* followed by *Ok*.

Print a record: Display the record and press *Print*. Now select the type of print you require and press Ok.

Dial a number: Display the relevant record and press *Dial*. Select whether you want to dial the Telephone or Fax number, or a different number altogether. If you want to log the call, ensure that the *Log Call* box is checked. Press *Ok* to dial, or to begin to log the call if you have no Modem.

Logging a telephone conversation

Logging: *Special | Log Call* **or** *Icon showing Telephone,* **Logs manually dialled call**
                  Dial from Address Book, **Logs calls where number in book**
Viewing Log: *View | Phone Log*

The telephone log utility enables you to record the name and number of whoever you telephone, along with notes about the conversation, the time and it's duration.

If you have dialled (or selected *Dial* without a Modem) via the Address Book, the Name and Telephone Number fields will already have been filled. Otherwise, select these fields and enter the name and number. Any thoughts or topics relevant to the conversation can be recorded in the Notes box.

The Date & Time and Duration fields are automatically filled in by the computer. When you have finished your conversation, press *Ok* to return to the Organiser. Alternatively, if you require more time to enter notes, select *Hang Up*, which will stop the timer but still enable you to enter notes and edit the other fields.

Note: Selecting *Hang Up* does <u>not</u> drop the telephone line.

Telephone Log Window

This window displays all calls logged through the Organiser's Address Book or manual call logging facility. The log is sorted by age, with the most recent calls displayed first.

Reading the log

A typical log entry may be:

        07/01/1994 at 19:00, 35:43 minutes, 0836 767824, calling: Peter A Smith

Which shows that a call to Peter A Smith on 0836 767824 of duration 35 minutes and 43 seconds was made on 7th January 1994, starting at 7pm in the evening. If you have not completed either the Telephone Number or Name fields when creating the log, these fields will be shown as <Unspecified>.

Print: Press the Print button to produce a copy of the telephone log on paper.

View Log: Highlight a call and press the *View Log* button to view any notes made about the call.

Delete: Highlight a call and press *Delete* to remove it from the telephone log.

To Do Manager
View | To Do Manager **or** *Icon showing Clipboard with tasks*

The To Do Manager lists important and not-so-important tasks, by order of priority. Tasks may be given a priority of Low, Medium or High, corresponding to the urgency of the particular task. One hundred tasks may be stored at any one time.

To add a new task, click on *New* and enter the task in the input area provided. Select a priority and press *Ok*.

To edit a task, select it and press *Edit*.

To delete a task, for example when it has been done, select the task and press *Delete*.

The Alarm Clock
View | Alarm Clock **or** *Double click left button on clock*

The alarm clock in Gorin's Organiser can be set to sound at any time of the day. When the alarm sounds, a wave sound file is played (if your system has audio capabilities, otherwise three short beeps are heard) and a dialogue box appears above whatever you are doing to alert you to the alarm.

Setting the alarm

To access the alarm clock dialogue box, double click on the clock or select Alarm Clock from the View menu. The dialogue box contains five settings as follows:

Alarm Enabled: This checkbox determines whether the alarm will sound.
Alarm Time: The alarm time in 24 hour format.
Select Sound File >>: Accesses a filer dialogue from where you can select a wave file.
Loop Alarm: If checked, the wave file will play continuously until you press *Ok*. See below.
Alarm Message: The message to be displayed when the alarm is sounded.

Note: Alarm time hours and minutes must be separated by a colon.

Responding to the alarm

The alarm clock will play though any standard wave device, including the PC Speaker and Adlib drivers. If you do not have a sound driver, three short beeps will be heard. If an alarm occurs whilst you are in a full screen DOS session, you will find that the DOS session is iconised and the Windows desktop returns. *This is a feature of Windows, and not of the Organiser.*

To stop the alarm sounding, press the *Ok* button in the resulting dialogue box. The alarm will not sound again for 24 hours, unless you change the alarm time.

Warning

Gorin's Organiser must be loaded (either open or iconised) for the alarm clock to function. Make sure that when you have used the Organiser you minimise it rather than closing it, as otherwise your alarms will not sound. If you habitually close the Organiser and want to be reminded not to, select the *Warn if Alarm Active* checkbox from the *Options* panel.

If you use a wave sound system which plays exclusively (E.g. Adlib Wave Driver) make sure that the check box *Loop Alarm* is not checked. If this box is checked you may experience great difficulty in stopping the alarm sounding and may be forced to reboot your system. The PC Speaker Driver ignores any Loop Sound commands, and simply plays the sound once.

Global Search
Special | Search

Via the Global Search dialogue, you can automatically search the entire Organiser for the current user for a specific word or phrase. Simply enter the phrase, don't worry about upper and lower case, select which parts of the Organiser you want to search and press *Ok.* The search may take a little time, depending on the speed of your PC.

Tip: Always specify the shortest possible search string. For example, if you were searching your Organiser to find when you have met with, for example Peter A. Smith, search for simply Pete as this will find all occurrences of Pete, Peter, Pete Smith, Pete A Smith etc.

Icon Editor
Activate | Icon Editor

If you are not a good artist, you need never use the icon editor. Many icons are supplied with Gorin's Organiser, so you may find every one you need. However, for those times when cannot find one suitable for a specific type of appointment, the icon editor is on hand.

The editor responds in a similar way to many graphics packages, in that you click on the colour in the palette, then drag the mouse with the left button held down to draw. It is not possible to draw with the icon editor without a mouse.

Initially, you will be presented with a blank icon. If you would like to load an icon, select *File | Open* or *File | Import* to load an icon from a different drive or directory.

Once you have edited your icon, select *File | Save*. This will overwrite the existing icon with your new, modified version. To save it under a different name, or in a different directory, select *File | Save as*. Note that if you have loaded an icon using *File | Import*, it is necessary to use *File | Save as,* specifying the ORGWIN directory, in order to use the icon in the Organiser.

Note: The icon named WINICO1.ICO is used whenever an appointment referenced in the Auto Organiser file is created. As this occurs whenever a new year's worth of calendars are created, and whenever an appointment is added to the file, it is recommended that if you edit it you create one with similar generic qualities.

Appendix A: _Using the Organiser without a mouse_

Although designed to be used with a mouse, there are many situations, such as on portable machines, where it may be necessary to operate the Organiser without one. The different areas of the Organiser can be categorised for keyboard use as follows:

Menus

Press the _ALT_ key along with the underlined character of the menu. Then press the underlined character of the menu item you require. Press _Escape_ to cancel the menu.

Diary

Press the left and right arrows to move forward or backwards a month. Press _F2_ or _CTRL-G_ to access the Go To dialogue box (equivalent to double clicking on a day with the left button) or _F3_ or _CTRL-V_ to access the Voice Note dialogue (equivalent to double clicking with the right mouse button). Press _F9_ to shrink the Organiser's Window to provide more screen space on your display. It is not possible to select appointments through the Planner when a mouse is not available.

Dialogue Boxes

Press _Tab_ to move between the buttons, checkboxes, lists and input areas of a dialogue box. Use the cursor keys to scroll lists and press _Space_ to select highlighted items. Press _Enter_ to finish text entry and select the default button. Warning: Do not press _Enter_ to finish text entry where multiple fields are used, such as in the Address Book, as this will select the _Ok_ button and close the dialogue box. Instead use the _Tab_ key to move to the next text field.

Selecting Icons

Use the cursor keys to scroll through the list of icons, then press _Enter_. The shortcut icon buttons shown on the right hand side of the diary may be accessed via the corresponding menu items.

Appendix B: _Printing_

Gorin's Organiser drives the printer through the standard Windows routines, as used in Notepad, using alignment tabs to space the text across the page.

During testing, it was found that these tabs are created by Windows rather than your specific printer, and so printing should appear similar on all systems from 9 pin Dot Matrix to Postscript.

However, note that the page layout is governed for A4 (or listing size) portrait orientation paper. If you select landscape orientation, you may experience printing problems, particularily from the Address Book.

<u>*Appendix C:*</u> *Automatic Data Storage and backing up*

Gorin's Organiser (in both Windows and DOS releases) relies on automatic data storage techniques to ensure that your data is safely on disk. Working in this manner ensures that data is unlikely to be lost if Windows crashes, or you switch off your machine. However, please note that the Organiser saves data when you have finished working with it, or select a push button from within a dialogue. Therefore, if you have entered text into a text field, and have not selected any buttons before your computer crashes, data may be lost.

Please ensure you register this product!

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