

This ReadMe file contains information on the Arabesque Ecco Simplicity Demo that may not be in the on-line help.

TABLE OF CONTENTS

- =====
1. INSTALLATION AND TROUBLESHOOTING
 2. FILES INSTALLED
 3. HELP
 4. TEMPLATES ARE INCLUDED
 5. USING THE SHOOTER TO SEND NAME, ADDRESS, AND PHONE NUMBERS
 6. SHOOTER COMPATIBILITY
 7. PREFERENCES ADDITIONS
 8. PRINTING
 9. DISK COMPRESSION SLOWS DOWN FILE SAVE/FILE OPEN
 10. COMPATIBILITY
 11. PERFORMANCE
 12. USING *.WAV FILES WITH ALARMS
 13. AUTO-DIALING USING MODEMS LESS THAN 9600 BAUD

1. INSTALLATION AND TROUBLESHOOTING

=====

The Arabesque installer requires Windows 3.1 or Windows for Workgroups® to be on your path in the format <drive:>\<directory>. To determine if Windows is on your path, type PATH at the DOS prompt. If the Windows directory is not on your current path (or not in the proper format), you can temporarily set it by typing "SET PATH = <drive:>\<Windows directory>" at the DOS prompt. If Windows is on your C:\ drive in a Windows subdirectory, you would type SET PATH=C:\WINDOWS. Reboot your computer after installing Ecco to restore your original PATH. Do not use the Windows DOS box, as errors may occur. The Arabesque installer also requires approximately 65K of space in the Windows subdirectory.

To Install Arabesque Ecco:

1. Start Windows 3.1 or Windows for Workgroups.
2. In the Program Manager, from the File menu select "Run" and type A:\SETUP.EXE (if you are using a different drive and directory location, type y:\xyz\SETUP.EXE, where y: is the drive you are installing from and \xyz\ is the directory path to the file.)
3. Ecco installs into the directory specified. If the directory does not exist, one will be created.
4. A new program group titled "Arabesque Ecco" will be created.
5. A subdirectory named "TEMPLATE" is created. The template files, SALES.ECT, LEGAL.ECT, MANAGER.ECT, PROJECT.ECT and RESEARCH.ECT are stored there. Finally, the Program Manager icons for the Ecco program, the Ecco Quick Tour, and this README file are created in the Arabesque Program Group. You may double-click the QuickTour icon in the Ecco program group to see an overview of Ecco, or choose OVERVIEW from the Help Menu in Ecco.

WARNING: If you are re-installing Ecco and are installing into the same Ecco directory, any existing Arabesque templates will be overwritten including DEFAULT.ECT. If you have such Ecco templates on your system that you have modified and wish to save, remember to rename your template files or move them to a different directory prior to installing Ecco.

If You Can't Install:

If you find you can't install using the Arabesque Ecco Installer, try these things:

1. Make sure Windows is on your PATH. (See above)

2. Make sure you have enough hard disk space.
3. Disable any Windows shells such as Norton Desktop or PC Tools. If you are installing to a drive other than C: and are getting the error message "Cannot install to C:" please check that you have 65K of available disk space and have write access in your Windows Directory.

If you need additional help with this demo you can contact Arabesque Software via our CompuServe Forum (type GO ECCO) or our BBS system at (206) 881-0905. We highly recommend CompuServe because of the great breadth of response available there. Technical notes and tips are available on both the CompuServe forum and the Arabesque BBS.

2. FILES INSTALLED

=====

Below is a list of files installed to your hard drive during a full installation of the Arabesque Ecco Demo. This list is provided for your reference only.

File name	Where installed...
Text files	
IMPORT.WRI	your local Ecco directory
README.WRI	your local Ecco directory
Templates	
DEFAULT.ECT	your local Ecco directory
MANAGER.ECT	the template directory within your local Ecco directory
LEGAL.ECT	the template directory within your local Ecco directory
SALES.ECT	the template directory within your local Ecco directory
RESEARCH.ECT	the template directory within your local Ecco directory
PROJECT .ECT	the template directory within your local Ecco directory
Help files	
SLIDES.HLP	your local Ecco directory
Configuration	
ECCO.CFG*	your Microsoft Windows directory
ECCO.ALM*	your Microsoft Windows directory
ECCO.FDB*	your Microsoft Windows directory
Application	
ECCO.EXE	your local Ecco directory

* ECCO.CFG stores information about your user preferences and ToolBar settings etc. The ECCO.FDB and ECCO.ALM files store info about local Ecco files and alarm information respectively and are not a part of installation, but are created subsequently in your Windows directory by Ecco once you have run the program.

3. HELP

=====

Ecco ships with a state-of-the-art online help system that contains the entire User's Guide, fully indexed and cross-referenced with a complete glossary. To obtain a copy of this help file for use with your demo, you can download ECOHLP.EXE from our CompuServe forum (type GO ECCO) or our BBS system at (206) 881-0905. This file is a self extracting compressed file. Type ECOHLP.EXE at a DOS prompt in the directory where you downloaded the file. It will extract the ECCO.HLP file, which should then be placed in your ECCO directory.

For a quick overview of Ecco features, from the Help menu choose "Overview". For context-sensitive help at any time, choose F1 or click on the yellow "?" button in the top right corner of any dialog.

For help on the menu commands, from the Help menu choose "Menu Help". Your cursor will change to an arrow with the text "Choose Menu" below it. You may then select the menu for which help is desired.

For help on your active view choose "Help on this View" from the Help menu.

4. TEMPLATES ARE INCLUDED

=====

Ecco templates have the extension ".ECT" and can be opened directly from the File menu's Open... dialog by selecting "Ecco Templates (*.ECT)" from the "List Files of Type" drop-down list in the lower left of the dialog.

When the File command "New" is chosen, a new document is created based on the template file "DEFAULT.ECT". This template file can be modified like any other template to provide custom new file creation for specialized applications (for example, default, views, and so on, for department standardization). Holding down the shift or control key while selecting "New" will avoid the use of this template.

5. USING THE SHOOTER TO SEND NAME, ADDRESS, AND PHONE NUMBERS

=====

If one or more names are selected in the PhoneBook (and neither outline notes nor a character range are selected), Shooter will shoot the name and address information (and optionally the phone numbers) for all selected names. The information will be sent in a letter head format. However, if any outline notes are selected, then only names and their subordinate outline text will be included when shooting, and no addresses or phone numbers will be sent.

When Shooting from the PhoneBook, you are prompted to make a choice of which (if any) phone numbers to send along with the name and/or address. You are prompted in a like manner when using the Copy button in the PhoneBook form.

6. SHOOTER COMPATIBILITY

=====

If the Shooter is unable to locate the Edit menu when using it in conjunction with the current application, the user will be prompted for Copy/Paste keyboard options. Some applications do not respond to standard Copy/Paste actions which can cause problems for the Ecco Shooter. In these cases you can add entries to the Ecco section of your WIN.INI which will enable the Shooter. For applications which do not have keyboard shortcuts make the following entry <application name>=101. For applications which make use of CTRL + C/V use <application name>=202. For applications which make use of CTRL + INS/Shift + INS use <application name>=303. For example, WinCIS requires the use of the CTRL + INS/Shift + INS keys, so the entry in your WIN.INI would look like this:

```
[ECCO]  
WINCIS.EXE=303
```

7. PREFERENCES ADDITIONS

=====

Ecco makes automatic backups for you. The default configuration is currently set to create a backup copy of new files on file close, with 2 rotating backups. "Auto-Save on File Close" is selected and automatic file saving is set to 10 minute increments. These defaults are set in Preferences under the Tool menu.

You can specify your own keyboard shortcut for activating the Shooter. When used with the Ctrl + Alt keys, this will activate the Shooter in any Windows application, as long as Ecco is running. For more information about the Shooter, please refer to the Ecco User Guide or on-line help.

To show major holidays for the United States, United Kingdom, Canada (French and English), Australia, France, Germany, Italy, Israel, Spain and Sweden when in the Calendar view, choose the desired country in the "Show Holidays for" drop down list. Ecco defaults to the country chosen in the Windows Control Panel and will change the displayed holidays to match your Control Panel setting until you specifically choose another country via Preferences.

8. PRINTING

Page Sizes

=====

In Calendar and PhoneBook view, page sizes for most DayTimer, Franklin and other popular day planners are now available. Also, Ecco supports A4, A5, Legal and Executive paper sizes. In the PhoneBook, many US and UK Avery mailing label sizes are available.

Calendar

In Calendar view, the user name you specified during installation will print in the upper left corner of the calendar and the time period in the upper right corner. The user name can be changed in the Preferences dialog box.

When printing the Calendar month grid, if there are more appointments than will fit in the space for the specified date, a plus sign will be printed after the last appointment shown.

PhoneBook

In the PhoneBook view, grid lines print between phonebook entries. If the phone number columns won't fit on the specified page size, these numbers will be stacked and right aligned.

To print salutations (Mr., Ms., Dr., etc.), in the PhoneBook view, choose name, address format and in the Options.. dialog, check "Switch Lastname, Firstname to Firstname, Lastname".

9. DISK COMPRESSION SLOWS DOWN FILE SAVE/FILE OPEN

=====

Users of DbISpace, Stacker or other similar real-time disk compression utilities may experience longer file save times than normal. For large file the difference can be as great as 10 times (for example, the time to save a given file can go from 3 seconds to 30 seconds). These utilities defeat Ecco's significant, performance optimizations for large files. We recommend that you place your Ecco files in a non-compressed partition.

10. COMPATIBILITY

=====

While every effort has been made to make Ecco compatible with all major hardware and software, there are some specific situations you should be aware of.

Video Drivers

If you are using an ATI Ultra Video driver dated before June 1993, you may encounter conflicts with Ecco. There are known problems accessing disabled cascading menus when using the 640x480 VGA, 600x800 SuperVGA or 1024x768 with Small Fonts. These problems are believed to be specific to this driver. ATI is releasing a new driver that will fix these problems.

Modems

If you experience problems communicating with your modem when dialing from the PhoneBook, you can add an adjustable delay following the dial command. Add the following entry to the Ecco section of your WIN.INI file:

```
[ECCO]
```

```
delayAfterDialing=n
```

N should be an integer between 0 and 250 and represents the number of milliseconds of delay after dialing.

If you still have problems dialing from Ecco, please run the Microsoft Diagnostics Program (MSD.EXE). To run MSD, at the DOS prompt, change to your Windows directory and type MSD. At the MSD main menu, choose "File..." "Print Reports". In the Print Reports dialog, check system summary, COM ports and IRQ Status. Print the report and contact Arabesque Customer Support at (206) 885-0559.

cc:Mail

Applications developed for use in the cc:Mail environment require the existence of the cc:Mail VIM, SMI and Mail Engine components for the appropriate platform. Users of the following cc:Mail products will already have the required files: cc:Mail for Windows v. 2.0 or greater, cc:Mail for OS/2, WPS v. 1.0 or greater

These files must be installed in the Windows directory for correct performance.

Users of versions of cc:Mail prior to the above products will need to obtain the cc:VIM Runtime product directly from cc:Mail in one of the following ways: Contact cc:Mail Support directly, Download from the cc:Mail Bulletin board the ZIP files containing the VIM files, Download from CompuServe from the LOTUSB forum

11. PERFORMANCE

=====

Ecco is a RAM-based program. Running in Windows 386 Enhanced Mode should provide you with plenty of RAM memory to run very large Ecco files. If you experience slow performance, make sure you are running in 386 Enhanced Mode. You can determine this by selecting "About Program Manager" from the Help menu in the Program Manager menu bar.

System Resources and GDI. Ecco takes advantage of Windows' Graphical Device Interface (GDI) to allow multiple windowing and to define many views in Ecco. Having more than 25 views open in Windows will effect available GDI system resources. For best performance, keep only the necessary views open within Ecco.

Networks. Customers who are using a peer to peer network (such as Windows for Workgroups)

may need to adjust the interval at which Ecco updates local files which are attached to a group file. Using any text editor, (e.g. Notepad) open WIN.INI and search for the [Ecco] section. Edit the line: glExLogDelay=3000 to glExLogDelay=5000. Save the changes, and exit your text editor.

If you are using Novell Netware, you may see better group performance if you decrease the setting. Values below 500 or above 10000 are not recommended. It is advisable for all systems on the network to use the same setting.

12. USING *.WAV FILES WITH ALARMS

=====

*.WAV files are Windows 3.1 sound files that Ecco can run with Alarms if a third party sound driver is installed.

In order to use *.WAV files, you must have a Windows 3.1 sound driver capable of running these files. Most MIDI drivers such as those provided with SoundBlaster, or other sound systems will run *.WAV files. If you do not have these available, you can download SPEAKER.DRV from CompuServe in the MIDI forum (GO MIDIFORUM).

To install a device driver, run the Windows Control Panel and double click on the "Drivers" icon. click on the "Add" button to add the driver. For more information on installing device drivers, see "Installing and Removing Drivers" in your Microsoft Windows documentation.

IMPORTANT: You must have "enable system sounds" checked in the Sound section of Windows Control Panel in order to hear Ecco alarm alerts. This is the Windows default setting.

13. AUTO-DIALING USING MODEMS LESS THAN 9600 BAUD

=====

If you intend to use Ecco's auto-dialing feature with a modem operating at less than 9600 baud, you should be aware that Windows defaults to setting each of your computer's communications ports to a speed of 9600. Attempting to auto-dial with a less than 9600 baud modem will not succeed until you have set the communication port's baud rate to match your modem's baud rate.

To set your communication port to the baud rate matching your modem, open the Windows Control Panel accessory and choose Ports. Select the COM port to which your modem is attached and set the baud rate appropriately.

=====

Thank you for trying Arabesque Ecco!

END OF README.WRI

=====