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Click on the underlined topic name, or press **TAB** to select the topic, and then press **ENTER**.

To learn how to use Help:

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PROGRAM OVERVIEW

Pop Culture Day Book is a powerful integrated information management application designed specifically for broadcasters and media professionals. It features sophisticated [database](#) and reporting capabilities, yet is extremely easy to use.

A wealth of information on people and events is provided in separate database files for each month. Records can be easily added or edited and information can quickly be retrieved by searching for any name or group of words.

A report for any day can quickly be created for viewing on-screen or printing out with just a couple of clicks. The report items are automatically sorted chronologically and by category. Ages of people with birthdays are automatically calculated based on the current year as determined by your computer's clock (a report created in December for a day in January will have ages calculated for the following year).

The Memo Pad database file is useful for storing random notes and other bits of information.

The Word Processor can be used to print out any group of selected records from a database and to import of data from other applications along with performing the usual word processing tasks.

Context sensitive on-line help is provided. Just press the **F1** key to view information about the window, menu item, or button which currently has the focus.

KEYBOARD TIPS



Short-cuts using the keyboard

To switch to a different window in the program:

Press **CTRL+TAB** or **CTRL+F6** to switch to the next window.

Press **CTRL+SHIFT+TAB** or **CTRL+SHIFT+F6** to switch to the previous window.

To move the focus to a menu, button, text box, or field:

Hold down the **ALT** key while also pressing the letter underlined in the name of the control. For example, to select the command **Next** press **ALT+T**. Many commands also have function keys or **CTRL** plus letter shortcut keys. Most of these key combinations are indicated on the menus.

To display the items in drop-down list box, press **ALT+DOWN** while the list box has the focus.

To move the cursor position within a body of text:

LEFT ARROW	Moves one character to the left.
RIGHT ARROW	Moves one character to the right.
UP ARROW	Moves one line up.
DOWN ARROW	Moves one line down.
HOME	Moves to the beginning of a line.
END	Moves to the end of a line.
PAGE UP	Moves up one window height up.
PAGE DOWN	Moves one window height down.
CTRL+LEFT	Moves one word to the left.
CTRL+RIGHT	Moves one word to the right.
CTRL+END	Moves to the end of the text.
CTRL+HOME	Moves to the beginning of the text.
CTRL+PAGE DOWN	Moves to the bottom of the window.
CTRL+PAGE UP	Moves to the top of the window.

To highlight text for copying or deleting:

Hold down the **SHIFT** key while also pressing the appropriate key combination above.

To toggle insert/overtyping mode on or off:

Press **INSERT**.

See also: [Text Overview](#)

WINDOWS CLIPBOARD

The Windows clipboard is a temporary storage area for the transfer of data between text areas in this or other applications. The **Cut**, **Copy**, and **Paste** commands transfer data to and from the clipboard.

To Cut or Copy text:

Position the mouse pointer at the start or end of the text you wish to highlight, then:



Hold down the left mouse button, drag the mouse to highlight the text, then release the button.

Or... Hold down the **SHIFT** key, position the mouse pointer at the opposite end of the text you wish to highlight and click with the left button.

Or... To highlight just a single word double click on it.



Hold down the **SHIFT** key while also using the appropriate keyboard navigation key to position the opposite end of the highlighted text.

See [Keyboard Tips](#)

To remove the text and insert it in the clipboard:

From the **Edit** menu select **Cut**, or on the toolbar select the **Cut** button, or press **CTRL+X**.

To copy the text to the clipboard:

From the **Edit** menu select **Copy**, or on the toolbar select the **Copy** button, or press **CTRL+C**.

To paste text from the clipboard:

Position the cursor at the point at which you wish to insert the text, then from the **Edit** menu select **Paste**, or on the toolbar select the **Paste** button, or press **CTRL+V**.

FILE DIALOGS

File dialog boxes are utilized in various capacities in the program to provide easy selection of or typing in of the name of a file to be opened, copied, or saved.

File Name

Selects the name of a file to open, save or copy. The list displays names of files with the file name extension selected in the List Files Of Type box. You can also type in the name of a file. To see a list of files with a an extension other than those provided in the List Files Of Type box, type an asterisk (*), a period, and the file name extension, and then press **ENTER**.

List Files Of Type

Selects the type of files to be displayed in the File Name list. File name extensions listed will vary depending on the purpose of the file dialog.

Database (*.agi)	Lists database files.
Database (*.dbf)	Lists dBASE® compatible files.
Document (*.atx)	Lists document files.
Ascii Text (*.txt)	Lists Ascii Text files.
Rich Text (*.rtf)	Lists Rich Text Format files.
Log file (*.log)	Lists communications log files.
Ini file (*.ini)	Lists Windows initiation files.
All Files (*.*)	Lists all files in the current directory.

Drives

Selects a drive to open a file in, or to save or copy a file to.

Directories

Selects a directory to open a file in, or save or copy a file to.

TECHNICAL SUPPORT

Every effort has been made to make this program easy to use and trouble free. If you suddenly begin to experience problems, check to make sure that you are not running low on system resources. From the **Help** menu, select **About**. If memory is low or User or GDI is below 50%, close any program windows or other applications not currently in use.

The configuration of your computer system or conflicts with other programs can also sometimes cause some difficulties. Check the READ_ME.TXT file for information about any known problems.

The information provided in the databases has been thoroughly researched and verified against multiple sources, but invariably some errors or changes can occur. We would be interested in learning of any definitive contradicting information you may have.

You will be advised by mail of future updates, so make sure to send us your new address when you move. We would also be interested in hearing of any improvements to the program and its documentation that you would like to see in the future.

Phone:

(201) 871-7331 Hours of telephone support may vary depending on other commitments.

Fax:

(201) 871-7305. Include your fax number.

US Mail:

Echo Airworks
350 Lafayette Street
Cresskill, NJ 07626-1326

Electronic mail:

Airworks@aol.com. Include your E-mail address.

If you are having what may be a system related problem, it can be helpful to provide information about your computer. To create a print-out of system information which can be faxed or mailed, run the Microsoft Diagnostics program (MSD.EXE) which is included with Windows. You can start the program by clicking below.

1. Start MSD.EXE
2. Select the OK button to ignore the suggestion that you run the program from outside of Windows,
3. From the **File** menu select **Print Report**.
4. Make sure that the Customer Information, System Summary, CONFIG.SYS, and AUTOEXEC.BAT items are marked and unmark the rest, then select the OK button.
5. Make sure your printer is on.

6. Fill in the Customer Information, then select the OK button.

MSD

[Run MSD.EXE](#)

ORDER FORM

Order your copy of Pop Culture Day Book today!

- ▶ Over 5000 detailed records
- ▶ Complete printed manual
- ▶ Special introductory price

[Print Order Form](#)

Name _____ Phone _____

Company _____ Address given is: work home

Street (not a P.O. box) _____ Floppy disk size: 3½ hd 5¼hd

City _____ State _____ Zip _____

Single user (introductory price valid through 4/30/95) **\$125**

Five user license pak (other quantities on request) **\$395**

Sales tax (New Jersey customers* include 6% sales tax) _____

Shipping (\$6.50 US, \$8.50 Canada, \$18.00 elsewhere) _____

TOTAL _____

Mail Order To:

Echo Airworks

350 Lafayette Street

Cresskill, NJ 07626-1326

201 871-7331 fax: 871-7305

Credit card orders may be placed through:

Public (software) Library

800 242-4775 Order product #11561

Orders Only! No information available

Outside US: 713 524-6394 fax: 524-6398

*Texas credit card customers pay 8.25% Texas sales tax.

CHANGING THE MONTH OR YEAR

Calendar files are provided for several years in advance. If you wish to view a year for which no file has been provided, it can automatically be created. No holidays will be marked.

To change the calendar to the previous month:

On the calendar, select the left arrow button, or press **F4**.

To change the calendar to the next month:

On the calendar, select the right arrow button, or press **F5**.

To change the calendar to any other month or to reopen the calendar window after it has been closed:

From the **Calendar** menu, select the month you wish view.

To change the calendar to another year:

1. From the **Calendar** menu select **Change Year**. The **Change Year** dialog box appears.
2. Type in the year you wish to switch to.

If a file for the year is not found, you will be asked if you wish to create one.

MARKING DATES AND ADDING MEMOS

To mark a date or add a memo to the currently displayed calendar month:

1. Select the day on the calendar which you wish to mark. If the calendar is set to the current month, the current day is the default.
2. On the calendar select the Mark button, or from the **Calendar** menu select **Mark Date**, or press **F9**. The **Mark Calendar Date** dialog box will appear.
3. Type in a memo to be displayed at the bottom of the calendar on the selected day. The maximum text length is 118 characters
4. Select a color with which to mark the date. Black is the default, purple is for holidays, and blue is for special days.
5. Select the **OK** button.

To erase a previous memo, select the **Clear** button. To cancel any change press **ESCAPE**.

Note: Calendar memos are totally separate from the **Memo Pad** database entries and the Holiday calendar mark has no relation to Holiday database entries.

VIEWING DAY REPORTS

To create a day report in a window which can also later be printed out:

1. Select the day on the calendar for which you wish to create a report. If the calendar is set to the current month, the current day is the default.
2. On the calendar select the View button, or from the **Database** menu select **View Report**, or press **F7**.

A report window, which is created independently from the main application window, will appear. The Windows **Task Manager** will then appear briefly listing the report windows and all the programs currently running. Progress will be indicated at the top of the report window as the program sorts through the appropriate database and then displays the records for the selected day.

Report window control buttons:



Additional key combinations for report windows:

- | | |
|-----------------------|----------------------------------|
| CTRL+PAGE DOWN | Moves to the next page. |
| CTRL+PAGE UP | Moves to the previous page. |
| HOME | Moves to the top of the page. |
| END | Moves to the bottom of the page. |
| CTRL+HOME | Moves to the first page. |
| CTRL+END | Moves to the last page. |

Note: Reports are created using the Arial TrueType font which is provided with Windows. If this font is not active on your system, another font will automatically be substituted. Appearances may vary.

PRINTING DAY REPORTS

To create a day report which is sent directly to the printer:

1. Select the day on the calendar for which you wish to create a report. If the calendar is set to the current month, the today's date is the default.
2. On the calendar select the Print button, or from the **Database** menu select **Print Report**, or press **F8**.

A printing dialog box will appear indicating the progress as the program sorts through the appropriate database and then sends the records for the selected day to the printer.

You can also print out a copy of a Day Report from a report window by clicking on the **Print** button.

DATABASE WINDOWS

The database windows provide access to [database](#) files for adding or editing individual records and for entering information into one or more [fields](#) for a search.

To open a database window, from the **file** menu select the month you wish open. You can also open the database for the current month on the calendar by double clicking on the name of the month between the arrow buttons.

In addition to using the **TAB** key, or pressing **ALT** plus the underlined character key, or using the mouse to move around the window, you can also press **ENTER** to move to the next appropriate field. If the **Toggle Active Fields** option is checked, database fields are automatically enabled or disabled as appropriate for the pre-defined categories.

You can type an entry in the Category and Occupation fields or select from the lists using the keyboard navigation keys or by clicking with the mouse. Once the list has the focus, you can also select an entry by typing it's first letter.

The Category and Occupation lists can be added to or changed by editing the pcdb.ini file using the word processor. You can also temporarily add the current text of the Category or Occupation fields, whichever is active, to the Category or Occupation list by selecting **Add to List** from the **Edit menu**.

Database window command buttons:

Next	Positions the database to the next record.
Previous	Positions the database to the previous record.
Clear	Clears fields for entry of new data or text for which to search for.
Add	Adds a new record containing the currently entered information.
Update	Changes an existing record to contain the currently entered information.
Delete	Optionally asks for confirmation, then deletes the current record.
Search	Searches for a name or group of words entered in the fields.
Find All	Restores the full database set for viewing following a search.
Close	Closes the database window.

See also: [Adding or Editing a Record](#)
[Searching For Data](#)

ADDING OR EDITING A RECORD

To add a new record to the database or change an existing one:

1. If you are adding a new record, select the database window **Clear** button.
2. In the Category field type in or select a category from the list using the keyboard navigation keys or by clicking with the mouse. Maximum text length is 30 characters.
3. In the Day field, type the day. Single digit numbers must have a leading zero.
4. In the Text Year field, type the year information which will appear in the report.
5. In the View Year field, if you want a record to appear in a report only during a specific year, type the year you want the record to appear.
6. In the Name field, type the name of the person or event. Maximum text length is 30 characters.
7. In the Occupation field type in or select an occupation from the list using the keyboard navigation keys. Maximum text length is 44 characters.
8. In the Information field type in any details. There is no text length limit for information. You can start a new paragraph by pressing **CTRL+ENTER** or insert a tab by pressing **CTRL+I**.
9. To add a new record select the **Add** button. To save changes to an existing record select the **Update** button.

SEARCHING FOR DATA

Pop Culture Day Book allows you to quickly retrieve [database](#) records containing any name or group of words. Searches performed are not [case-sensitive](#). Unless you type in a search [switch](#) before the text to be searched for, the match must be exact. This includes special characters. For example, a search for Mel Torme will not find Mel Tormé.

To perform a search:

1. Select the **Clear** button from the database window.
2. Position the cursor in the [field](#) in which you wish to search.
3. Type the name or group of words you wish to search for, preceded, if necessary, by the appropriate search switch.
4. Select the **Search** button from the database window or press **F3**.

The message area above the command buttons in the database window will indicate the number of records found.

See also: [Auto Searching](#)

Search switches:

\B <text> finds all records which begin with the given text string. For example, "\b Jo" will find names like "Joe", "John", and "Jones". You can press CTRL + ALT + B to insert "\B " in the field which has the focus.

\W <text> finds all records which contain the given text anywhere in the record. For example, "\w to" will find records containing words such as "to", "stop", and "tomato". Use of this operator can be time consuming since it has to search through entire fields of each record in the database. You can press CTRL + ALT + W to insert "\W " in the field which has the focus.

\G <text> works like \w but allows the use of periods as wild card characters. For example, "\g O'Bri.n" will find records containing O'Brian and O'Brien. You can press CTRL + ALT + G to insert "\G " in the field which has the focus

> <number> finds records with a value greater than the specified number.

< <number> finds records with a value less than the specified number.

~ <text> finds records not equal to the specified text (may also be used in front of the other operators except \b to change the sense of their operation). For example, "~\w actor" finds all records that do not have the word actor in the field.

AUTO SEARCHING

To automatically search each month's [database](#) for a name or group of words in the Name, Occupation or Information [fields](#):

1. From the **File** menu select **Search All**, or press **F2**. The **Search All Months** dialog appears.
2. Enter a name or words to search for, including a search switch if needed.
3. Select the field in which to search. Name is the default.
4. Select the month in which to start. January is the default.
5. Select the **Search** button or press **F3**.

Each database window will be opened and searched, beginning with the month selected. Database files already open will be skipped over. A status bar will appear at the bottom of the main application window indicating the number of matching records found.

To cancel the search press **ESCAPE** or click on the **Cancel** button on the status bar. The search will end automatically if an exact match is found in the Name field.

See also: [Searching For Data](#)

GRID VIEW

The grid provides viewing of multiple records at the same time. You can also update information in existing records or copy or delete records using the grid.

Editing Data in the Grid

The current record in the grid is identified by the row with the contrasting color. When maneuvering around the grid, the current cell is identified by the cell with the contrasting color. When a cell is opened for editing it will be highlighted and the cursor will appear at the beginning of the text.



To make a cell current click on it. To open the current cell for editing click on it, or to open a different cell for editing, double click on it.



To make a cell the current cell use the keypad navigation keys or **TAB** key to move to the desired cell. To open the cell for editing, just begin typing or press **BACKSPACE**.

If data is changed, records are updated automatically when a cell leaves edit mode. To leave edit mode, click on another cell or press the **UP** or **DOWN** arrow key.

To undo a text change press **CTRL+Z** or select **Undo** from the **Edit** Menu before leaving the cell. To leave a cell without updating the record press **ESCAPE**.

Note: Information entries longer than 254 characters cannot be edited in the grid.

See also: [Keyboard Tips](#)

Grid Configuration

To resize a column, position the mouse over the vertical line at the column's right edge, press the left mouse button down and drag the line to the desired location.

To move a column, position the mouse over the column's heading, press the left mouse button down and drag the column to the desired location.

MEMO PAD

The **Memo Pad** is a database file for storing random notes, bits, and other information. Each record is stored and sorted based on the date which it was created. You can quickly view a memo for a particular date by clicking that date on the list. You can edit the date of a memo by double-clicking on the date.

There is no text length limit for **Memo Pad** records. You can start a new paragraph by pressing **CTRL+ENTER** or insert a tab by pressing **CTRL+I**. If you want to start a new **Memo Pad** file just rename or delete the memo.pad file while the **Memo Pad** window is closed. The next time you add a record a new file will be created.

Memo Pad window command buttons:

- Next** Positions the database to the next record.
- Previous** Positions the database to the previous record.
- Clear** Clears memo field for entry of new data or text for which to search for.
- Add** Adds a new record containing the currently entered information.
- Update** Changes an existing record to contain the currently entered information.
- Delete** Optionally asks for confirmation, then deletes the current record.
- Search** Searches for a name or group of words entered in the memo field.
- Find All** Restores the full database set for viewing following a search.
- Close** Closes the **Memo Pad** window.

FILE MAINTENANCE

Pop Culture Day Book uses a special [database](#) file format to save disk space. Unlike most database file formats, data is saved in variable length [fields](#) so that the information only takes up as much space as it actually needs.

The database files are installed without indexes. The first time you open a database window an index for the Day field will be created. Whenever you first conduct a search for information in any other particular field, an index for that field will be created.

The database files being rather large, performance of file operations can be hampered if a file is not in a contiguous location on your hard disk. Periodic use of a defragmentation utility is recommended to maintain file contiguity.

The AGIFIX.EXE File Repair Utility

If your power goes out or your system crashes while a database is being updated or while information is being written, the file will probably not re-open and an error message will be displayed. This does not necessarily mean that there has been any data loss.

To repair the file use the AGIFIX.EXE utility. It runs under DOS rather than Windows, so you will need to run it from a DOS prompt or shell.

Running AGIFIX.EXE:

AGIFIX.EXE requires only a single command line argument, the name of the database file to fix. For example, to repair the file march.agi, you would switch to the Pop Culture Day Book directory. At the DOS prompt type CD C:\PCDB and press **ENTER**, then use the command agifix march.agi.

The filename must include the .agi extension. The AGIFIX.EXE program will rename the old .agi file as a backup file and will put the data into a newly created .agi file. Up to 100 backups can be kept (they will be named .bk0, .bk1, .bk2, etc.).

Under some circumstances a record can be lost if it was being accessed at the time of the crash. The best answer to this is to keep frequent backups of all your data so you can retrieve anything which may be lost later.

Running AGIFIX.EXE also has the side-effect of removing all file indexes. The next time you use the file, however, indexes will be recreated. When AGIFIX.EXE completes its repair of a file, it also provides statistics about the database. This is a sample of the output:

RECORD INFORMATION

Number of records:	<Total number of records in the file>
Total bytes of record data:	<Total number of bytes used by records>
Unused record data space:	<Number of bytes of empty space> (due to partially filled slices)
Average record size:	<Average size of all records>

Largest record size: <Size of the largest record>

Smallest record size: <Size of the smallest record>

ATTRIBUTE INFORMATION

Number of possible attributes: <Total number of fields used in the entire file>

Average attributes per record: <Average number of fields used in all records in the file>

Smallest number of attributes: <Fewest number of fields used by a record>

Largest number of attributes: <Largest number of fields used by a record>

PHYSICAL INFORMATION

Physical 1024-byte blocks: <Number of blocks used> (slices reside in blocks)

Deleted 1024-byte blocks: <Number of blocks deleted> (will be reused when needed).

Physical 64-byte blocks: <Number of slices used> (all records are allocated as slices)

Deleted 64-byte blocks: <Number of deleted slices> (will be reused when needed)

Repaired database: <Name of the repaired database just recreated>

Backup of original: <Name of the back-up of the original database>

TEXT OVERVIEW

In addition to performing typical word processing tasks, you can also print out any group of records from a database by copying the information into a text window. From the **Edit menu** select **Copy to Text** to copy the current database record.

You can also import information from any application which allows you to save data in Ascii text format. Use the clipboard to copy information into the appropriate fields in a database window.

See [Windows Clipboard](#)

Word processor capabilities:

- Left, right, centered, and [justified](#) paragraphs.
- Single, one-and-a-half, and double spacing.
- Space before and space after a paragraph.
- Multiple simultaneous font types and sizes.
- Bold, italic, underlined and strike-through text.
- Adjustable preset tabs and manual tabs.
- Reads/writes ATX Document and Ascii Text files.
- Reads/writes Rich Text Format files (limited formatting).
- Text find and text find and replace.
-

Additional key combinations for document windows:

- | | |
|-------------------------|---|
| CTRL+UP | Moves one Paragraph up. |
| CTRL+DOWN | Moves one Paragraph down. |
| CTRL+ENTER | Inserts a page break |
| CTRL+SHIFT+SPACE | Inserts a non-breaking space. |
| ALT+SHIFT+ENTER | Inserts a soft line break. |
| ALT+A | Sets focus to the Font Name box. |
| ALT+Z | Sets focus to the Font Size box. |

TEXT TOOLBAR

Open button displays the **Open Text File** dialog box.

Save button saves the active document. For a new document, displays the **Save File As** dialog box.

See [File Dialogs](#)

Print button displays the **Print Text File** dialog.

See [Printing Text Files](#)

Cut button removes the selected text and inserts it in the Windows clipboard.

Copy button copies the selected text to the Windows clipboard.

Paste button copies text the Windows clipboard and inserts it at the cursor position.

See [Windows Clipboard](#)

Font Name and **Font Size** boxes select and display the name and size of the font at the cursor position or in the selected text.

See [Font Selection](#)

Bold button displays and toggles on or off bold text at the cursor position or in the selected text.

Italic button displays and toggles on or off italic text at the cursor position or in the selected text.

Underline button displays and toggles on or off underlined text at the cursor position or in the selected text.

Left, Right, Centered, and **Justified** buttons display and change the alignment of the paragraph at the cursor position or in the selected text.

Single, 1½, and **Double** buttons display and change the line spacing of the paragraph at the cursor position or in the selected text.

See [Text Overview](#)

Note: If the selected text contains multiple fonts or multiple font sizes, the font or size box will be blank. If the selected text contains varied paragraph alignment or spacing, all buttons will all be up.

FORMATTING RULER

 Print

Formatting paragraphs with the mouse

To change the document text width:

1. Position the mousepointer over the text width indicator.
2. Depress the left mouse button, drag the indicator to the desired new position and release the mouse button.

The text width can also be set from the **Print** dialog box.

See: [Printing Text](#)

To change paragraph indents:

1. Position the cursor in the paragraph you wish to change or highlight multiple paragraphs you wish to change.
2. Position the mousepointer over the indicator for the indent you wish to change.
3. Depress the left mouse button, drag the indent marker to the desired new indent location and release the mouse button.

To change space before or after a paragraph:

1. Position the cursor in the paragraph you wish to change.
2. Position the mousepointer over the space marker you wish to change.
3. Depress the left mouse button, drag the space marker to the desired new position and release the mouse button.

To highlight the entire current paragraph:

Double click between the paragraph space markers.

To insert or remove a manual tab stop:

1. Position the cursor in a single paragraph or highlight multiple paragraphs in which you wish to insert a new tab stop.
2. On the ruler, click with the left mouse button where you want to insert the tab stop, or with the right mouse button where you want to remove a tab stop.

To clear all manual tab stops click on the end of the ruler above the left margin or from the **Text** menu, select **Reset Tabs**.

Paragraph settings, along with the measurement units on the ruler and spacing of preset tabs, can also be set from the **Paragraph** dialog box.

See: [Paragraph Dialog](#)

FONT SELECTION

You can change fonts, font sizes, and font styles using the Toolbar or the **Font** dialog box. The **Font** dialog box also displays a sample of the selected font. Selecting a font using the **Font** dialog box also sets the default font for new documents.

To change a font type, size, or style:

Position the cursor at the you want to change the font, or to change the font style or size of existing text highlight the text, then:

Using the Toolbar:

 Print

Click on the down arrow to the right of the **Font Name** or **Font Size** box, then click on the desired font name or size. Click on the **Bold**, **Italic**, and **Underline** buttons to toggle bold, italic or underlined text on and off.

 Print

To set the focus to the **Font Name** box press **ALT+A** or to set the focus to the **Font Size** box press **ALT+Z**. Optionally, you can display a list by pressing **ALT+DOWN**. Select a name or size using the **UP** and **DOWN** arrow keys or type in the name or size, then press **ENTER**. To cancel press **ESCAPE**. You can toggle bold, italic, underlined or strikethrough text on or off from the **Text** menu.

Using the Font dialog box:

From the **Text** menu, select **Font**. The Font dialog appears. Select or type in a font name, style, and/or size in the **Font** dialog box. then select the **OK** button.

PARAGRAPH DIALOG

You can adjust paragraph specifications by typing in a number, pressing the **UP** or **DOWN** keys, or clicking the mouse on the up or down arrows. You can also adjust paragraphs using the toolbar and ruler.

Indents

Sets the indents and preset tabs for paragraph at the cursor position or in the selected text. You can create a hanging indent by setting the First Line indent to a negative number (number cannot exceed the inverse of the Left Indent number).

Spacing

Before and After sets the space before and after the paragraph at the cursor position or in the selected text. Line sets left, right, centered, or [justified](#) alignment of the paragraph at the cursor position or in the selected text. Spacing sets single, 1½, and double line spacing of the paragraph at the cursor position or in the selected text.

You can change the unit of measure by selecting the **Inches** or **Centimeters** button. Select the **Apply** button to apply changes to the paragraph formatting.

See also: [Text Toolbar](#)
[Formatting Ruler](#)

FIND AND REPLACE

To find any name or group of words in a document:

1. From the **Text** menu, select **Find**. The **Find Text** dialog box appears.
2. Type the words you wish to find (search is not case sensitive).
3. Select the direction for the search (down is the default).
4. Select the **Find Next** button or press **F3**.

The program searches for and highlights the next occurrence of specified text in a the active document. The search is performed starting at the current cursor position, in the direction specified. You can also press **F3** to find the next occurrence even after closing the **Find Text** dialog box.

To find and replace any name or group of words in a document:

1. From the **Text** menu, select **Replace**. The **Find & Replace** dialog box appears.
2. Type the words you wish to find (search is not case sensitive).
3. Type the words, if any, you wish to replace found text with.
4. Select the direction for the search (down is the default).
5. Select the **Replace Next** button.

The program searches the active document for the next occurrence of specified text and replaces it with the text entered in the replace text box. Searching and replacing is performed starting at the current cursor position, in the direction specified.

PRINTING TEXT

The **Print** dialog box sets specifications and prints the text file in the active document window.

Page Layout

Sets the top, bottom, and left margins, and the text width for the document. You can change the unit of measure by selecting the **Inches** or **Centimeters** button.

Print Range

Sets whether all pages or just certain pages or paragraphs are printed. You can determine the number of the paragraph at the cursor position by selecting **Location** from the **Text** menu.

Setup

Displays the Windows **Printer Setup** dialog for selecting a printer or printer options. The **Options** button displays a dialog for controlling printer settings for the selected printer. To get help on the printer, select the **Options** button, then select the **Help** button.

Note: The System screen font is used for to display Ascii Text files which retain no character formatting. If you do not change to another font by highlighting the entire document and selecting a new font name, the printer will substitute a printer font for you.

FILE MENU

Search All

Displays the **Search All Months** dialog for entering information for automatically searching each month for a word or words in the name, occupation, or information database fields.

See [Auto Searching](#)

January - December

Opens the database file for the selected month. Menu item is checked when the database is currently open.

See [Database Windows](#)

Open Other...

Displays the **Open Other Database File** dialog for selecting a non-month database file to open, such as future information updates which will be made available on disk or special files you have created. You can also open dBASE® compatible (.dbf) files to copy information into the month database files. To do this, the files must be properly configured.

The acceptable field attributes are CATEGORY (30), DAY(2), YEAR(4), RUNYEAR(4), NAME(30), OCCUPATION(44), INFO(Memo). You do not have to have all these fields in the file, however you **must not** have additional unsupported fields. Make sure to back-up your original file before reconfiguring it for importing into Pop Culture Day Book.

See [File Dialogs](#)

Open Text...

Displays the **Open Text File** dialog for selecting a document or other text file to open. You can also select the **Open** button on the toolbar. The System screen font is used for to display Ascii Text files which retain no character formatting.

See [File Dialogs](#)

New Text

Opens an empty document window for a new file. The **Font** dialog box sets the default font which is used for a new document.

Memo Pad

Opens the **Memo Pad** window.

See [Memo Pad](#)

Back-Up...

Displays the **Save Back-Up File** dialog for selecting a file to back-up. After a file is selected, the **Save Back-Up File As** dialog will appear for selecting the name and location of the back-up file. One quick back-up method is to just switch the Drives list from your hard disk to your drive containing a floppy disk, saving the file with the same name.

See [File Dialogs](#)

Exit

Closes the program. If any files database files are open or any documents are open with changes that have not been saved, you will be asked to confirm closing or saving a file.

EDIT MENU

Toolbar

Displays or hides the text toolbar.

Undo

Undoes the last text edit or deletion.

Cut

Cuts selected text and inserts it in the clipboard. You can also select the **Cut** button on the toolbar

Copy

Copies the selected text to the clipboard. You can also select the **Copy** button on the toolbar

Paste

Pastes the contents of the clipboard into the active text control at the cursor position. You can also select the **Paste** button on the toolbar

See also: [Windows Clipboard](#)

Select All

Highlights all the text in the active database field or document window.

Overtyping

Toggles insert/overtyping mode on or off. Menu item is checked when Overtyping mode is on,

Add to List

Temporarily adds the current text of the Category or Occupation fields, whichever has the focus, to the Category or Occupation list. To make a lasting change to the Category or Occupation lists, edit the pcdB.ini file using the word processor.

Copy to Text

Copies the current record of the active database window to a document window. If no document window is open, a new window will be created. If more than one document window is open, the record will be copied to the first one opened.

Printer Setup...

Displays the Windows **Printer Setup** dialog for selecting a printer or printer options. The **Options** button displays a dialog for controlling printer settings for the selected printer. To get help on the printer, select the **Options** button, then select the **Help** button.

DATABASE MENU

View Report

Creates a day report in a window. The same as pressing the screen button on the Calendar window.

See [Viewing Day Reports](#)

Print Report

Prints a day report. The same as pressing the printer button on the Calendar window.

See [Printing Day Reports](#)

Next

Positions the database to the next record.

Previous

Positions the database to the previous record.

Search

Searches the active database for a name or words entered in a field in the database window

See [Searching For Data](#)

Find All

Restores the full database set for viewing after a search has been performed.

Go to Day

Displays the **Go to Day** dialog for entering a day to which to reposition the database. The current found set, if there is one, will remain unchanged.

Options...

Menu item is checked when an option is enabled,

Confirm On Delete

Toggles on or off a message asking for confirmation before deleting a database record. Delete confirmation is on by default when the program is started.

Toggle Active Fields

Toggles on or off whether database fields are automatically enabled or disabled as appropriate for the pre-defined categories. On by default.

Enable Add Record

Toggles on or off whether the **Add** button on database windows is disabled until the **Clear** button is pressed. Switch on if you want to add a copy of record such as an event or reminder to an additional day.

Close While Minimized

Toggles on or off whether a database will temporarily close when its window is minimized.

Switch on if you are simultaneously working with multiple databases but do not want to risk leaving them all open a once.

Show Record Number

Toggles on or off whether database record number fields are visible. Each database record has a record number which cannot be changed, and deleted numbers are not reused. The higher the number, the more recent the record.

Show Month Number

Toggles on or off whether database month number fields are visible. Applies only to any special non-month database files you have created.

GRID MENU

Maximize/Minimize

Maximizes or minimizes the grid. You can also click on the grid or a database window with the right mouse button to toggle back and forth between a database window and the grid.

Delete Row

Deletes the current record as indicated by the row with the contrasting color.

Delete Set...

Displays a message asking if you wish to delete the current set. CAUTION: If a find set has not been selected, the entire database will be deleted.

Copy Row...

Displays a file dialog for selecting a file to which to copy the current record as indicated by the row with the contrasting color. If the record is from a month file and the file to which the records are to be copied is not, you will be asked if you wish to add a month entry to the record.

Copy Set...

Displays a file dialog for selecting a file to which to copy the current database set. If the records are from a month file and the file to which the records are to be copied is not, you will be asked if you wish to add a month entry to each record.

See [File Dialogs](#)

Sleep Set...

Displays a message asking if you wish to remove records in the current database set from those that appear in day reports by automatically inserting "0000" in each View Year field. CAUTION: Any previous entries in the View Year field will be overwritten.

For example, to keep birthdays of country artists from appearing in day reports:

1. In the database window Occupation field type "\b country".
2. Select the **Search** button or press **F3**.
3. Switch to the **Grid View** window.
4. From the **Grid** menu, select **Sleep Set**.
5. Select the **OK** button when asked for confirmation.

Wake Set...

Displays a message asking if you wish to re-enable records in the current database set to appear in day reports by automatically deleting "0000" or any other entry in each View Year field. CAUTION: Any previous entries in the View Year field will be overwritten.

TEXT MENU

Bold

Toggles bold text on or off. Menu item is checked when Bold text is on.

Italic

Toggles italic text on or off. Menu item is checked when italic text is on.

Underline

Toggles underlined text on or off. Menu item is checked when underlined text is on.

Strikethrough

Toggles strikethrough text on or off. Menu item is checked when strikethrough text is on.

Font...

Displays the **Font** dialog box for selecting text fonts.

See [Font Selection](#)

Paragraph...

Displays the **Paragraph** dialog box for formatting text paragraphs.

See [Paragraph Dialog](#)

Location

Displays a message indicating what paragraph the cursor or the start of selected text is in. Useful for determining paragraph numbers when printing specific paragraphs. In Ascii text files, each line counts as a paragraph.

See [Printing Text](#)

Reset Tabs

Clears all tabs set manually clicking the mouse on the ruler.

See [Formatting Ruler](#)

Find...

Displays the **Find Text** dialog for locating a word or words in a document.

Replace...

Displays the **Find & Replace** dialog for locating and replacing a word or words in a document.

See [Find & Replace](#)

Save

Saves the active document. For a new document, displays the **Save File As** dialog box. You can also select the **Save** button on the toolbar.

Save As...

Displays the **Save File As** dialog box for selecting a file name for a new file or a copy of a file under a different name.

See [File Dialogs](#)

Print...

Displays the **Print Text File** dialog box for printing a document.

See [Printing Text](#)

CALENDAR MENU

Mark Date

Displays the **Mark Calendar Date** dialog for marking a date and entering information to add a memo in the current calendar month.

See [Marking Dates and Adding Memos](#)

January - December

Changes the calendar to the selected month. Menu item is checked for the month that is currently displayed.

Change Year

Displays the **Change Year** dialog for entering a year to which to switch the calendar to. If a file for the year entered is not found, you will be asked if you wish to create one.

WINDOW MENU

Switch To...

Displays the Windows **Task Manager**.

Cascade

Arranges windows in a cascading pattern.

Resize

Resizes the active database window to its default size. You can also resize the window by clicking on the background with the left mouse button.

Color...

Displays the **Color** dialog box for selecting the background color of the active database window or text window. Useful when editing multiple database files to more clearly indicate which database window you are currently working in. To return to the default color press **Cancel**, then select **Yes** when asked if you wish to return to the default color.

Arrange Icons

Arranges the icons of minimized windows at the bottom of the main application window.

<Window Titles>

Lists the open program windows. Does not list Report or Help windows. Select a window title to switch to it.

HELP MENU

Current Topic

Opens the help window to a topic which pertains to the active application window.

Contents

Displays the Help Table of Contents.

Search...

Displays the Help **Search** dialog for locating a Help topic.

Using Help

Displays help on how to use Help.

About...

Displays the **About Pop Culture Day Book** window containing the program version number and other information. The system resources indicators show the current state of your system. If memory is low or User or GDI is below 50%, you should close any program windows or other applications not currently in use.

A database **switch** or operator is a special character typed preceding the text you wish to search for which alters the criteria for the search.

A **database** is a specially formatted file which stores data in a separate unit for each record. This allows quick retrieval of data in response to a query by the user.

A **field** is a component of a database record displayed as a text box (Name, Day, etc.) in a database window.

Justified text evenly lines up along both the left and right edges of a paragraph.

A program operation is **case-sensitive** if it differentiates between a upper-case and lower-case letters in a word.

