

# Introduction

## ***What is WinPost?***

WinPost provides an easy-to-use facility for managing reminder notes for Microsoft Windows 3.0 environment. Up to 100 "notes" can be in use at any given time. WinPost will save the state of all notes upon program termination, so next time the program is started, the notes will look exactly the same as when the program was exited.

Some of its many features include:

- Large number of configuration parameters, including note size, color, text font, etc.
- Each note provides a complete editing facility, including cut, copy and paste operations.
- Icon Tool Bar provides an easy access to common operations.
- Notes can be manipulated very easily through the use of mouse shortcuts and/or accelerator keys. Notes can be displayed, hidden, or arranged via a mouse operation or a keystroke.
- Print facility allows the user to print a single note or all notes.
- Alarm Note feature allows the user to set a note to be displayed at specified date/time, accompanied by an optional alarm tune.
- Search facility provides a way to sort through numerous notes rapidly.
- Layout feature allows the user to organize notes into various categories.
- A note can be configured as Always On Top, which causes the note to rise always to the top of a stack of windows automatically.
- Auto Saver feature saves all information to disk periodically so that not all data is lost in case of a Windows crash.
- Date/time stamp facility allows easy insertion of date/time stamp.
- Plus much, much more!

## ***WinPost License Agreement***

A single WinPost license entitles you to use the program on one CPU. You may make as many copies as you wish, but only one CPU may actively be running this program at one time. If other people need to use it, then you should purchase a site license.

See the following section for information about site licensing or quantity discounts.

## ***Corporate/Site Licenses***

All corporate, business, government or other commercial users of WinPost must be registered. We offer quantity discounts as well as site licensing.

Site licensing agreements allow duplication and distribution of specific number of copies within the licensed institution. Duplication of multiple copies is not allowed except through execution of a licensing agreement. Site license fees are based upon estimated number of users.

Corporate licensing agreements allow unlimited duplication, distribution and use of WinPost within the licensed institution.

Note that with a site or corporate license, only one copy of the program and the printed manual will be sent. You will be responsible for distributing additional copies. Additional printed manuals may be ordered separately.

Please call or write for more information.

ALL PRICES AND DISCOUNTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

WARNING: YOU MAY NOT USE WinPost WITHIN YOUR ORGANIZATION WITHOUT A PRIOR PURCHASE OR LICENSE AGREEMENT.

## ***Disclaimer***

Users of WinPost must accept this disclaimer of warranty: "WinPost is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of WinPost."

## ***Technical Support***

Technical support for WinPost is available to all registered users. If you are not a registered user, we will provide limited assistance to help you install and become sufficiently proficient for proper evaluation.

For all questions, problem reports, comments and suggestions, please contact:

Nobuya Higashiyama  
Eastern Mountain Software  
P.O. Box 20178  
Columbus, Ohio 43220  
(614) 798-0910

## ***Association of Shareware Professionals***

### ***What is ASP?***

ASP, the Association of Shareware Professionals, was formed in April 1987 to strengthen the future of shareware (user supported software) as an alternative to commercial software. Its members, all of whom are programmers who subscribe to a code of ethics or are non-programmers sincerely interested in the advancement of shareware, are committed to the concept of shareware as a method of marketing.

ASP's primary goals are:

- To inform users about shareware programs and about shareware as a method of distributing and marketing software;
- To encourage broader distribution of shareware through user groups and disk dealers who agree to identify and explain the nature of shareware;
- To assist members in marketing their software;
- To provide a forum through which ASP members may communicate, share ideas, and learn from each other; and
- To foster a high degree of professionalism among shareware authors by setting programming, marketing and support standards for ASP members to follow.

### ***ASP Ombudsman Information***

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 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

### ***Installation***

WinPost files can be installed in any desired directory.

If you received WinPost as an archived (.ZIP) file, simply unarchive all files to the desired directory. If you receive WinPost in a diskette form, copy all files to the desired directory using the DOS "COPY" command.

While there are numerous files in the distribution form, only two files are needed: WINPOST.EXE (executable file), and WINPOST.HLP (help file).

Once this is accomplished, WinPost can be started by using one of several methods:

- WinPost can be started via the File Manager. Consult the documentation for Microsoft Windows File Manager for details on how to execute a program.
- WinPost can be started via the Program Manager by choosing "File...Run" from its menu.
- WinPost can be installed into a Program Manager application group by making use of click-and-drag method available to the File Manager, or by creating a new Program Item by choosing "File...New" from its menu. Once installed, WinPost can be started just like any other Windows application.
- WinPost can be set up to start automatically when you bring up Windows by including it in the "LOAD=" line in Windows WIN.INI file. This is the preferred approach, as it will allow notes be readily available to the user without having to start the application manually.

Edit the file WIN.INI in Windows directory using a text editor (Windows Notepad works well). Look for line "load=" under section "[windows]". Specify the WinPost .EXE file pathname (e.g., "load=\winapps\winpost.exe"). Once completed, each time Windows is started, WinPost will be automatically started.

# WinPost Basics

## ***WinPost Windows and Dialogs***

As with most other Windows applications, WinPost uses numerous windows and dialog boxes to interact with the user. This section describes the major windows and dialogs the user will interact with.

### ***Controller Icon***

This is the icon that appears when WinPost is started. Functions dealing with configuration, creation of notes or operations applicable to all notes are available from it.

### ***Note Window***

Each note is represented by a window. A note window behaves exactly like any other window in that it can be resized (if Resizable Note option is on), or moved using the standard Windows conventions. The note window provides a full-feature editing facility, including cut, copy and paste operations.

### ***Notes Icon***

Whenever this icon appears, it shows that at least one note is hidden. Note that "hidden" means a note has been actively hidden via "Hide a Note" or "Hide All Notes" operation, rather than being covered up by another window. Notes icon title also shows the current Layout name.

### ***Main Control Panel***

Main Control Panel provides access to miscellaneous functions. This is a modeless dialog and can be left open indefinitely. It also can be iconized by performing a left click on the minimize box.

#### **⇒ Displaying Main Control Panel**

- Choose "Main Control Panel" from the Controller Icon menu

- OR -

- Use the accelerator key Alt+Shift+C

#### **⇒ Closing Main Control Panel**

- Choose "Close" from the Main Control Panel menu
- OR -
- Use the accelerator key Alt+F4
- OR -
- Press Escape key

## ***Note Control Panel***

Note Control Panel allows the user to change the configuration of a particular note. Anything from note window title to setting of the alarm can be accomplished through this dialog.

### **⇒ Displaying Note Control Panel**

- Choose "Note Control Panel" from the note window system menu
- OR -
- Perform a left double click over the title caption of the note window
- OR -
- Use the accelerator key Alt+C
- OR -
- Click the Panel button of the Icon Tool Bar

## ***Configuration Dialog***

Configuration Dialog provides the user with options that can be modified to suit the needs of the user.

### **⇒ Displaying Configuration Dialog**

- Choose "Configure" from the Controller Icon menu

## ***Accelerator Keys***

Most of the common operations available to WinPost can be accessed via accelerator keys. Accelerator keys are effective as long as the current active window is the Controller Icon, the Notes Icon or a note window. By convention, Alt+Shift+ accelerator keys refer to operations available from the Controller Icon menu, while

Alt+ accelerator keys refer to operations available from a note window menu.

## ***Basic Functions***

### ***Creating a Note***

The user can create three different sizes of notes: 1.5"x2", 3"x3" and 3"x5" notes. Note size selected during the process of creating a note simply indicates its starting size -- the user is able to resize notes by turning on the Resizable Note option.

Up to 100 notes can be created. If the user attempts to create more than 100 notes, an error message box will be displayed.

When a note is created, it is assigned by default to the current Layout. If the current Layout is "All", the note will not be assigned to any Layout.

⇒ **To create a note:**

- Choose "Create a note" from the Controller Icon menu. This causes a cascading menu to be displayed. Simply choose the desired note size.
- OR -
- Perform a left double click on the Controller Icon. This causes a default size note to be created.
- OR -
- Use the accelerator key Alt+Shift+2 to create a 1.5"x2" note, Alt+Shift+3 to create a 3"x3" note, Alt+Shift+5 to create a 3"x5" note, or Alt+Shift+D to create a default size note.

### ***Editing a Note***

Note window is a fully editable window, with standard Windows editing conventions as described in Microsoft Windows User's Guide, Chapter 2, "Working with Text" Section.

Undo, Cut, Copy and Paste operations are available through the note window system menu or the Icon Tool Bar. In addition, Copy All operation provides a shortcut by which all text in the note window is copied to the Clipboard.

### ***Hiding a Note***

⇒ **To hide a note:**

- Choose "Hide this note" from the note window system menu

- OR -

- Perform a left click on the Minimize Box of the note window

- OR -

- Use the accelerator key Alt+H

Notes Icon will appear, indicating the fact that there is at least one hidden note.

## ***Hiding All Notes***

⇒ **To hide all notes:**

- Choose "Hide all notes" from the Controller Icon menu

- OR -

- Perform a right click on the Controller Icon

- OR -

- Use the accelerator key Alt+Shift+H

## ***Showing All Notes***

⇒ **To show all notes:**

- Choose "Show all notes" from the Controller Icon menu

- OR -

- Choose "Show all notes" from the Notes Icon menu

- OR -

- Perform a left double click on the Notes Icon

- OR -

- Use the accelerator key Alt+Shift+S

## ***Cycling Through Notes***

Cycling through notes will allow the user to view numerous notes one at a time.

⇒ **To cycle through notes:**



- Choose "Cycle through notes" from the Controller Icon menu
- OR -
- Perform a right double click on the Controller Icon
- OR -
- Use the accelerator key Alt+Shift+Y

## ***Deleting a Note***

⇒ **To delete a note:**

- Choose "Delete this note" from the note window system menu
- OR -
- Perform a left double click on the note window system menu gadget
- OR -
- Use the accelerator key Alt+F4

## ***Arranging All Notes***

Arrange All Notes operation arranges the notes so that they are stacked in a cascading fashion. All notes applicable to the current Layout, whether shown or hidden, will be arranged.

⇒ **To arrange all notes:**

- Choose "Arrange all notes" from the Controller Icon menu
- OR -
- Use the accelerator key Alt+Shift+A

## ***Printing***

Content of the notes may be printed, either individually or all notes at one time. Print facility makes use of default printer font (typically Courier). Printer output contains the note title, date/time of last modification, date/time of alarm (if set), and the actual note text.

### ***Printing a Note***

⇒ **To print a note:**

- Choose "Print this note" from the note window system menu
- OR -
- Use the accelerator key Alt+P

## ***Printing All Notes***

This operation prints all notes that are assigned to the current Layout and Alarm Notes that have expired. If the Show All Note option in the Configuration Dialog is turned on, unexpired notes are also printed.

⇒ **To print all notes:**

- Press "Print" button of the Main Control Panel.

## ***Setting Up Printers***

The user may select the printer which WinPost will use to perform its print operations.

⇒ **To set up printers:**

1. Press "Setup" button of the Main Control Panel. The Printer Setup Dialog will appear.
2. Select the desired printer.
3. Choose Setup to set the printer configuration.
4. Choose OK.

## ***Saving Data to Disk***

Data associated with all notes (size, position, configuration, edit window content) are saved automatically whenever WinPost is terminated or Windows session is terminated. However, the user may choose to save data to disk on demand to ensure that important changes are saved.

⇒ **To save data to disk:**

- Press "Save" button of the Main Control Panel.

# Advanced Features

## ***Layouts***

### ***Introduction***

Layout feature is used to organize notes into various categories. This feature can be used to minimize the total number of notes on the screen at one time, thus making it easier to sort through notes.

A user may create up to 32 Layouts. A particular note can be assigned to one or more Layout(s). Whenever the Current Layout is changed, those notes that are not assigned to the new Layout are hidden; they behave as though they do not exist.

For example, a Layout named "Word for Windows" can be created, and notes specific to Word for Windows can be assigned to it. Then, whenever reminder notes about it need to be displayed, simply selecting the Layout will display only those notes specific to Word for Windows.

### ***Maintaining Layout Lists***

List of Layouts is maintained through the Main Control Panel. The "Layout" section of the panel contains a list box showing available Layouts.

#### ***Adding a Layout***

Up to 32 Layouts can be created. If the user attempts to create more than 32 layouts, an error message box will be displayed.

⇒ **To add a Layout:**

1. Press the "Add" button in the Layout group box. The Add Layout dialog box will appear.
2. Enter the new Layout name. Layout names can be up to 31 characters long. Layout name "All" is reserved, and therefore cannot be used. Moreover, duplicate Layout names are not allowed.
3. Choose OK.

#### ***Editing a Layout Name***

⇒ **To edit a Layout name:**

1. Select the desired Layout in the Layout list box.

2. Press the "Edit" button in the Layout group box. The Edit Layout dialog box will appear.
3. Enter the new Layout name. Layout name "All" is reserved, and cannot be used. Also, duplicate Layout names are not allowed.
4. Choose OK.

## ***Deleting a Layout***

⇒ **To delete a Layout:**

1. Select the Layout to be deleted in the Layout list box.
2. Press the "Delete" button in the Layout group box. A confirmation message box will appear.
3. Choose OK.

## ***Changing Layout Assignments for a Note***

Layout assignments of notes are accomplished through the Note Control Panel. The "Layout" section of the panel contains a list box showing available Layouts. Those Layouts to which the note is assigned to are highlighted.

⇒ **To change Layout assignments for a note:**

1. Bring up the Note Control Panel.
2. Select the desired Layout(s) in the Layout list box. Pressing "All" button will select all Layouts, while pressing "None" button will unselect all Layouts.
3. Choose OK.

## ***Changing Current Layout***

Layout which is currently in effect is highlighted in the Layout list box of the Main Control Panel. Only notes assigned to this Layout are available -- all other notes behave as though they do not exist. Layout "All" displays all notes regardless of layout assignments.

⇒ **To change current Layout:**

- Select the desired Layout in the Layout list box of the Main Control Panel.
- OR -
- Select the desired Layout from the "Select Layout" submenu of the Controller Icon

menu.

## ***Icon Tool Bar***

Icon Tool Bar is a row of graphical buttons associated with note windows. They can be used to perform common operations simply by clicking on them. They operate just like any other push button.

Operations associated with each button are as follows (from left to right):

- Cut
- Copy
- Paste
- Copy All
- Insert Date/Time Stamp
- Display Note Control Panel

## ***Changing Icon Tool Bar Configuration for a Note***

Icon Tool Bar can be shown or hidden on per note basis.

⇒ **To change Icon Tool Bar configuration for a note:**

1. Bring up the Note Control Panel.
2. Select the Tool Bar box in the Miscellaneous group box to display the Icon Tool Bar.
3. Choose OK.

## ***Changing Default Icon Tool Bar Configuration***

⇒ **To change default Icon Tool Bar Configuration:**

1. Bring up the Configuration Dialog.
2. Select the Tool Bar box in the Default Note Config group box to display the Icon Tool Bar by default.
3. Choose OK.

## ***Resizable Notes***

A note window can be configured as resizable or fixed in size. Resizable notes have thick window frames that can be used to resize the window just like any other Windows application. Notes can be configured as resizable or fixed in size on an individual note window basis.

## ***Changing Resizable Note Configuration for a Note***

⇒ **To change resizable note configuration for a note:**

1. Bring up the Note Control Panel.
2. Select the Resizable Note box in the Miscellaneous group box to make the note resizable.
3. Choose OK.

## ***Changing Default Resizable Note Configuration***

⇒ **To change default resizable note configuration:**

1. Bring up the Configuration Dialog.
2. Select the Resizable Note box in the Default Note Config group box to make the note resizable by default.
3. Choose OK.

## ***Always On Top Notes***

Always On Top note will always rise to the top of a stack of windows so that it cannot be hidden. The only exception are screen saver window and windows, menus and dialog boxes associated with WinPost.

Always On Top feature can be turned on or off on an individual note window basis. Note Control Panel contains a checkbox marked Always On Top that can be used to change the configuration. Also, the default configuration (i.e., configuration in effect when the note is created) is set in the Configuration Dialog.

## ***Changing Always On Top Configuration for a Note***

⇒ **To change Always On Top configuration for a note:**

1. Bring up the Note Control Panel.
2. Select the Always On Top box in the Miscellaneous group box to configure the

note to be always on top.

3. Choose OK.

## ***Changing Default Always On Top Configuration***

⇒ **To change default Always On Top configuration:**

1. Bring up the Configuration Dialog.
2. Select the Always On Top box in the Default Note Config group box to configure the note to be always on top by default.
3. Choose OK.

## ***Note Color***

Note window colors can be configured on per note basis. On a VGA or EGA system, the user has choice of 15 colors. On a monochrome system, the user is limited only to one color (white).

## ***Changing Note Color***

⇒ **To change note color:**

1. Bring up the Note Control Panel.
2. Select the desired color in the Note Color group box.
3. Choose OK.

## ***Changing Default Note Color***

⇒ **To change default note color:**

1. Bring up the Configuration Dialog.
2. Select the desired color in the Default Note Color group box.
3. Choose OK.

## ***Note Font***

The user may select any font available to Windows for use in the note windows. The

idea font seems to be 8-point bold Helv on a VGA system, but you may want to experiment to see what works best in your system.

While add-on fonts (Adobe Type Manager, Bitstream Facelift, and others) can be selected, there is no guarantee of compatibility.

⇒ **To change note font:**

1. Bring up the Configuration Dialog.
2. Select the desired font facename.
3. Select the desired point size.
4. Select Bold box if bold font is desired.
5. Choose OK.

## ***Note Title Caption***

Note title caption is the text that appears in the title bar of a note window. The text can be modified as desired.

⇒ **To change note title caption:**

1. Bring up the Note Control Panel.
2. Enter the desired text in the Note Window Title box.
3. Choose OK.

## ***Note Tab Stop***

Tab stop for note edit window is configurable on per note basis. For fixed fonts, tab stop is specified as number of characters each tab represents; for proportional fonts, tab stop is specified as a multiple of average character width each tab represents.

## ***Changing Note Tab Stop Setting for a Note***

⇒ **To change note tab stop setting for a note:**

1. Bring up the Note Control Panel.
2. Enter the desired tab stop setting in the Tab Stop edit box.
3. Choose OK.



## ***Changing Default Note Tab Stop Setting***

⇒ **To change default note tab stop:**

1. Bring up the Configuration Dialog.
2. Enter the default tab stop setting in the Tab Stop edit box.
3. Choose OK.

## ***Alarm Note***

### ***Introduction***

Alarm Note is a note that is set to appear at a particular date/time. This feature is useful for reminders such as appointments, meetings, etc. Alarm Notes are hidden until the alarm expires, at which point the note will pop up and an optional alarm tune will play to notify the user.

### ***Characteristics***

Alarm Notes have a slightly different appearance. It has a line just below the note caption showing the alarm date/time. In addition, Alarm Notes are configured to be Always On Top. Layout assignments are not applicable to Alarm Notes. Alarm Notes are available in any Layout.

Any note can be turned into an Alarm Note by setting the alarm time through the Note Control Panel. The date/time set must be in the future; if the specified date/time has already past a message box will be displayed notifying the user of the error.

Once the alarm is set and the user exits the Note Control Panel, the note window will disappear (unless "Show Alarm Notes" option is turned on in the Configuration Dialog). When the specified date/time is reached, the note will appear and an optional alarm tune will be played to notify the user.

Once an Alarm Note has expired, it will behave just like a regular note, except that if the user wishes to make change to the note configuration via the Note Control Panel, the alarm must be turned off.

### ***Setting Alarm on a Note***

⇒ **To set alarm on a note:**

1. Bring up the Note Control Panel.
2. Select the Alarm On box. This will enable rest of the alarm buttons and edit

boxes.

3. Set the desired date and time when the alarm should expire.
4. Select the desired sound or tune when the alarm expires.

## ***Showing Unexpired Alarm Notes***

Normally, unexpired Alarm Notes are hidden as though they do not exist. However, the user may desire to view expired notes to turn off the alarm, or to modify the note text.

⇒ **To show unexpired Alarm Notes:**

1. Bring up the Configuration Dialog.
2. Select the Show All Notes box.
3. Choose OK.

## ***Note Create Shortcut***

Since creating a note is such a common operation, a mouse-based shortcut is available. When the user performs a double left click on the Controller Icon, a default-size note will appear.

## ***Changing Default Note Size***

⇒ **To change default note size:**

1. Bring up the Configuration Dialog.
2. Select the desired default note size.
3. Choose OK.

## ***Disabling Create Note Shortcut***

Some users may find that the mouse-based create note shortcut causes spurious creation of notes. These users may choose to disable this shortcut. Note that this applies only to mouse-based shortcut -- accelerator keys will still be functional.

⇒ **To disable create note shortcut:**

1. Bring up the Configuration Dialog.

2. Select Disable Create Shortcut box.
3. Choose OK.

## ***Searching Through Notes***

The search facility allows the user to search through notes based upon search terms.

⇒ **To search through notes:**

1. Bring up the Main Control Panel.
2. Enter the search text in the Term box.
3. Select Case Sensitive box if the search should be case sensitive.
4. Select Include Title box if the search should also include note titles.
5. Choose Forward to search the next note, or Backward to search the previous note.

Once the search term is found, pressing the Forward or Backward button will perform another search, starting with the next note.

## ***Date/Time Stamp***

Date/Time Stamp facility allows the user to insert the current date/time stamp into the note edit window easily. Auto Date/Time Insert Option causes the date/time stamp to be inserted automatically into a note when it's created.

## ***Inserting Date/Time Stamp***

⇒ **To insert date/time stamp:**

- Choose "Insert Date/Time" from the note window system menu
- OR -
- Use the accelerator key Alt+T
- OR -
- Click the Clock button of the Icon Tool Bar

## ***Changing Auto Date/Time Stamp Insert Setting***

⇒ **To change Auto Date/Time Stamp Insert setting:**

1. Bring up the Configuration Dialog.
2. Select the Insert Date/Time box to enable Auto Date/Time Stamp Insert option.
3. Choose OK.

## ***Auto Save***

Auto Save feature causes WinPost to save the note information to disk periodically. The timer interval can be modified through the Configuration Dialog. The number of minutes between disk output can be specified. Specifying 0 (zero) for timer interval shuts off the Auto Save feature.

⇒ **To change auto save timer setting:**

1. Bring up the Configuration Dialog.
2. Edit the Auto Save Timer box as desired.
3. Choose OK.

## ***Auto Backup/Recovery***

WinPost writes all information to data file WINPOST3.DAT located in the Windows main directory (typically C:\WINDOWS). Whenever WinPost writes the note information to disk, it renames the old data file from WINPOST3.DAT to WINPOST3.BAK to provide a backup.

Whenever WinPost starts up, it first checks the data file to make sure the file has not been corrupted. If it senses that the disk has been corrupted for any reason, it notifies the user and switches to the backup file. This process is automatic.