PCWallet Help

Encrypted scrambled using a special coding algorithm involving random numbers that change each time to discourage attempts to decipher the code. Encrypted text is **decrypted**, or restored to normal, before it is displayed.

Installing and Removing PCWallet
Installing PCWallet on Your Hard Drive

I have always thought it was rather silly to put instructions for installation in an online help file, which, of course, cannot be accessed unless the software has already been installed.   But there are occasions when it can be useful, such as telling others how to install PCWallet, reinstalling it on a new computer, and so on.

The process is very simple, and instructions are on the diskette(s) as well.   If you have downloaded the shareware version from a bulletin board or other online service, instructions are in the readme file, which is contained in the WALLET15.ZIP (WALLET.ZIP on CompuServe and ZD Net) file:

(1)   Insert the PCWallet diskette into the floppy drive.

(2)   From the Windows Program Manager, select File, then Run.   Type the following:
            a:setup   (or b:setup)
and press the ENTER key.   Then simply follow the directions as they appear.   Installation should take a couple of minutes at most.

(3)   When installation is complete, PCWallet will be placed in a Program Manager group called "Tea Time."   Of course, you can move PCWallet to any other group by simply dragging the icon, then delete the Tea Time group if you wish.

Removing PCWallet from Your Computer

All that is required to remove PCWallet from your hard drive is to erase the WALLET subdirectory and all the files in it.   PCWallet does not create .INI or other special files in subdirectories other than its own, nor does it alter any of your PC's system files.   Thus you do not need to use special "uninstalling" software to remove PCWallet.

The following steps will completely remove PCWallet:

(1)   Bring up the Windows File Manager (in the Main Group in the Program Manager).

(2)   Locate the Wallet subdirectory and click on it to highlight it.

(3)   Click on File in the Menu Bar, then select Delete.   A dialog box will appear asking if you really want to delete the subdirectory.   Click OK.   A second dialog box may also appear, asking if you want to delete the files in the subdirectory.   Click OK on this box also.   PCWallet is now removed from your hard drive.

(4)   Exit the File Manager.   You will still have to remove the Tea Time program group and the PCWallet icon inside it.   Just highlight them, then select File, then Delete, just as before.

Legal Information
The Shareware License Agreement

Upon receipt and installation of the shareware version of this program, you are granted a "Shareware License."   What this means is that you are free to use the software for a period of 30 days in order to evaluate it, that is, to decide if it meets your needs.   At the end of the evaluation period, the "Shareware License" expires and you are obligated to (1) register the program by sending the registration fee to Tea Time Software, or (2) erase the software from your computer.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below.   Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality.   (In both cases, there are good programs and bad ones!)   The main difference is in the method of distribution.   The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group.   For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software.   You should find software that suits your needs and pocketbook, whether it's commercial or Shareware.   The Shareware system makes fitting your needs easier, because you can try before you buy.   And because the overhead is low, prices are low also.   Shareware has the ultimate money-back guarantee--if you don't use the product, you don't pay for it.

Disclaimer and Agreement

Users of PCWallet must accept this disclaimer of warranty:

     "PCWallet 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 PCWallet."

PCWallet is a "shareware program" and is provided at no charge to the user for evaluation.   Feel free to share it with your friends, but please do not give it away altered or as part of another system. If you continue to use PCWallet after a reasonable trial period, you must make a registration payment to Tea Time Software.   This registration fee will license one copy for use on any one computer at any one time, unless the program has been site licensed for use on multiple computers.

Anyone distributing PCWallet for any kind of remuneration must first contact Tea Time Software for authorization.   This is automatically granted to distributors recognized by the Association of Shareware Professionals as adhering to its guidelines for shareware distributors, and such distributors may begin offering PCWallet immediately.   (However, Tea Time Software must still be advised so that the distributor can be kept up-to-date with the latest version.)

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

If you have any problems or questions about PCWallet or any Tea Time Software product, please contact Joe Kretschmer at 92 Acorn Circle, Oxford OH 45056, or via CompuServe at 71020,1350, on America Online by addressing e-mail to JoeKretsch, or on the Internet at JoeKretsch@aol.com.   Technical support is available for all Tea Time products for a full year after the software is registered.

Ordering and Registration

PCWallet is *shareware,* a program that is freely distributed for your evaluation.   This gives you an ample opportunity to evaluate the software and decide if you would like to purchase it.   To register your copy, follow the instructions below.   When your payment is received, you will be sent a registration number. This will convert your shareware version to a registered version.   The "PCWallet is shareware..." box will no longer appear when you start the program, and all the options on the Options page will be enabled. As a registered user, you will also receive notification of updates and news of other Tea Time Software product releases.

To register your   copy, fill out the following form and send it with US$5.   (That's right--it's only **five** bucks--and there's no shipping charge!)   Send check, cash, or money order to the address on the form below.   To print the form, make sure your printer is online, then click on **File** on the menu bar, then select the **Print Topic** option.

PCWallet 1.5 Registration Form

NAME_____

ADDRESS_____

_____

CITY_____

STATE_____   ZIP_____

COUNTRY_____   (if outside the USA)

Send this form to:
Tea Time Software
92 Acorn Circle
Oxford OH 45056
USA

__ Check here if you have an email address and would like to have your registration
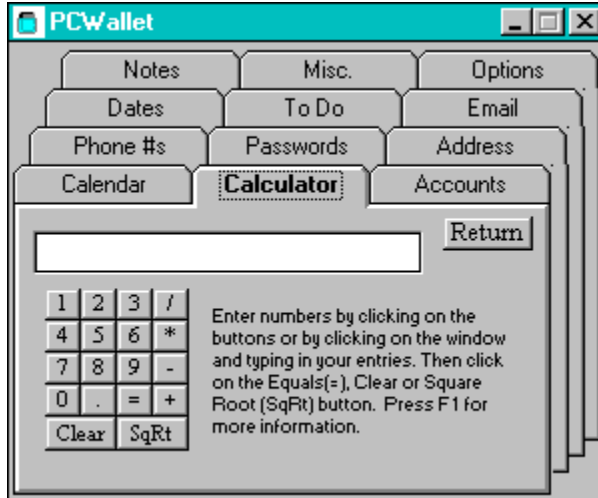
number sent via email (faster!).   Email address: _____

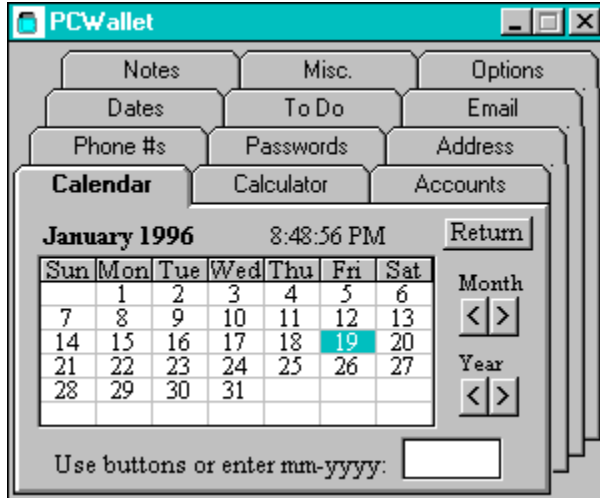Where did you get this copy of *PCWallet*?

Other comments:

Shareware is best described as "try before you buy software."   Shareware programs are as good or better than those sold by commerical software companies.   They tend to cost less because they are distributed for little or no cost, and without overhead costs like advertising.   These programs are distributed through online services such as America Online, or by disk vendors or in collections on low-cost CDs.   The *shareware version* of a program is often an evaluation copy with some of its features disabled.   This allows prospective customers to try out the software and see if it really meets their needs before parting with their hard-earned money.   See <u>Ordering and Registration</u> for information on how to purchase the *registered* version of PCWallet.

Using the Calculator

PCWallet's calculator supports addition, subtraction, multiplication, division and square root operations with decimal was well as whole numbers.   You can enter numbers by clicking on the number buttons or by typing them in the window.   (You must click once on the window to activate it before you begin typing.)   You can either click on the "=" button or press the Enter key to display the result of the calculation.   The calculator will do chain calculations (34+13-41+55...etc.), but it has some limitations.   If you want to enter a long series of numbers (more than will fit in the window), type them in rather than using the mouse to click on the number keys.   If you using the mouse, the numbers won't show up after your have filled the window.   If you have the Num Lock on, you can enter numbers using the numeric keypad at the far right of most PC keyboards.   Another small limitation has to do with multiplying decimal numbers.   The calculator needs to have some number to the left of the decimal point, even if it is zero.   Thus, to calculate a 25% discount on $195.95, entering   195*.25 will give you a faulty answer.   You need to enter 195*0.25 instead.   You can also use parentheses.   For example, 12+6/2 will result in an answer of 15.   The calculator does the division first, then the addition.   But if you type in (12+6)/2, the answer will be 9, as the parentheses force the calculator to do the addition first.
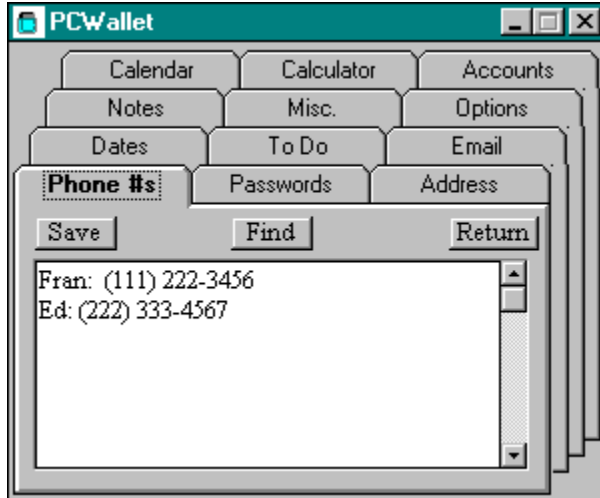
Using the Calendar

The first page of PCWallet's "notebook" is the Calendar page.   It not only provides a handy time and date display, it also covers up any private data that you might not want passers-by to see.   Thus it is always the page that displays when you click the OK button on the logon window.   (Every page of PCWallet's notebook has a Return button, which will take you back to the logon window.)   The calendar is keyed to your PC's clock, so today's month will always be displayed, and the current date highlighted.   The current time in hour:minute:second AM/PM format appears to the right of the month title, and is updated every second.

To the right of the calendar display are two sets of buttons where you can change the month or year, forwards or backwards, by simply clicking on the appropriate button.   You can also directly display a month calendar by entering a month/year in the box underneath the month display.   Be sure to enter the date in MM/YYYY format.   In other words, if you want to see March, 1999, then enter "03-1999." ("03/1999" and "03 1999" will work, too.)   Thus your PCWallet has a calendar with thousands of pages that never wear out or get lost!

Using the Data Pages

The data pages are for storing information.   The nine data pages have tabs labelled **Accounts, Passwords, Phones, Address, Dates, To Do, Email, Notes** and **Misc**.   These are suggested labels. You can change them to any label you like using the **Rename Tabs** option on the Options page.   (You must have a registered copy of PCWallet to use the options, however.   See Ordering and Registration for more information.)
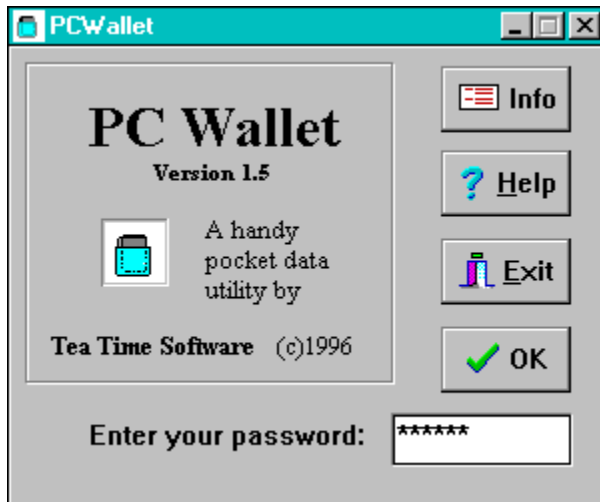All data pages have the same layout: a text editing window, and **Save** and **Return** buttons.   To enter or edit text in the window, just click anywhere on the window, and a vertical bar cursor will appear.   Most of the usual Windows text editing commands are operational: The Backspace, Delete, Home, End, Page Up and Page Down, arrow keys and shift keys all work like they do in Windows Notepad or any text editor.   Ctrl-right or left arrow will move the cursor one word at a time, and holding the shift key down while moving the cursor will highlight the text so you can copy or cut it.   Text can also be copied, cut or pasted to or from the Windows Clipboard or another program.   Simply highlight the text you want to copy, then press Ctrl-C.   To paste text from the Clipboard just position the cursor where you want the text to begin, then press Ctrl-V.

Although the window is small, each data page can hold up to 64K (65,535 characters) of text.   This is about 30+ pages of text, so it should be more than sufficient for the type of stuff you'll want to keep in PCWallet.   Each text window has a scroll bar on the right side, and you can also use the Page Up or Page Down keys to move quickly through longer lists.   (Ctrl-Home and Ctrl-End can be used to move immediately to the beginning or end of the text.)

When you have finished entering text, just click on the **Save** button and the text will be saved.   Text in the data pages is encrypted before it is saved to disk, so if anyone attempts to read the data, all they will see is "garbage," or random characters.   This should protect your private data from all but the most persistant hackers.   (However, in this litigious time, I cannot give you an absolute guarantee that some dweeb won't eventually crack my encryption.   However, it is highly unlikely.   See Legal Information.)

The data pages are the heart of PCWallet.   You can put anything (expressed in words) in them, the only limit is your imagination: reminders, formulas, currency exchange rates, recipes, to do lists, email addresses, store hours--all that stuff that you might need but don't want scribbled on post-it notes and scraps of paper all over your desk.
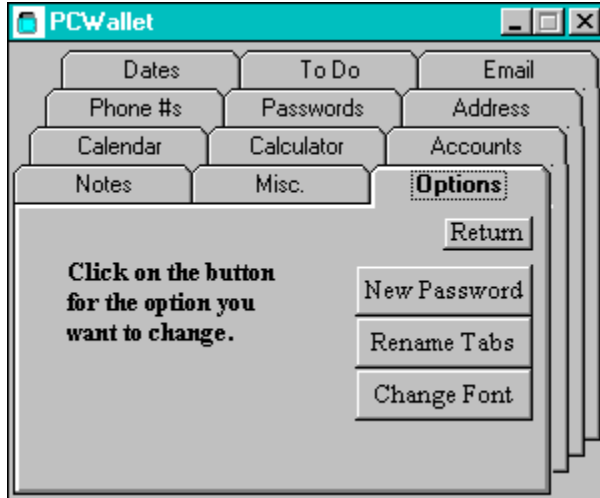
Using the Logon Page

The first thing you see when you start PCWallet is the logon window.   Since you don't want just anyone looking at the information in your PC wallet, you must enter a password in the Enter Password box, then click the OK button (or press ENTER).   There are three other buttons on the logon window: INFO, which displays the version number and other information, HELP, which brings up the help file you are reading now, and EXIT, which quits the PCWallet program.

You can change your password on the Options page.

When you click OK, PCWallet "opens" and you see a "tabbed notebook" of nine "pages."   Three of the pages are dedicated to certain functions, such as the Calendar page, the Calculator page, and the Options page.   The other six pages are data pages, where you enter and save information.

While EXIT button is only on the logon window, you can quit PCWallet from the notebook pages by closing the window with the usual Windows controls (the top left button in Windows 3.0 or 3.1, or the top right button in Windows 95).   When you are working with the inside pages of PCWallet, you can always get back to this logon window by clicking on the Return button on each of the other pages.

Using the Options Page

The Options page lets you customize PCWallet.   There are three options: change password, rename tabs and change font.   (**Note:**   this page is disabled in the <u>shareware</u> version.   For information on how to register your copy of PCWallet, see <u>Ordering and Registration</u>.)   Once you have received your registration number and converted your copy to a registered copy, probably the first thing you will want to do is change the default password to one of your own.   Click on the **New Password** button.   An edit box

with **Save** and **Cancel** buttons appears.
   Click on the edit box to make it active, then simply type in your new password.   The password can be any combination of letters and numbers, but must be at least three characters, and not more than 10 characters in length.   When you are ready, just click on the **Save** button.   The new password won't go into effect until the next time you start PCWallet.   Clicking on the **Cancel** button takes you back to the original Options page display.

PCWallet comes with the default tab labels **Account, Phone #s, Passwords, Address, Dates, To Do, Email, Notes** and **Misc**.   You can change one or more of these labels to match your own preferences.

To change tab labels, click on the **Rename Tabs** button.
   This brings up a box with the labels, and **Save** and **Cancel** buttons, as with the previous option.   You can alter any of the names in the edit box, but keep them fairly short.   Also, be careful to keep the list to exactly *nine* names, each one on its own line.   Adding more labels could have unpredictable results.   As with the New Password option, click on the **Save** button to put your new labels into effect, or **Cancel** if you decide not to change them.

The **Change Font** button brings up a standard Windows font selection dialog.   You can select any font available on your system, and select any size from the font sizes available for that font.   You cannot change the color or style (bold, italics, etc.), however.   Your font selection only changes the text in the <u>data pages</u>, but it goes into effect immediately.   Your font selection is also saved and will remain in effect until you change it again.

What is PCWallet?

PCWallet provides an electronic place to put all kinds of small pieces of information: phone numbers, Social Security numbers, credit card numbers, bank account numbers, addresses (geographic or email), locker combinations, passwords, people's birthdays and anniversaries, locker combinations...etc.   In short, all those extraneous bits of information that busy people accumulate these days--the kind of stuff you keep in your wallet.   Now you can keep this information on your PC and call it up and access it with one small, easy-to-use program.   Hence the name "PCWallet."

Return

PCWallet holds this information in a "tabbed notebook" arrangement, where clicking on the "tab" brings the desired page to the front of the window.   (It's much easier than flipping through a paper notebook, and the tabs don't get worn out!)   Three of the "pages" are dedicated pages, such as the Calendar page, the Calculator page, and the Options page.   The other six pages are data pages, where you can store almost any type of information that can be expressed in writing.   (Sorry--you can't keep photos of your loved ones in PCWallet.)   But you *can* customize PCWallet by accessing the Options page, where you can change your password, rename any of the data pages, or select a different font.

PCWallet is shareware, a kind of marketing approach which invites you to install and try the software for a period of time (usually 15-30 days) to see if it meets your needs.   See Ordering and Registration for more information about becoming a registered PCWallet user.