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## Suggestion Box

## SECTIONS

Every subject is divided into the following sections:

- 1. Essence --**  
Root, Heart
- 2. Opposites --**  
Balance, Change, Paradoxes
- 3. Insight --**  
Perspective, Viewpoint
- 4. Positive --**  
Aspects, Influences, Presence, Qualities, and Virtues
- 5. Negative --**  
Aspects, Influences, Absence, Qualities, and Vices
- 6. Advice --**  
Strategy, Suggestions, Helpful Information
- 7. Potpourri --**  
Poetry, Verse, Humor, Flowers and Weeds
- 8. Jokes --**  
Humor

This organization enables you to readily locate all items of a particular type - just click on the  icon to access the Sections Dialog; then select a section by clicking the left mouse button on the desired checkbox. However, since each section has both an individual and a collective meaning, the best results will be obtained by reading each subject from 1 to 8.

## RECORDS

The basic unit of deposit in the *Idea Saving Bank* is a record. Each record is like an index card that holds one paragraph of information. Anyone who can fill out an index card can use this program.

Individual cards can be linked together to make a bigger paragraph. Separate but related cards, using indexes, can be sent to printer or disk to make multi-paragraph reports, books, etc.

The text block of each index card is 60 characters wide by 11 lines deep. Any text that can be entered into this structure is suitable for the *Idea Savings Bank*.

Each "index card" you fill out is filed in six electronic file cabinets. Its position in each file cabinet is determined by what you put into the key fields listed below:

**1. Record Number** - Automatically assigned, can be edited.

xxxxxx (6)

**2. Author's Name** - Two part key: Last Name + First Name.

xxxxxxxxxxxxxxxx + xxxxxxxxxxxx (30)

**3. Subject** - 3 part key: Subject + Section + Record Number.

xxxxxxxxxxxx + x + xxxxxx (20)

**4. Book Code** - Two part key: Book Code + Page Number.

xx + xxxx (6)

**5. Subtitle** - Single key.

xxxxxxxxxxxxxx (13)

**6. User Code** - Single key.

xxxxxxxxxxxxxx (13)

The filing system is all set up. The names, words and numbers you put into the key fields above determine how your "index cards" are arranged.

Use Add to type a new idea on a fresh card; use Edit to change an existing card (anytime a card is changed, the changes are reflected in all six file cabinets); use Browse or View to see an existing card on screen; use Print to send a report to the printer; use Write to send a report to a disk file.

## INDEXES

Indexes allow you to access records in different sequences. A Key is data entered into a field on which an Index is maintained.

An Index is a sequential list of keys. Each points to a different record; just like a phone book is indexed alphabetically with each name corresponding to a phone number.

Indexes can become easily corrupted and have a tendency to corrode over time. You can restore them with the utility **Tools|Rebuild Indexes**.

The program maintains six indexes. Your input of keys allows you to customize data retrieval and output in the sequences of your choice. They are:

**1. Record Number** - Automatically assigned, can be edited.

xxxxxx (6)

**2. Author's Name** - Two part key: Last Name + First Name.

xxxxxxxxxxxxxxxx + xxxxxxxxxxxxxxxx (30)

**3. Subject** - 3 part key: Subject + Section + Record Number.

xxxxxxxxxxxxxxxx + x + xxxxxx (20)

**4. Book Code** - Two part key: Book Code + Page Number.

xx + xxxx (6)

**5. Subtitle** - Single key.

xxxxxxxxxxxxxxxx (13)

**6. User Code** - Single key.

xxxxxxxxxxxxxxxx (13)

## FILTERS

Filters allow you customize program output.  
They act as your electronic gatekeepers.  
Their default state is OFF - they are asleep.  
You can toggle them ON - wake them up.  
Turn ON one or more to customize program output.

Here's how they work:  
Each filter tests for its named quality.  
The display gate opens only if the test is passed.  
When multiple filters are ON it is only necessary  
for a quote to pass one test to be shown.

| <u>Filter Name</u>           | <u>Factor*</u> | <u>Group</u> |
|------------------------------|----------------|--------------|
| <b>Ancient Times</b>         | 28%            | Time         |
| <b>Middle Ages</b>           | 36%            | Time         |
| <b>Modern Era</b>            | 36%            | Time         |
| <b>Short Selections</b>      | 60%            | Size         |
| <b>Long Selections</b>       | 40%            | Size         |
| <b>Mixed &amp; Condensed</b> | 56%            | Size         |
| <b>Americans Only</b>        | 17%            | Origin       |
| <b>English Language</b>      | 51%            | Origin       |
| <b>Foreign Language</b>      | 49%            | Origin       |

\* = % of 6561 entries in **Wisdom of the Ages** that will pass the filter.

### How To Turn A Filter ON:

**Options|Filter(s) ON** displays Filters Dialog.  
Click left mouse button on desired Check Boxes.  
Click left mouse button on the OK push-button.

*Only quotes that pass the filter(s) you've selected will appear in the browser. Filter(s) will remain on until you turn them OFF. You may notice that the browser screen refresh is slower.*

### How To Turn All Filter(s) OFF:

**Options|Filter(s) OFF.**

Examples:

**You only want to see entries that are shorter than three lines.**

**Select Options|Filter(s) ON** to display Filters Dialog.  
Click left mouse button on the 'Short Selections' filter.  
Click left mouse button on the OK push-button.

**You only want to see entries that are (over 900 hundred years old) OR (come from American sources).**

**Select Options|Filter(s) ON** to display Filters Dialog.

Click left mouse button on the 'Ancient Times' filter.

Click left mouse button on the 'Americans Only' filter.

Click left mouse button on the OK push-button.

**You want to screen out old entries if they're long.**

**Select Options|Filter(s) ON** to display Filters Dialog.

Click left mouse button on the 'Short Selections' filter.

Click left mouse button on the 'Middle Ages' filter.

Click left mouse button on the 'Modern Era' filter.

Click left mouse button on the OK push-button.

## **BROWSER OVERVIEW**

The browser allows you to examine records in one line tabular format.

The browsing window offers a number of ways to control which records are displayed. One record is always highlighted and is considered to be the current record. Double clicking on the highlighted record causes that record to be displayed in the [View Screen](#).

When using the mouse, a click on the left mouse button triggers most actions. When the mouse pointer is on a scroll bar, clicking the left button causes a page move in the direction indicated by the pointer's position relative to the scroll bar "thumb". Clicking while the pointer is on a scroll bar's arrow causes a single row or column scroll. Pressing the left mouse button while on the thumb allows dragging the thumb to a new location, which takes effect when the mouse button is released. Clicking the mouse over a new row of the browser window moves the highlight to that row. Holding down the left button while the pointer is over the browsing window allows dragging the highlight bar to a new location.

See [Browser Keyboard Commands](#) for details about the effect keyboard input has on the browser.



## BROWSER TIPS

Press any letter to move the Browser's highlight bar to the first record whose selected key string begins with that letter. ***If the active index is Subject then pressing either "B" or "b" will position the highlight bar on the first record in the subject of Beauty, which happens to be the first subject which begins with the letter "B."***

Records can be arranged by any of the six available keys in the browser. You will notice that as you change Index Keys the Browser screen format will automatically change to a format that matches the selected key. The current index key will be listed on the bottom of the browser screen.

## BROWSER KEYBOARD COMMANDS

The following browser actions are associated with the keyboard:

### **Alphanumeric keys**

Move the highlight bar to the first record whose selected key string begins with the entered character. *If the current index is Author Name then pressing either "Z" or "z" will position the highlight on the first author whose last name begins with "Z" such as Zangwell.*

### **<Up>, <Down>**

Move the highlight bar up or down one row.

### **<CtrlHome>, <CtrlEnd>**

Move the highlight to the first or last data record.

### **<PgUp>, <PgDn>**

Move one page up or down.

### **<Left>, <Right>**

Scroll horizontally by one column.

### **<Home>, <End>**

Scroll horizontally to the beginning or end of the browser rows.

### **<CtrlLeft>, <CtrlRight>**

Scroll horizontally by one page.

## FIELD EDIT COMMANDS

The following are the commands available when you are entering a new record into the database or editing an existing record.

### Cursor Movement

#### <Left>, <CtrlS>

Cursor left one character.

#### <Right>, <CtrlD>

Cursor right one character.

#### <CtrlLeft>, <CtrlA>

Cursor left one word. A 'word' is a series of non-blank characters followed by one or more blanks.

#### <CtrlRight>, <CtrlF>

Cursor right one word.

#### <Home>, <CtrlQ><S>

Cursor to beginning of field.

#### <End>, <CtrlQ><D>

Cursor to end of field.

### Insertion and Deletion

#### <Del>, <CtrlG>

Delete character at cursor.

#### <Bksp>, <CtrlH>

Delete character to left of cursor.

#### <CtrlY>

Clear entire field.

#### <CtrlEnd>, <CtrlQ><Y>

Delete from cursor to end of subfield.

#### <CtrlHome>

Delete from beginning of subfield to cursor.

#### <CtrlI>

Delete word to right of cursor.

#### <Ins>, <CtrlV>

Toggle insert mode on and off. Note that caret reflects the current mode setting. A solid line indicates insert mode; a broken (dotted) line indicates overtyping mode.

### **<CtrlP>**

Insert control character. For example, to insert a <CtrlG>, you would enter <CtrlP><CtrlG>.

## **Marking, Copying, Cutting and Pasting**

### **<ShiftLeft>**

Extend selection to the left one character.

### **<Shift> <CtrlLeft>**

Extend selection to the left one word.

### **<ShiftRight>**

Extend selection to the right one character.

### **<Shift> <CtrlRight>**

Extend selection to the right one word.

### **<ShiftHome>**

Extend selection to the start of the field.

### **<ShiftEnd>**

Extend selection to the end of the field.

### **<ShiftDel>**

Cut. Copy highlighted text to clipboard and delete it.

### **<CtrlIns>**

Copy highlighted text to clipboard.

### **<ShiftIns>**

Paste text from clipboard into field.

## **Other**

### **<CtrlQ> <L>>**

Restore original contents of field--i.e., restore the value that the field contained when it last received the focus.

## **EDIT EXISTING RECORD**

To edit an existing record move the highlight bar to the record you wish to change. Then use **Edit|Edit Existing Record** to display the record; make any necessary changes; Click left mouse button on the OK push-button when you're satisfied with your changes.

Field Edit Commands list available commands when you're in the Edit mode.

## ADD NEW RECORD

To add a new record to the data base select **Edit|Add New Record**. An empty record will be displayed. Enter data into new record's fields. Click left mouse button on the OK push-button when you're satisfied with your entry.

Field Edit Commands list available commands when you're in the Add New Record mode.

***The record number field will be automatically filled in with the next record number. You can edit the field if you wish.***

## DELETE EXISTING RECORD

To delete an existing record from the data base move the highlight bar to the record you wish to delete. Then use **Edit|Delete Existing Record** to display the record; when you're sure it's the record you want to delete click left mouse button on the OK push-button. A message box will then appear asking you to verify that you really want to delete the record. Once again, click left mouse button on the OK push-button. The record will be deleted and the browser will be updated.

## FIELDS

### Record Number Field

The program automatically maintains a running count of Records entered. The last record entered will have the highest number. Record Number is one of the six Key fields and is used as the tertiary sort field in the Subject index (Subject-Section-Record Number).

You can manually change record numbers when you're adding a new record or editing an existing record.

### Book Code Field

Enter a two character code for the source of your material., i.e. "AA", "3C", etc. This field is the first part of Book Code Index The second part is the Book Page Field.

*The program converts all letters to upper case when writing Keys so that aa sorts the same way as AA.*

### Book Page Field

Enter the page numbers of your source in this field., i.e. "544", "2370", etc. This field is the second part of Book Code Index. The contents of this field are right adjusted. If you make several entries from the same source, the program will order them by page number when your sort by Book Code.

### Subject Field

Enter any subject up to 13 characters in length. This field is the first part of the Subject Index. Some sample subjects include "Marriage" or "Success" or "Chapter 7" or "Essay Idea."

### Section Field

Enter any number from <1> to <9> in this field.

This field is the second part of the Subject Index and is used to differentiate between identical subjects. i.e. "Marriage 1" comes before "Marriage 2". Section names have been assigned to numbers <1> to <8>.

### Subtitle Field

This field is one of the six system maintained indexes. Enter any subtitle up to 13 characters in length.

We used this field to establish links to subjects. When an item could go into two subjects, such as "War" and "Peace", the secondary subject goes into the Subtitle field. Sometimes this field is referred to as a "Link."

### User Code Field

This field is one of the six system maintained indexes. Enter any user defined code up to 13 characters in length.

### Author's Last Name Field

This field is the first part of the Author's Name Index which is one of the six system maintained Indexes. The second part is the Author's First Name Field. Use this field to enter the last name of the author up to 16 characters in length.



### **Author's First Name Field**

This field is the second part of the [Author's Name Index](#). Use this field to enter the first name of the author up to 15 characters in length. Only the first 14 characters will be used for the index.

### **Author's Display Name Field**

This field enables access of Records by Author's Last Name - Author's First Name, but displays them in a First Name - Last Name - Dates format. This is field you see in the View mode.

### **Author's Bio Description Field**

Use this field to enter a brief biographical snapshot of the source. This field is 50 characters long.

### **Book Name Field**

Enter the full name of the book, magazine or newspaper source. This is field appears under the Author's Display Name Field in the View mode.

### **Multi-Page Flag**

Make this field True (T) if your idea spans more than one Record (anytime you need more than 11 lines of text). This will suppress the writing of the Author's Display Name at the end of the eleventh line. You can repeat this as many times as you like.

### **Line Fields**

Each Record contains eleven line fields. Each of these fields is 60 characters long and is numbered 1 to 11. Take a look at the [Field Edit Commands](#) to see what is available to you.

Each field is a separate entity. There is no word wrap between fields. Most of the output modes, such as Print, View and Write to Disk will remove any fields that are totally blank. If 11 lines are insufficient you can link Records together by flipping the Multi-Page Flag Switch to True (T). The default is False (F).

## KEYS

An Index is a sequential list of keys. The program automatically maintains six indexes. You can arrange the records/quotes by any index as follows:

**Keys| Sort by Record Number**

**Keys| Sort by Subject**

**Keys| Sort by Author**

**Keys| Sort by Subtitle**

**Keys| Sort by User Code**

**Keys| Sort by Book Code**

The active index will be shown at the bottom of the Browse screen.

## VIEW SCREEN

The view screen allows you to view quotes/records in a presentation format. You can customize font, size and color according to your taste.

To view a record move the highlight bar to the record you wish to see. Then you can display the record in any of the following three ways;

1. Select menu choice **View**.
2. Double click the left mouse button on the highlighted record.
3. Click the left mouse button on  icon.

***To return to the browser from the view screen click the EXIT icon on the toolbar.***

## SEARCH BY INDEX KEY

The Index Key Search Dialog makes it easy to find quotes/records.

You access the dialog by the menu choice **Search|Index Key Search** or the  icon.

Each row of the dialog is for one of the indexes. Fill in only one row.

*Example:*

### **You want to find quotes on the subject of Lawyers.**

Select **Search|Index Key Search** to display the Search Dialog.

Click left mouse button on the Subject field.

Type **Lawyers** in the subject field.

Click left mouse button on the OK push-button.

*Here's what will happen:*

1. The Browser screen will reappear.
2. The active index key will be switched to Subject.
3. All the records will be arranged in subject order.
4. The highlight bar will be positioned on a record whose subject is **Lawyers**.

Notes:

If you fill in more than one row then the active key and index will be the last row you've filled in.

Lawyers is a subject in **Small Business Wisdom**. Other data bases may not have a subject by that name. In that event, the highlight bar will be positioned on the next nearest record.

## WORD SEARCH

The Word Search Dialog lets you find quotes/records containing a target word or phrase.

You access the dialog by the menu choice **Search|Word Search** or the  icon.

*Example:*

*You want to find quotes that contain the word **light**.*

Select **Search|Word Search** to display the Search Dialog.

Type **light** as your target word.

Click left mouse button on the OK push-button.

Notes:

The capitalization of your target word(s) will be ignored unless you check the **Case Sensitive** checkbox.

A larger word, such as **enlighten**, that contains your target word will be considered a hit unless you check the **Whole Word** checkbox.

A multiple word target can be missed if some of the target words span two lines.


## SUBJECT MENU

The Subject Menu Dialog gives you direct access to quotes via subject icons.

You access the dialog by the menu choice **Subjects|Subject Icons** or the  icon.

**Subject Information:** Each icon represents a different subject. You can find out more information about an icon **without selecting it** by using the **TAB** key or by positioning the mouse pointer over the icon and pressing, **but not releasing,** the left mouse button. Additional information about that icon will appear at the bottom of the screen.

**Subject Selection:** Position the mouse pointer over the chosen subject icon. Press and release the left mouse button to select the subject. Once a subject is selected the Subject Index automatically becomes active and the first quote in the subject is displayed in the view mode.

Some data bases have multiple subject menus. Look for the  additional subject icons in the lower left hand corner of the subject dialog.

## **SUBJECT LIST BOX**

The Subject List Box contains an alphabetical listing of major subjects.

You access the dialog by the menu choice **Subjects|Subject List**.

Click the arrow to the right of the Subject box to open the list, and then select the Subject you want to find. You can move within the dialog by mouse or keyboard. Once a subject is selected the Subject Index automatically becomes active and the first quote in the subject is displayed in the Browser.

## **SUGGESTION BOX**

Your suggestions are welcome. Write to us about program features you would like to see in future versions. Call us about any bugs you may find in the current version. We can be contacted by:

**Mail:** Micro Computer Resources  
MCR Software  
6116 Merced Ave. Ste .#81  
Oakland, California 94611

**Phone:** (510) 763-9134

**FAX:** (510) 444-6561

**Modem:** Compuserve 73327,1172



## **CONTENT LICENSING, COMMERCIAL DISTRIBUTION & CUSTOM PROGRAMMING**

**MCR is actively seeking strategic alliances. Corporate inquires are welcome in the following areas:**

- **Information Architecture**
- **Content Licensing**
- **Systems Design and Analysis**
- **Custom Program Adaptation**
- **Commercial Distribution**
- **Bundling**

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## TOOLBAR ICONS

The Toolbar is a row of icons that appears below a window's menu. Individual icons are sometimes called toolbits. They're shortcuts to commonly used actions.

For an explanation of what toolbits in the main window do, select **Help|Tutorial**.

## FONTS

You can customize the font and font size that is used in the View Screen by selecting **Options|Fonts**. This dialog is available from the View Screen. You can also change the color here or mix up a custom color in the Colors Dialog.

If you want to select a font **and** a custom color then select the font first.

You can make your favorite font and font size the program defaults by selecting **Options|Save Options** from the Main Browser screen.

## TEXT COLOR

You can customize the text color of the font that is used in the View Screen by selecting **Options|Colors**. This dialog is available from the View Screen.

If you want to select a font **and** a custom color then select the font first.

You can make your favorite font and color the program defaults by selecting **Options|Save Options** from the Main Browser screen.

## CLIPBOARD

You can copy any quote to the Clipboard from the View Screen.

Click on the  icon or select **Edit|Copy** and a message box will confirm the operation.

To import a quote into your own document do the following:

1. Copy the quote to the clipboard as described above.
2. Open your word processor.
3. Position the mouse pointer where you want to insert the quote.
4. Press **<Shift> <Insert>** to insert the quote.

### **Notes:**


*If you want less than the full quote, edit it in your word processor.*

*The author's name and book source, if available, will be part of the quote.*

*Custom fonts and colors are lost when the quote is copied to the clipboard. However, if you want to import the entire View Screen into your document as a bitmap, you can copy it to the clipboard by pressing **<Alt> <Prt Scrn>**.*

## WRITE QUOTE TO DISK

You can copy any quote to a Disk File named **SELECTED.TXT** from the View Screen.

Click on the  icon or, once you are positioned in the View Screen, select **File|Write Quote**. In both instances a message box will confirm the operation.

The first time you do this the program will create a file called **SELECTED.TXT** and copy the quote into it. On subsequent operations the quote will be appended or put at the end of **SELECTED.TXT**. You can start a new quote file by using the DOS commands MOVE or RENAME on **SELECTED.TXT**. See your operating system manual for details.

## PRINT QUOTE

You can print any quote from the View Screen.

Click on the Print icon or, once you are positioned in the View Screen, select **File|Print Quote**. In both instances a message box will confirm the operation.

## REBUILD DATA AND INDEXES

This tool rewrites the data file, reclaims empty space from deleted records and rebuilds indexes. Indexes can be corrupted by power outages, etc. and must be periodically rebuilt. Error messages are usually the result of a corrupted index. You can access this procedure from **Tools|Rebuild Data and Indexes**.

### **Notes:**

*This procedure can take anywhere from 5 minutes to over an hour. It depends on the number of records and the speed of your computer and hard disk. Do this before going to lunch or some other suitable time.*

*Try not to interrupt this procedure before it is finished as the results will be unpredictable.*



## REBUILD INDEXES

This tool rebuilds indexes. Indexes can be corrupted by power outages, etc. and must be periodically rebuilt. Error messages are usually the result of a corrupted index. You can access this procedure from **Tools|Rebuild Indexes Only**.

### **Notes:**




*This procedure can take anywhere from 5 minutes to over an hour. It depends on the number of records and the speed of your computer and hard disk. Do this before going to lunch or some other suitable time.*

*Try not to interrupt this procedure before it is finished as the results will be unpredictable.*

## REGISTRATION REWARDS

When you register your shareware copy of *Small Business Wisdom* you'll receive all of the features listed below in addition to technical support, discounts on updates, and our thanks.

### Program Features:

1. **Clipboard** - Use the  icon to Paste Quotes into your Word Processor Without Retyping
2. **Disk Write** - Use the  icon to Save your Favorite Quotes in a Disk File
3. **Print** - Use the  icon to send selected quotes to your Printer
4. **Author Sort** - Use the  icon to easily find all quotes from your Favorite Authors
5. **Author Snapshot** - A Biographical Description, for each named author, appears at the bottom of View Screen
6. **Word Search Repeat** - Click the  icon to find the next match in View Mode
7. **Save Options** - Keep your favorite font, font size and text color from one session to the next.

### Additional Data

8. **Contemporary Data Base** - 770 new quotes from 440 Authors
9. **Classical Data Base** - 6,561 new quotes from 1,000+ Authors
10. **Icon Collection** - 300 of our favorite Icons

### Registration Options

|                        |         |                  |
|------------------------|---------|------------------|
| <i>Premium Version</i> | \$79.00 | Includes 1 to 10 |
| <i>Regular Version</i> | \$29.00 | Includes 1 to 8  |

### How to Register

[Click Mouse Here](#) and an Order Form will appear.

[Click Mouse Here](#) for Credit Card ordering.  **Cards**

## ORDER FORM

Turn on your printer; In the upper left corner of this help window click on **File**; then click on **Print Topic**; the Order Form will print out; fill it out; mail it in; fax it in; phone it in; or E-Mail it in.

Company Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Addr:

\_\_\_\_\_  
City, St, Zip

\_\_\_\_\_  
Country

\_\_\_\_\_  
Day Phone

Floppy Disk Size: ( ) 3.5" 1.44MB

Received Program From: \_\_\_\_\_

Signature for Billing: \_\_\_\_\_

| Check One:  | Order Code | Includes  | Price   |
|-------------|------------|-----------|---------|
| ( ) Premium | SW-PREM10  | (1 to 10) | \$79.00 |
| ( ) Regular | SW-REGU08  | (1 to 8)  | \$29.00 |

Payment Method: ( ) Check ( ) Cash  
( ) MO ( ) Bill Me

To:

Micro Computer Resources  
MCR Software Dept. V25  
6116 Merced Ave. Suite #81  
Oakland, California 94611

Order Phone: 800-767-6797 24 Hours  
Questions: 510-763-9134 1-7PM PST  
24 Hour Fax: 510-444-6561 24 Hours  
Compuserve: 73327,1172 24 Hours  
InterNet: 73327.1172@Compuserve.Com

Notes: The \$5.00 shipping and handling charge is waived on all pre-paid orders. Add \$5.00 for orders outside the USA and Canada. Payment must be drawn on a USA bank. CA residents add 7% tax. We don't accept credit cards, but we'll happy to bill you. Please mention the Order Code listed above if you register by phone.

## LIMITED SHAREWARE LICENSE

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Individuals are granted a limited license to evaluate *Small Business Wisdom* in the comfort of their own environment. Those who find it valuable are strongly encouraged to buy a registered version. The registered version has many additional features. It's easy to order. Just click here for individual order form.

To use *Small Business Wisdom* on more than one computer in any commercial, educational or governmental setting, for any length of time whatsoever, it is necessary to purchase a SITE LICENSE or NETWORK VERSION. Pricing is based on the total number of computers that will use the software. Just click here for group order form.

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THE PROGRAM IS PROVIDED "AS-IS". NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, ARE MADE AS TO IT OR ANY MEDIUM IT MAY BE ON. WE WILL PROVIDE NO REMEDY FOR INDIRECT, CONSEQUENTIAL, PUNITIVE OR INCIDENTAL DAMAGES ARISING FROM IT, INCLUDING SUCH FROM NEGLIGENCE, STRICT LIABILITY, OR BREACH OF WARRANTY OR CONTRACT, EVEN AFTER NOTICE OF THE POSSIBILITY OF SUCH DAMAGES.

## ORDER FORM - SITE LICENSES & NETWORKS

Turn on your printer; In the upper left corner of this help window click on **File**; then click on **Print Topic**; the Order Form will print out; fill it out; mail it in; fax it in; phone it in; or E-Mail it in.

Company Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Addr: \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Country \_\_\_\_\_

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This file provides information for Shareware Distributors, Disk Vendors, CD-ROM Vendors and BBS SYSOPs who wish to distribute the shareware version 2.5 of **Small Business Wisdom** for Windows. Please see the FILE\_ID.DIZ for a short program description; and CATALOG.TXT for longer program description.

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(V.941214)





## SAVING OPTIONS



You can make your currently selected font, font size, font color and data file the program defaults by selecting **Options|Save Options** from the Main Browser screen.


## HINTS AND TIPS

Click the Tutor icon  for a short functional description of the other Toolbar Icons.

The  icon indicates a Subject Icon Menu. You can use the **TAB** key to move around. Information about the selected icon appears at the bottom of the dialog box. Numbered icons, in the lower left corner of the dialog, indicate multiple Subject Icon Menus. Just click the numbered icon to access the menu.

The  icon lets you float to any section. Every subject is uniformly divided into sections such as Positive, Negative, Advice, etc.

**TO FIND JOKES:** Click  icon; select subject. Click  icon; click the Jokes radio button.

Use the  icon to set filters or toggle them off. Filters are electronic gatekeepers. They allow you to customize the quotes that are displayed.

Quote-A-Day enables you to start every Windows session with a quote or joke. Just copy the program icon to your StartUp group and start the program with the D command switch.

Just press any letter when you're in the Browser, and the highlight bar will immediately move to the first record whose key string, in the currently Active Index, begins with that letter. The currently Active Index is displayed at the bottom of the Browser screen.

## QUOTE-A-DAY

Quote-A-Day enables you to start every Windows session with a random quote from the **Small Business Wisdom**.

Here's how it works. Windows has a StartUp group. Each time Windows starts it will automatically run the program(s) in its StartUp group. We've added a command switch, "D" for Daily, to SBW that takes advantage of this feature.

When you start SBW with the D command switch, all the opening screens are bypassed. The first thing you see is your quote for the day. When you're done reading it, you can select the Exit command to immediately end the program or continue on.

All you have to do to activate this feature is copy the program icon to your StartUp group, and then add the D command switch to the Program Item Properties Command Line as follows:

Change:       **C:\SBW25\SBW**  
To:             **C:\SBW25\SBW D**

Detailed instructions are as follows:

1. From Program Manager's Main Menu select **Window | Small Business Wisdom**
2. From Program Manager's Main Menu select **Window | StartUp**. *(Both groups should now be open on your Desktop. You may want to move one group so you can see both of them.)*
3. Press and hold down **CTRL** while you drag the SBW icon from the Small Business Wisdom window to the StartUp window. *(Notice how the mouse pointer becomes a replica of the SBW icon.)*
4. When the SBW icon is in the StartUp group window release both the mouse button and the **CTRL** key.
5. From Program Manager's Main Menu select **File | Properties** and the Program Item Properties dialog appears.
6. Press the **TAB** key once to move to the "Command Line."
7. Press the **END** key once to move to the end of the "Command Line."
8. Press the **SpaceBar** once and then type the letter **D**.
9. Click the OK button.

Quote-A-Day should now be enabled. It'll take effect the very next time you start Windows.

Of course, you can also use Quote-A-Day from the Quick Start Menu. Or, you can copy the icon from your StartUp group window to one of your other windows. It already has the "D" command switch on the "Command Line." Then you can just click that icon anytime you want to be inspired.

Note: Two features you'll probably use in conjunction with Quote-A-Day are Quick Exit and Save Options.

## Quick Exit

The **Exit** command from the View Screen causes an immediate and unconditional exit from the program.

## **IDEA SAVINGS BANK**


The ***Idea Savings Bank*** is our custom data base engine. We use it to give you easy access to all of our programs including ***Small Business Wisdom***.

## ADD NEW RECORD - CLIPBOARD

To import the contents of your clipboard into the data base select **Edit|Add New Record - Clipboard**. The Clipboard Import Screen will be displayed. Press **<Shift><Ins>** to copy the contents of your clipboard into the multi-line edit control. When you're satisfied with the appearance of your text, use the **<Tab>** key or the mouse to move to other fields in the lower half of the screen.

Enter data in the new record's key fields and selected data fields as necessary. Click left mouse button on the OK push-button when you're satisfied with your entry.



After you've entered at least one record you'll be able to click the  icon to replicate the key and selected data fields from your previous record.

The record number field will be automatically filled in with the next record number.

Each record can hold eleven lines of text. If the edit control has more than 11 lines of text, two new records will be created. Although the multi-line edit can hold more than 22 lines of text, only the first 22 lines will be processed. Break larger amounts of text into 22 line blocks.

If two records are created from one edit control, the first record have the legend "Record Continues" at the bottom of the screen. The second record's key and data fields will be the same as the first, but the record number will be incremented by one.

## CREDIT CARD ORDERS

MCR does not accept credit cards. You CAN however use your credit card to order the registered version of **Small Business Wisdom**. Here's how:

Contact PsL. Tell them you want the Windows version of product #14216. Specify if you want the \$29.00 package or the \$79.00 package. They'll notify us of your order by E-Mail. We'll ship the latest program version directly to you from California.

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## CHANGE ACTIVE DATA FILE

You can change the active data file at any time.

When the program starts, one of the choices on the Quick Start Menu is "Set Active Data

File." Click on the  icon and use the radio button dialog make your selection; then click left mouse button on the OK push-button.

It is also possible to change the active data file at any time by the menu choice **File|Open Quote Data File.**





