About Jot

What is JOT ?

Jot can be described as a number of things, such as a text database, a simple personal information manager, or as a note-card program. Jot can be used for all of these purposes, so perhaps "text manager" might be the most accurate description.

What is JOT useful for?

Jot is useful for any task where items of textual information need to be kept together. The information does not need to be related. Some examples:

- Addresses and contact information
- Inventories
- Bibliographies
- To-do lists
- Source code librarian for subroutines, macros, and bits of code
- Internet URLs and FTP sites.
- Recipes
- Notes for papers, meetings, or books

Who is using Jot?

Jot Add-ons

This and future versions of Jot will provide optional features (add-ons) which can be enabled by paying a fee for the particular add-on desired. This feature would also be used to provide customer-specific facilities.

At present, there are no Jot add-ons publicly available, although Jot's help text is prepared using an internal add-on.

Association of Shareware Professionals

Michael J Marshall is 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 USA, FAX 616-788-2765 or send a CompuServe   message via CompuServe Mail to ASP Ombudsman 70007,3536.

Known Problems

This section will document any known problems, bugs, or features. The README.TXT file that came with the **JOT** distribution may have additional information.
Last updated: 28 Jan 1996

- Files are not kept open, so once a file is loaded, there is nothing to prevent another user from changing the file. This is not a bug, *per se*, but needs to be addressed.
- Write permission is required on a directory in order to save files to it, because Jot first writes to a temporary file in the destination directory.
- The Print Preview display does not re-scale itself when displaying two pages. This involves rewriting the preview code, so it probably won't happen until 2.0.
- Under Windows NT 3.51, the Win32 version of **JOT** displays garbage in the Note|Add and Note|Rename dialog boxes. I cannot fathom why this problem occurs (Windows 3.x and Windows95 are unaffected).

Edit Clear All Command

The Edit|Clear All command deletes the entire text of the note.

Edit Copy Command

The Edit|Copy command leaves the selected text intact and places an exact copy of it in the clipboard.   To paste the copied text into another document, choose Edit|Paste.

Edit Cut Command

The Edit|Cut command removes the selected text from your document and places the text in the clipboard. Choose Edit|Paste to paste the cut text into another document. The text remains selected in the clipboard, and can be pasted multiple times.

Edit Clear Command

The Edit|Clear command deletes the currently selected text from the current document.   The text is not placed in the clipboard.   Use the Edit|Undo command to restore the text.

Search Find Command

The Search|Find command searches the current document for a text pattern.   The command displays the Find dialog which controls the search process.   Options in the dialog determine whether only whole words are to be matched,   whether the case of   characters is significant, and whether the search should   be conducted forwards or backwards through the document. As each match   is found, it is highlighted in the document.

Search Dialog

Search Find Next Command

The Search|Next command repeats the last Find or Replace operation.

Edit Paste Command

The Edit|Paste command inserts the text currently selected in the clipboard into the current window at the cursor position.

Search Replace Command

The Search|Replace command searches the current document for a text   pattern, and replaces occurrences of the of the pattern with new text.   The   command displays the Replace dialog which controls the search/replace   process.   Options in the dialog   determine whether only whole words are to be   matched, and whether the case of characters is significant.   The dialog is also   used to specify the pattern to search for, and the text to replace occurrences   with.

Replace Dialog

Edit Select All Command

The Edit|Select All command selects the entire text portion of the note.

Edit Undo Command

The Edit|Undo command restores the file in the current window to the way it was before your most recent edit operation. Undo inserts any characters you deleted, deletes any characters you inserted, replaces any characters you overwrote, and moves your cursor back to a prior position.
Some operations, such as file commands or Tool|Timestamp cannot be undone.

File Exit Command

The File|Exit command exits Jot. If you've modified documents without saving, you'll be prompted to save before exiting.

File Insert Command

The File|Insert command prompts for the name of a file and inserts the contents of that file into the current document.

See Also:
Supported File Formats

File New Command

The File|New command opens a new,   untitled document, and makes it the active   window. The application prompts you to   name untitled documents when they are   closed.

File Open Command

The File|Open command displays the Open a File dialog box so you   can select a file to load into a new document window.   You can also   create a new document by naming a file that doesn't currently exist.

See Also:
Supported File Formats

File Print Command

The File|Print command prints the contents of the active window.   Use File|<u>Print Preview</u> to see how the document will be laid out on printer pages.   Use File|<u>Print Setup</u> to select a printer, and to set printer   options.

File Print Preview Command

File|Print Preview opens a special window that shows how the active   document will appear when printed.   The preview window shows one or two   pages of the active document as they would be laid out on printer pages.   Controls on the window allow you to   page through the pages of the document.

File Print Setup Command

The File|Printer Setup command displays the Printer Setup dialog box which   allows you to select and configure the printer to be used to print documents in   the application.

File Save Command

The File|Save command saves the document in the active window to disk. If the document is unnamed, the Save File As dialog box is displayed so you can   name the file, and choose where it is to be saved.

See Also:
Supported File Formats

File Save As Command

The File|Save command saves the document in the active window to disk. If the document is unnamed, the Save File As dialog box is displayed so you can   name the file, and choose where it is to be saved.

See Also:
Supported File Formats

File Write Command

The File|Write command prompts for a file name and writes the contents of the document to that file. If encryption is requested and valid for the file format, you will be prompted for a password. This command is similar to File|Save As, but does not alter the state of the document.

See Also:
Supported File Formats

Note Add Command

The Note|Add command prompts the user for the name of the new note, and creates a new note with empty text. This new note becomes the current note.

Note Copy Command

The Note|Copy command copies the current note to the Clipboard in text format, with the note title becoming the first line of the Clipboard text.

Note Cut Command

The Note|Cut command places the current note onto the Clipboard in text format and removes it from the document. The title of the note becomes the first line of the Clipboard text.

Note Delete Command

The Note|Delete command removes the current note from the document. You will be asked to confirm this operation.

Note Duplicate Command

The Note|Duplicate command creates a new note that has the same title and text as the current note.

Note Paste Command

The Note|Paste command takes text from the Clipboard and creates a new note. The first line of the Clipboard text becomes the title of the note, with the rest of the   text becoming the note text.

Note Rename Command

The Note|Rename command prompts you for a new title for the current note, with the current name as a default.

Note Revert Command

The Note|Revert command reverses changes to the current note since it became the current note.
Note that many operations (such as file, printing, and search/replace) 'save' the current note, preventing revert from working.

Options Autodial Command

The Option|Autodial command allows editing of the autodial configuration.

Autodial Options Dialog

Options Editor Command

The Options|Editor command allows the editor configuration to be modified.

Editor Options Dialog

Options File Command

The Options|File command allows the current document's encryption state, password and   title to be modified.
NB Document titles will be supported in a future release.

File Options Dialog

Options Page Setup Command

The Options|Page Setup command allows the page setup configuration to be modified. The page setup includes margins, columns, fonts, and tab size.

Page Setup Dialog

Options Register Command

The Option|Register command allows the user to enter registration details for this copy of **JOT** .

Registration Dialog

Search Goto Command

The Search|Goto command prompts for a string and searches for the next note with the specified string in its title. If a matching note is found, it becomes the current note.

Tool Autodial Command

The Tool|Autodial command tries to extract a phone number from the selection. If successful, the <u>autodial dialog</u> is displayed to confirm the number. The number will then be dialled, and the user will be prompted when to pick up the handset.
The **JOT** autodial facility recognises the international dialling prefix ('+') at the beginning of a number and will replace it with the configured international prefix.
The standard prefix number will be added after any international prefix.

Tool Fill Text Command

This option is only available to registered users.
The Tool|Fill Text command removes excess newlines from the selection, replacing single newlines with a space, and multiple newlines with a single newline.
If a line begins with whitespace (spaces and/or tabs), a new paragraph is assumed.
This facility is useful for importing plain text and reformatting it to take advantage of **Jot's** editor; e-mail and Usenet News are two examples

Tool Timestamp Command

The Tool|Timestamp command inserts the current date and time into the current note at the cursor position.
The timestamp has a fixed format at the moment, but it be made configurable in a future release.

Command Line Options

JOT is started with the following syntax:
(16-bit) **jot.exe** [options] [filename]
(32-bit) **jot32.exe** [options] [filename]

The following command line options are supported release 1.21 of **JOT** :

    -p   A filename is required on the command line. The specified document is loaded, printed, and **JOT** terminates afterwards.

    -m   **JOT** will be started minimised, overriding settings in the Program Manager or Explorer. This option is a work-around for a problem with the 32-bit edition of **JOT** .

Getting in Touch With the Author

Mail
The author can be reached at the following address:
> **Michael J Marshall**
> **60b Jackson Road**
> **London N7 6EE**
> **ENGLAND**

Telephone
Only available to registered users.

Fax
+44 171 713 8001
Please mark it clearly for my attention, as this fax belongs to the company I work for.

Electronic Mail
Your best bet for getting in touch.
> **Internet:** support@unicorn.compulink.co.uk (for non-support queries, use
> jot@unicorn.compulink.co.uk)
> **Compuserve:** 100327,765 (Internet e-mail is preferred)
> **CIX:** mmarshall (There is also a conference on CIX, "mmarshall", where support is provided)

World Wide Web
I now have a Web site available, which will be kept current with information about **JOT** , including problem reports and work-arounds, documentation errata, and anything else suggested by users. Worth checking out every now and again.
URL: http://www.compulink.co.uk/~unicorn/jot.html

Contents

Jot Credits

Development Tools

JOT was developed using the following tools:

- **Borland C++ 4.53** with the OWL and BIDS class libraries.
- **PFE** (Programmer's File Editor)
- **Freeman Installer 2.2** to install the application.
- The tooltip code is derived from work by Steve Saxon.
- **JOT** was used to compose the help text, and **RTFGen** generated the final help file.

Beta testers

The following people on CIX have been involved in the beta testing of this and previous versions of **JOT** ; their efforts have been valuable in bringing **JOT** to life.

- Hazel Bradbeer (hbradbeer)
- Kevin Golding (kgolding)
- Iain Laskey (ilaskey)
- Graham Lemon (anzio)
- Clive Marshall (camarshall)
- Serge Moes (serge)
- Jerry Ozaniec (joz)
- Simon Phipps (sphipps)
- Terry Ryan (t_ryan)
- Paul Smith (psmithb)
- James Wilde (jwilde)

Dedication

This program is dedicated to my Other Half, *M.J.*, without whom my life would be much less interesting (although it *would* be much quieter, and I'd get into the bathroom more often!).

DDE Commands

Most of these commands map to menu items, reflected in their   names.
Please note that commands that take no parameters do not have parentheses (e.g. Exit).
The following commands are supported in this version of Jot:

EditCopy	Copies the current selection to the Clipboard.
EditCut	Cuts the current selection to the Clipboard.
EditPaste	Pastes the contents of the Clipboard into the current document, replacing the current selection.
Exit	Terminates Jot. The user will be prompted to save any unsaved file.
FileAbandon	Equivalent to FileNew(), but will not save changes.
FileNew	Creates a new Jot file. If the current file has unsaved changes, the user will be prompted to save them.
FileOpen(filename)	Opens a file. If filename is "", the user will be prompted for a filename.
FileSave	Saves the current file. If the file is untitled, the user will be prompted for a filename.
FileSaveAs(filename)	Saves the current file under a new filename.
FileView(filename)	Equivalent to FileOpen(), except that the file is opened in read-only mode.
FileWrite(filename)	Equivalent to FileSaveAs(), except that the internal filename is unchanged.
Insert(text)	Inserts text at the insertion point. This command will be expanded in a future release.
NoteAdd(title)	Adds a new document called title, making it the current document.
NoteSelect(n)	Selects document n to be the current document, where n has the value 0..NoteCount-1.
CaretTop([select])	Moves the caret to the beginning of the note. If select is provided and non-zero, the current selection is extended otherwise the previous selection is cancelled.
CaretBottom([select])	Like CaretTop(), but moves to the end of the note.
CaretLeft([n[,select]])	Moves the caret n places to the left, with n defaulting to 1. The current selection will be extended if select is non-zero.
CaretRight([n[,select]])	Like CaretLeft(), but moves the caret to the right.
CaretUp([n[,select]])	Like CaretLeft(), but moves the caret upwards.
CaretDown([n[,select]])	Like CaretLeft(), but moves the caret downwards.
CaretHome([select])	Moves the caret to the beginning of the current line, optionally extending the selection.
CaretEnd([select])	Like CaretHome(), but moves the caret to the end of the current line.

DDE Data Items

Topic "Editor"

FileChanged	Tells you if the current file has been modified. The reply will be **"Yes"** if the file needs to be saved, or **"No"** if the file is unchanged.
FileName	Gives you the filename of the current file, or **"Error"** if there if the file is currently untitled.
FileWritable	Gives you the read-only status of the current file. The reply will be "No" if the file is read-only, otherwise "Yes".
Format	A list of the clipboard formats supported by Jot's DDE server. This will be the string "TEXT".
NoteCount	Returns the number of documents in the current file.
NoteTitle	Returns the title of the current document.
NoteText	Returns the text of the current document, which can be up to 64K in length.
NoteCurrent	Gives the index of the current document, with the first document being number 0.
Result	Gives you the result of the last command executed over the DDE link. The reply will be one of the strings "OK" or "Error" if a result is available, and "Busy" if the server is currently processing a DDE link command.
Status	Gives you the current status of the DDE server, one of the strings "Ready" or "Busy".
TopicItemList	The list of items supported by the Editor topic.
Version	Gives you the current version of Jot, which can be used to determine which facilities are available. The current version of Jot returns **1.21** .
Result	Holds the result of the last DDE command executed, either **Ok** or an error string of the form **Error** or **Error: reason**.
Caret	Returns the location of the caret as an offset from the beginning of the note.

Topic "System"

Formats	A list of the clipboard formats supported by the Jot DDE server. This will be the string "TEXT".
Protocols	A list of Protocols supported by the Jot DDE server. The reply will be "Execute Protocol 1".
Status	The current status of the DDE server. The reply will be one of the strings "Ready" and "Busy".
SysItems	A list of items supported by Jot under the "System" topic, separated by tab characters.
TopicItemList	The list of items supported by the System topic.
Topics	A list of the topics supported by **JOT** , separated by tab characters.
Version	Returns the current version number of **JOT** .

Jot DDE Interface

The Jot DDE interface is still under development; the   contents of this section are not guaranteed to remain stable between versions, though I will endeavour to minimise incompatibilities.
If you have specific needs or requirements for **JOT** DDE, please get in touch.

Controlling Jot over a DDE link

DDE Commands
DDE Data Items
DDE Poke Items

Controlling Jot over a DDE Link

DDE commands are sent to **JOT** using the standard DDE   methods. Your application should open a DDE link to **JOT** specifying the relevant DDE service name (**Jot** under Win3.1, and **Jot32** under NT and Windows 95), and a topic name of either **Editor** or **System**. From Visual Basic for   example, you would perform a *Link.Execute* operation. The   DDE item name is not used. Once the link is established, you   can send one or more command strings to be executed. The   command string should   have the general form

[CommandName(argument,...)]

where the arguments you supply within the parentheses will   vary depending on the command. The command name can   be written in any mixture of upper- and lower-case letters. A maximum   of 128 bytes can be sent in any transaction.
Jot will return a response of DDE_FACK immediately if the   command syntax is ostensibly correct, or   DDE_FNOTPROCESSED if there is some obvious error. The   command itself is executed asynchronously to the DDE client,   which will regain control   immediately after sending it. If the last   DDE command resulted in a lengthy action - such as loading   a large file, or asking the user for input in a dialog box - the   server may not be able to accept a new command   immediately. In this case it will   return a reply DDE_FBUSY to   the client, which should wait for a suitable interval before   attempting the command again.
To determine whether any DDE link command worked or not   you need to request the data for the item "Result" from the   "Editor" topic. This data item will contain the string "OK" if the command succeeded, "Error" if it failed, and "Busy" if the   server   has not yet completed its processing.

List Of DDE Commands

DDE Poke Items

Topic "Editor"

Paste	This item allows you to paste data into the current window at the position of the caret. The data should be in CF_TEXT clipboard format, with the end of each line marked by a CR-LF byte pair, and a final null byte terminating the block.
Caret	Poking this item sets the location of the caret in the current note.

Under Windows 3.1, you may not paste more than 64 kilobytes of data in one operation. As DDE Poke operations are performed asynchronously, the "Result" item will need to be queried to determine if the operation succeeded.

Caps Lock Indicator

Displayed when the **Caps Lock** state is active.

Note Counter

Displays the index of the current note followed by the number of notes in the document.

The Editor

Displays the text of the current note, which can be edited if the document is not read-only.

Message Area

Displays messages and progress information.

Document Modified Indicator

If the document has been modified, a '**#**' will be displayed here.

Num Lock Indicator

If the Num Lock state is active, this indicator will be displayed.

Read-Only Indicator

If this document cannot be modified, **'RO'** will be displayed here.

Shareware

Shareware is software distributed under a 'Try-Before-You-Buy' philosophy, which gives you a period to evaluate software packages free of charge. If you continue to use a package beyond the trial period, you are morally obligated to purchase the program.

Title List

The title of each note in the document is displayed here, in alphabetical order. Non-English characters are supported, so u-umlaut comes after u and c-cedilla after c.

The ToolBar

(Also known as a SpeedBar, ButtonBar, IconBar, ToolRibbon, WhatChaMaCallit, etc)
The picture buttons on the toolbar are shortcuts to various commands. To see what a button
does, move the mouse cursor over it, and it description will be displayed in the status bar.

Tool-tips

If tool-tips are enabled, and if you hold the mouse cursor over a toolbar button for a second or two, a little yellow window will pop up describing that button.

Twips

A twip is 1/20 of a point, or 1/1440 of an inch.

UNICODE

UNICODE is an ISO standard for representing all of the characters in all of the world's languages using a single 16-bit value for each character.
The ANSI character set used by Windows uses 8-bit characters.
Because UNICODE is a superset of the ANSI character set, UNICODE applications can read ANSI data, but the reverse is generally not true.

Win16

Win16 is the API used by the 16-bit versions of Windows, including Windows 3.1 and 3.11, and Windows for Workgroups 3.11.
These versions are also collectively referred to as Windows 3.x.

Win32

Win32 is the API used by all 32-bit versions of Windows, including Windows95 and Windows/NT 3.51+ (**JOT** has not been tested with earlier versions of NT).

Win32s

A special version of Win32 that runs under Win16 systems. The Win32 version of **JOT** will run under Win32s 1.25/1.30, but with some functionality disabled.

Distributing Jot

Introduction

The file **VENDINFO.DIZ** in the official **JOT** release contains detailed information about who can distribute **JOT** and what restrictions, if any, apply. The contents of that file are summarised here but the information in this help file should be   considered 'unofficial'.

General Rules

- No file in the distribution may be modified in any way.
- No file may be removed from the distribution, but a vendor may add a single file to identify itself and where **JOT** was acquired.
- No registration information may be given to any party other than the registered user - to do so is a breach of the license (and a criminal offense in most locales) and may result in civil or criminal proceedings.
- **JOT** may not be bundled with any commercial software/hardware without a special license; contact the <u>author</u> for details.

Commercial Distribution

Anyone distributing **JOT** for any kind of remuneration must first contact the <u>author</u> for authorization. This authorization will be automatically granted to distributors recognized by the (<u>ASP</u>) as adhering to its guidelines for shareware   distributors, and such distributors may begin offering **JOT** immediately (However the author must still be advised so that the distributor can be kept up-to-date with the latest version of **JOT** .).

You are encouraged to pass a copy of **JOT** along to your friends for evaluation.   Please encourage them to register their copy if they find that they can use it.   All registered users will receive a copy of the latest version of the **JOT** application.

Autodial Dialog

Number
The number to dial. This field initially contains the selection. Digits, dashes and spaces are permitted (dashes and spaces will be stripped out), and a leading '+' is allowed for international numbers.

Prefix
This number is prefixed to the telephone number (and the international prefix), as is generally used in locations that require a special number to be dialled to get an outside line (usually '9').

Use Prefix
If this field is checked, the prefix will be used, otherwise it will be ignored.

See Also:
Autodial Setup Dialog

Autodial Setup Dialog

Port
Choose the port the modem is connected to.

Baud Rate
Choose the speed required to communicate with the modem. For most modems, the default of 9600 should be fine.

Prefix
If your site uses a special prefix to dial external numbers (usually '9'), enter that number here.

Int'l Prefix
JOT supports international prefix codes (and any service provider codes, such as Mercury, Sprint, or MCI). Enter the prefix required to access international numbers.

Modem Init String
The string used to initialise your modem. All Hayes-compatible modems should accept the default string, but check your modem's documentation if you wish to change it.

Pulse Dial
Check this box if your phone line does not support tone dialling (increasingly rare these days).

Editor Setup Dialog

Autosave
This facility is only available to registered users
> **Autosave On**
> When checked, the autosave facilty is enabled.
> **Period**
> Defines the period between autosaves, in minutes. The recommended range is 5-15 minutes.

Make Backups
If this box is checked, when files are saved, any existing file is renamed with a '.bak' extension.

Title List Size
Specifies the proportion of the **JOT** client area devoted to the title list. The valid range is 5-95, with the recommended value within 30-60.

Vertical Split
When unchecked, the title list and editor are displayed left-to-right, and when checked they are displayed top-to-bottom.

Tab Size
Defines the spacing between editor tab stops.

Display Toolbar
Hides the toolbar when unchecked.

Display Status Bar
Hides the status bar when unchecked.

Display Tooltips
When checked, a tip is displayed when you hold the cursor over a toolbar button for a second.

Title Font
Press this button to choose the font for displaying note titles.

Text Font
Press this button to choose the font for displaying note text.

File Options Dialog

Encryption
This facility is only available to registered users.
> **Encrypted**
> Initially indicates whether the file is encrypted or not. Registered users may change this setting. If this setting is changed, the password will be cleared.
> **Password & Confirm**
> To change or set the password, enter it into this field, and again in the confirm field; the two passwords must match before they will be accepted.

Read-Only
This check-box indicates whether the document is read-only or not. It may not be changed.

Unsorted Notes
Reserved for future use.

Title
You can specify a title for the document, which can be used when printing.

Page Setup Dialog

Header/Footer
Specifies the header and footer text to use when printing.
    Syntax of Borders

Margins
Enter the desired margins here, either in the default unit or the unit of your choice.

Columns
    Number
    Jot supports 1-6 columns.
    Gutter Width
    This is the spacing between columns.

Tab Width
This is the spacing between tab stops.

One note per page
When checked, each note will be printed on a separate page.

Title Font
Press this button to choose a font for note titles.

Text Font
Press this button to choose a font for note text.

Border Font
Press this button to choose a font for the header and footer.

Registration Dialog

User Name
Enter your user name here. Spaces and the case of letters are significant, so enter this field *exactly* as given on your registration certificate.

Serial Number
Enter your serial number here.

Activation Key
Enter the activation key from your registration certificate here.

Replace Dialog

For performing searches.

Text to Find
Specifies the text to find. A history of previous choices is maintained.

New Text
When a match is found, it will be replaced with this text. Instances of the special character '%' in this text will be replaced with the matched string. (e.g. if the matched string is "abc" and the new text is "%(%)" then "abc" will be replaced with   "abc(abc)")

Options
>**Case Sensitive**
>If unchecked, case will be ignored, so "aa" would match "aa", "aA", or "AA".
>**Whole Words Only**
>Matched strings must start and end on word boundaries.
>**Regular Expression**
> *This facility is only available to registered users.*
>The search pattern should be treated as a <u>regular expression</u>.
>**Prompt on Replace**
>If checked, you will be asked to confirm each replacement before it is made.

Direction
Specifies whether to search forwards or backwards.

Search All Notes
If unchecked, only the current note is searched.

Replace All
Normally, only a single replacement will be made; when this button is used, all instances of the search text will be found and replaced. If Prompt on Replace is selected, each instance will have to be confirmed separately (and is recommended to avoid   replacing *too* much).

Search Dialog

For performing searches.

Text to Find
Specifies the text to find. A history of previous choices is maintained.

Options
> **Case Sensitive**
> If unchecked, case will be ignored, so "aa" would match "aa", "aA", or "AA".
> **Whole Words Only**
> Matched strings must start and end on word boundaries.
> **Regular Expression**
> *This facility is only available to registered users.*
> The search pattern should be treated as a <u>regular expression</u>.

Direction
Specifies whether to search forwards or backwards.

Search All Notes
If unchecked, only the current note is searched.

Supported File Formats

JOT can import and export a number of different file formats.

Jot
Extension: .jot
This is the native **JOT** file format.

Microsoft Cardfile
Extension: .crd
JOT supports import and export of both version 3.0 and 3.1 Cardfiles. The only limitation on import is that embedded graphics and OLE objects will be ignored.
Exporting Cardfiles is more complicated, because of Cardfile's title and text length restrictions . There may also be problems with a large number of notes.

Comma-Separated Values (CSV)
Extension: .csv
JOT is better at importing CSV than exporting. The first field of each CSV record becomes the note title, with each remaining field becoming a separate paragraph in the note. The reverse is true when exporting CSV data.
Please note that if some of your notes have different numbers of paragraphs, the resulting CSV file may be rejected by other programs.

Plain Text
Extension: .txt
A new addition to the supported file formats.
For import, each note (if more than one in the file) must be separated by a Form Feed (ASCII 12/FF) followed by a newline. The first line of each "section" is used for the title of the new note, with the remainder used as the note's text. An optional   blank line is permitted between the title and text of a note.

Jot Reference

This part of the **JOT** help file covers advanced issues. Nothing in these topics is required to use **JOT** , but advanced users may find useful information here.

Initialization File
DDE Interface

Initialization File Format

For Win16, configuration information is stored in the file   UNICORN.INI, located in the Windows directory. Jot 1.0 information is located in the section [Jot-1.0], and should normally not need be modified by the user.
For Win32, configuration information is stored in the Registry under key **HKEY_CURRENT_USER\Software\Unicorn\Jot\1.0**. Do not modify the contents of this key unless you *really* know what you're doing.
(If you're using Win32s, information is stored as for Win16.)

This section is provided for advanced users, and is subject to change without notice.

The following tags are used:

Autosave=number
> If number is non-zero, the auto-save feature will be activated.
> Default: 0 (off)

Save-Period=number
> The period, in minutes, between auto-saves.
> Default: 5 minutes

Make-Backups=number
> If number is non-zero, backups will be made of all files when saved.
> Default: 0 (off)

List-Size=number
> Number is the percentage of the client window area devoted to the title list window.
> Legal values range from 5-95.
> Default: 35

Edit-Tab=number
> Width of tabs in the editor, given in twips.
> Default: 360 (1/4 inch)

Dial-Port=number
> Specifies which communications port to use for the autodial service. For COM1: use 0, COM2: use 1, etc.
> Default: 0 (COM1:)

Dial-Speed=number
> Specifies the communications speed of the port used for the autodial service. Legal values are: 0 = 300 baud, 1 = 1200 baud, 2 = 2400 baud, 3 = 4800 baud, 4 = 9600 baud, 5 = 19200 baud.
> Default: 4 (9600 baud)

Dial-Pulse=number
> If number is non-zero, pulse dialing is used for the autodial service, otherwise tone dialing is used.
> Default: 0 (tone dialing)

Dial-Prefix=string

The autodial prefix, prepended to all numbers.
No Default

Dial-Intl-Prefix=string

The autodial international prefix, prepended to all numbers beginning with a '+'. For the UK, this should be '00'.
No Default

Dial-Modem-Init=string

MRU-List-Count=number

The size of the Most Recently Used (MRU) file list. Legal values are 0 (no list) to 64. In the current release, the MRU list size is fixed at 4.
Default: 4

MRU-List-*n*=filepath

These entries are numbered 1 to MRU-File-Count, and contain the full path of a file, with the most recent file first.
Defaults: none

Edit-Text-Font=*facename,size,style*

Specifies the font used in the editor. Facename is the name of the font, size is given in twips, and style is one of R (regular), B (bold), I (italic), or BI (bold italic).
The default is the system font.

Edit-Title-Font=*facename,size,style*

Specifies the font used in the title list box. The format is described above.
The default is the system font.

Print-Text-Font=*facename,size,style*

Specifies the font to use when printing document text. The format is described above.
The default is printer-dependent.

Print-Title-Font=*facename,size,style*

Specifies the font to use when printing document titles. The format is described above.
The default is printer-dependent.

Print-Border-Font=*facename,size,style*

Specifies the font to use when printing headers and footers. The format is described above.
The default is printer-dependent.

Header=string

Specifies the header used for printing. Header Syntax
Default: &c&f

Footer=string

Specifies the footer used for printing. Footer Syntax
Default: &c&p

Margins=number number number number
>   The left, top, right, and bottom printing margins, measured in <u>twips</u>.
>   Default: 720 720 720 720 (1/2 inch margins)

Columns=number
>   The number of printed columns per page, ranging from 1 to 6.
>   Default: 1

Gutter=number
>   The amount of blank space between columns in multi-column printouts, measured in <u>twips</u>.
>   Default: 720 (1/2 inch)

Print-Tab-Size=number
>   The width of tabs in printed output, in <u>twips</u>.
>   Default: 720 (1/2 inch)

Size=number number number number
>   The dimensions of the Jot window, in screen units.
>   No Default

Search-History-Size=n
>   The number of search history entries maintained.

Find-Count=n

Find-*n*=string

Replace-Count=n

Replace-*n*=string

Replace-Prompt=n

Search-Ignore-Case=n

Goto-String=string

Who is using Jot?

By Nationality
The majority of **JOT** users are based in England. The USA comes second, with Scotland a close third.
I also have registrations from   Wales, Germany, Canada, Japan, and Australia.

By Use
I don't have too much information about what types of people are using **JOT** , but the registered user base includes 3 major banks, 5 major corporations, 2 churches, a London council, a UK government office, a legal practice, 2 doctors, and 11 other   businesses.

What JOT *Is* Being Used For:
- Jokes
- Recipes
- Cataloging CDs, videos, software (great place for those serial numbers you always need!)
- Address book and autodialer
- Insurance policy details (another good place for cataloging valuables and serial numbers)
- Application README files
- Shortwave radio schedules
- Internet URLs and FTP sites
- FAQ files
- Project and planning notes
- Medication information
- And, of course **JOT** is perfect for holding random notes, thoughts, and snippets of information.

The Jot Window

Click on parts of the picture of the **JOT** window below to see what they are.
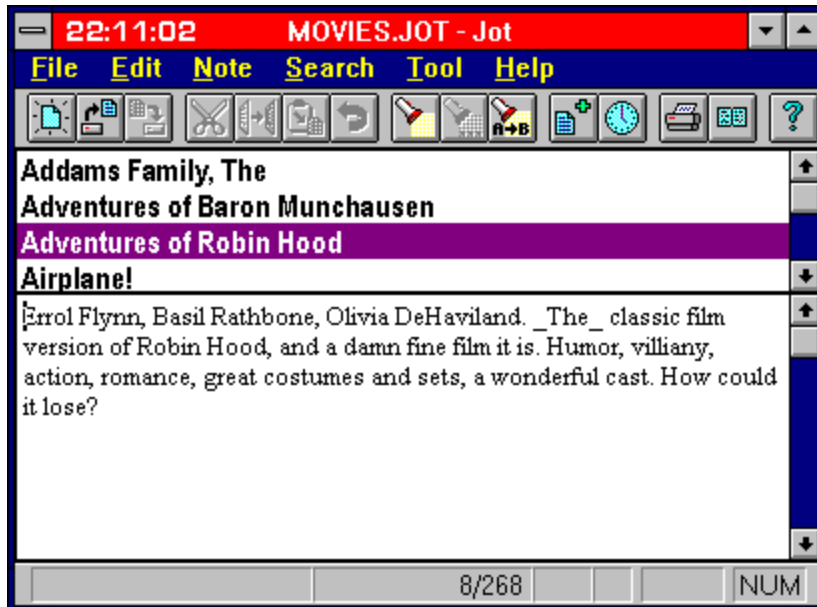
Cursor Movement Keys

Key(s)	Function
Arrow key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or Ctrl+Left Arrow	Moves to the beginning of a field.
Page Up or Page Down	Moves up or down in a field, one screen at a time.

Dialog Keys

Key(s)	Function
Tab	Moves from field to field (left to right and top to bottom).
Shift+Tab	Moves from field to field in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
Arrow key	Moves from option to option within a group of options.
Enter	Executes a command button. Or, chooses the selected item in a list box and executes the command.
Esc	Closes a dialog box without completing the command. (Same as Cancel)
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects item in a drop-down list box.
Spacebar	Cancels a selection in a list box. Selects or clears a check box.
Ctrl+Slash	Selects all the items in a list box.
Ctrl+Backslash	Cancels all selections except the current selection.
Shift+ Arrow key	Extends selection in a text box.
Shift+ Home	Extends selection to first character in a text box.
Shift+ End	Extends selection to last character in a text box.

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

Help Keys

Key(s)	Function
F1	Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics. In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
Shift+F1	Changes the pointer to so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about. (This feature is not available in all Windows applications.)

Jot Keys

Key(s)	Function
Ctrl+A or F7	Note|Add
Ctrl+F	Search|Find
Ctrl+G or F4	Search|Goto
Ctrl+R or F6	Note|Rename
Ctrl+T	Tool|Timestamp
F3	Search|Next
F5	Tool|Autodial
F8	Tool|Fill Text
Alt+PgUp	Move to the previous note
Alt+PgDn	Move to the next note
Alt+Home	Move to the first note in the document
Alt+End	Move to the last note in the document

Windows Keys

Menu Keys

Key(s)	Function
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type, when a menu has focus.
Alt+Letter key	Pulls down the menu whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus of the main menu bar.
Up or Down Arrow	Moves among menu items within a drop-down menu.
Enter	Chooses the selected menu item.

Print Preview Keys

The following keys can be used during Print Preview.

Key(s)	Function
Esc	Close the preview window.
Left Arrow	Displays the previous page.
Right Arrow	Displays the next page.
1	Displays one page at a time.
2	Displays two pages at a time.
+	Zoom in.
-	Zoom out.

Text Selection Keys

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right.
Shift+Down or Up	Selects one line of text up or down.
Shift+End	Selects text to the end of the line.
Shift+Home	Selects text to the beginning of the line.
Shift+Page Down	Selects text down one window. Or, cancels the selection if the next window is already selected.
Shift+Page Up	Selects text up one window. Or, cancels the selection if the previous window is already selected.
Ctrl+Shift+Left or Right Arrow	Selects text to the next or previous word.
Ctrl+Shift+Up or Down Arrow	Selects text to the beginning (Up Arrow) or end (Down Arrow) of the paragraph.
Ctrl+Shift+End	Selects text to the end of the document.
Ctrl+Shift+Home	Selects text to the beginning of the document.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Window Keys

Key(s)	Function
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Arrow key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

End-User License

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Jot Limits

JOT has some internal limits which you should be aware of:

Title Length

Titles can be up to 255 characters long.   Versions 1.1 and earlier only supported 128 characters in a title. If you try to load a file created in 1.2 into 1.1, titles longer than 128 characters will be truncated without warning.

Text Length

Note text can be up to 65,000 characters long. Versions 1.1 and earlier only supported 64,000 characters in a title, and will truncate longer text without warning.

Note Count

A **JOT** document can hold up to 8,000 notes. Attempts to insert notes in excess of this limit will generate an error message. Versions 1.1 and earlier did not enforce a note limit, which means you can create documents in version 1.1 which will generate an   error in 1.2.

UNICODE

Under Windows NT, **JOT** does *not* support UNICODE. There are no plans to support UNICODE because it would render such **JOT** documents unreadable under Windows 95 and Windows 3.x. Of course, if there is sufficient demand, I may develop   a special UNICODE version.

Context Menus

When you press the right mouse button in the title list or the note editor, a pop-up menu will be displayed, where you can select from the most common commands. With context menus, you don't have to constantly move the mouse to the menu bar or toolbar.

Edit Menu

The Edit menu provides commands to undo edits, access the clipboard, and to delete text.

Undo   Undo the previous operation.
Cut   Delete selected text and move it to the clipboard.
Copy   Copy selected text to the clipboard.
Paste   Move text from the clipboard to the current document.
Clear   Delete selected text.
Clear All   Delete all text in the current note.
Select All   Select all text in the current note.

File Menu

The File menu provides commands for creating new   files, opening existing files, saving files, printing   files, and exiting the application.

New	Create a new, untitled, document.
Open	Open an existing file.
Save	Save the current document if its contents have changed.
Save As	Save the current document under a new name.
Write	Write the current document to a file.
Insert	Insert the contents of a file into the current document.
Print Preview	View a sample printout of the current document.
Print	Print the current document.
Print Setup	Set printer characteristics.
Recent File List	Lists the four most recently opened files.
Exit	Exit Jot application.

Help Menu

The Help menu provides commands for accessing the on-line help (which of course you are looking at now) and information about **JOT** .

Contents	Displays the table of contents for **JOT** help.
Using Help	Displays information on how to use the Windows help system.
Reference	For expert users, jumps directly to the reference section of **JOT** help.
About	Displays the **JOT** About Box, which among other things displays the name of the registered user of this copy of **JOT** .

Note Menu

The note menu provides commands for adding,deleting, and modifying Jot notes.

<u>Add</u>	Add a new note.
<u>Cut</u>	Move current note to the Clipboard.
<u>Copy</u>	Copy current note to the Clipboard.
<u>Paste</u>	Create a note from Clipboard text.
<u>Delete</u>	Delete the current note.
<u>Duplicate</u>	Duplicate the current note.
<u>Rename</u>	Rename the current note.
<u>Revert</u>	Undo recent changes to the current note.

Options Menu

Editor
Page Setup
Autodial
File
Register

Search Menu

The Search menu provides commands to find and replace text.

<u>Find</u>	Find a pattern of text.
<u>Replace</u>	Replace one pattern of text with another.
<u>Next</u>	Find and/or replace the next occurrence of text pattern.
<u>Goto</u>	Find next note with a pattern in the title.

Tool Menu

The Tool menu contains miscellaneous useful commands.

<u>Autodial</u>	Dials selected number.
<u>Timestamp</u>	Insert current date/time at cursor.
<u>Fill Text</u>	Removes excess newlines from selection. *This feature is only available to registered users.*
<u>Options</u>	Configures Jot options.
<u>Addons</u>	Jot add-ons.

Migrating from Jot 0.7a

If you've been using **JOT** 0.7a (and if you have, are you <u>registered</u>?), you will notice that **JOT** 1.21 is quite a different program. This topic will discuss most of the changes, which should prevent confusion.

The Toolbar
JOT now uses a graphical toolbar instead of a textual one.
<u>Click here for more on the toolbar</u>

Terminology
Some of the terms **JOT** uses have changed to better match their common Windows definitions.
<u>Click here for terminology information</u>

Menus
The Document menu in 0.7a is now the Note menu.
<u>Click here for information on the Note menu</u>

Context Menus
The right mouse button now provides context menus.
<u>Click here for information on the context menus</u>

Print Preview
Now you can see what you're going to print!
<u>Click here for more on Print Preview</u>

Timestamping
With one click on the toolbar you can insert the current date and time, great for call logs!
<u>Click here for more on Timestamp</u>

Text Filling
Reformats the selection to remove excess newlines, great for importing text files.
<u>Click here for more on Text Filling</u>

Syntax for Headers/Footers

A header or footer is divided into three areas: The first left-justified, the second centered, and the third right-justified. Each area may contain plain text or special markers which will be replaced with current values.

Area Selection

&l Text after this marker will be left-justified.
&c Text after this marker will be centered.
&r Text after this marker will be right-justified.

Markers

&t The current time.
&d The current date, short form.
&D The current date, long form.
&f The filename, without directory.
&F The full path of the file.
&p Replaced with the current page number.
&T The title of the document.

Copying Text

To copy text to a document from the clipboard, position the cursor at the desired insertion point, and choose Edit|Copy from the menu or press the ⬚ toolbar button.

Deleting Text

To delete text from a document, select the text, and choose Edit|Cut or   Edit|Delete from the menu.   Cut will put the deleted text in the clipboard, and Delete will simply delete it.

You can also use the ✂ toolbar button to cut the text.

Importing a Microsoft Cardfile

JOT can import data from a number of sources, including Comma-Separated Values (CSV) and Microsoft Cardfiles.

Choose File|Open or File|Insert and select the relevant file to import - **JOT** will automatically convert the contents when loaded.

Important Note
In this release of **JOT** , embedded pictures and OLE objects cannot be loaded, and will be ignored.

Opening a Cardfile

To open a Microsoft Cardfile in **JOT** , select the <u>File|Open</u> command, choose the Cardfile file type, locate a Cardfile file, and press OK.

See also:
<u>File|Open command</u>
<u>File|Import command</u>
<u>Supported File Formats</u>

Printing

There are three commands on the File menu which support printing of   documents from the application.   File|<u>Print Setup</u> is used to select and   configure a printer device.   File|<u>Print Preview</u> displays a special   preview window which shows how the document will appear when printed.   File|<u>Print</u> causes the current document to be printed.

The toolbar shortcuts are 🖼 for Preview and
🖨 for Print.

Procedures

[Copying Text](#)
[Deleting Text](#)
[Printing](#)
[Importing a Microsoft Cardfile](#)
[Opening a Cardfile](#)

This area needs to be expanded...

What file formats does Jot support?

JOT supports a number of different file formats, for import and export.

JOT
Obviously, **JOT** can read and write its own files.

Microsoft Cardfile
JOT can read and write version 3.0 and 3.1 Cardfiles, with some limitations.

Comma-Separated Values (CSV)
JOT can read and write CSV data files, with limitations.

Plain Text
Plain text (ANSI character set) can be imported and exported with **JOT** .

See Also:
Jot File Formats
File|Open command
File|Insert command
File|Write command

Why does the printed document not match the display?

First of all, the capabilities of the printer do match the capabilities of the display. For example, your screen can probably display color, while your printer is probably monochrome. The printer may have different fonts available than Windows does for   display purposes. Also, you have the option to print with headers and footers and multiple columns, which is not you wouldn't see on the display screen.

To modify how **JOT** displays data to you on the screen, use the <u>Tool|Options|Editor command</u>.

To modify how **JOT** prints that same data, use the <u>Tool|Options|Page Setup command</u>.

Common Questions

JOT These are some of the questions commonly asked by users, both new and experienced.
This section will certainly be expanded as time goes by.
If you have unanswered questions about **JOT** , or wish to propose a question for this list, please
see what technical support options are available to you.

What file formats does Jot support?
Why does the printed document not match the display?

Cheques

It is preferred that cheques are in UK Pounds Sterling and drawn on a UK bank or building society.
Cheques in foreign currency can be accepted, but there is a 10% surcharge to cover bank transaction costs.
Most newspapers provide current exchange rates for currencies, which should include Pound Sterling. If you wish, you can contact the author for a quote in your local currency.

Updates and Upgrades

The registration fee paid permits usage of any release of **JOT** with a major version of 1. (This release is version 1.21)
All releases of **JOT** are available from FTP sites and on-line services such as CIX and CompuServe.
If you do not have access to these sources, you may have the current version sent to you on 3-1/2" floppy disk by simply requesting it. There is a GBP 5.00 charge per disk to cover postage and handling.

Annual Maintenance Service

For GBP 25.00/year, you will receive all updates as they become available. This service also includes a *free* upgrade to version 2.0 when it becomes available. The service is only available to individual users; site license holders should see the   site license details.

Registering via Compuserve SWREG

CompuServe provides an on-line shareware registration service, called SWREG, that allows users to register software and the fee will show up on their next CompuServe bill.
To access this facility, **GO SWREG**.
The ID for **JOT** is **2643**, and the registration fee is US$30.00.
You will receive your registration details via CompuServe e-mail.
Upgrades and multiple-copy discounts are not available from this service at present.

Credit Card Registrations

Only MasterCard/Access and Visa are accepted.
On your credit card statement, the registration will show up as a payment to **Connection Software, London**, which is my credit card service provider. If there are any problems, please contact me, *not* Connection Software, and I will investigate.

Please provide the following *additional* information for credit card registrations:
- MasterCard/Access or Visa
- Name as it appears on the card
- Card number
- Expiration Date of card
- Billing Address of card (important)
- If this a written registration, please include your signature

Registration details and documentation will *only* be sent to your card's billing address.

Note for EEC residents: Credit card registrations are VAT-inclusive because the credit-card provider has to charge VAT - I absorb that cost. You will receive a VAT invoice and credit card receipts with your registration documents.

It is not a good idea to submit credit card registrations over e-mail because the medium is inherently insecure. Mail, phone, or fax would be much safer.

Regular Expression Syntax

Regular expressions are a special type of search pattern that uses rules to specify how to match strings in a concise manner. A sample will demonstrate their use:

      [A-Z][a-z]+

This pattern will match any string that begins with an uppercase letter followed by one or more lower-case letters; it will match "Hello", "Jot", or "Abracadabra", but not "abc" or "123.4".

Regular expressions use these special characters:

.   [   ]   -   ^   *   ?   + $

General Rules

Characters other than the special characters match themselves. For example "yardbird" matches "yardbird".

A backslash (\) followed by a special character, matches the special character itself. For example "Pardon\?" matches "Pardon?". The following escape codes can be used to match control characters:

\b	backspace
\e	Esc
\f	formfeed
\n	newline
\r	carriage return
\t	tab
\xddd	the literal hex number 0xddd
\^x	where x matches some control-code (for example \^c, \^c)

One-Character Regular Expressions

The **.** special character matches any single character except a newline character. For example ".ive" would match "jive" or "five".

The **[** and **]** special characters are used to denote one-character regular expressions that will match any of the characters within the brackets. For example, "[aeiou]" would match either "a", "e", "i", "o", or "u".

The **-** special character is used within the [] special characters to denote a range of characters to match. For example, "[a-z]" would match on any lowercase alphabetic character between a and z.

The **^** special character is used to specify search for any character but those specified. For example, "[^g-v]" would match on any lowercase alphabetic character NOT between g and v.

Multiple-Character Regular Expressions

The ***** special character following a one-character regular expression matches zero or more occurrences of that regular expression. For example, "[a-z]*" matches zero or more occurrences of lowercase alphabetic characters.

The **+** special character following a one-character regular expression matches one or more occurrences of that regular expression. For example, "[0-9]+" matches one or more occurrences of lowercase alphabetic characters.

The **?** special character specifies that the preceding symbol is optional. For example "xy?z" matches on "xz" or "xyz".

Regular expressions can be concatentated. For example, "[A-Z   ][a-z]*" matches capitalized words.

Examples

Here are some examples of regular expressions (quotes are used here to delimit the patterns):

"[a-zA-Z]+"	Matches any word.
"[0-9]+"	Matches an integer.
"[A-Z][A-Z]?[0-9][0-9]?[A-Z]? [0-9][A-Z][A-Z]"	Matches a UK postcode, such as "N7 6EE" or "WC1N 3XX"
"[0-9]+-[0-9]+"	Matches US ZIP-plus codes, such as "10024-3606".

Jot Registration Form

Please PRINT clearly, and provide as much information as possible. All information you provide will be kept on a non-networked computer for my use in supporting **JOT** ; no details will be given to any third party.

A single copy of **JOT** costs GBP 20.00. Multiple-copy purchase receive discounts; details are in the on-line help.

GENERAL INFORMATION
Full Name (!):
Mailing Address (!):

Daytime Telephone Number (include country/city code) (!):

Fax Number:

E-mail address(es):

Which **JOT** Version: 1.2

Number of Copies Required:

Payment Method: <Cheque> <Access/Visa/MasterCard> <MoneyOrder>

Amount Enclosed:

CREDIT CARD REGISTRATION
(All items in this section MUST be filled in, or the registration cannot be processed)

Card Number:
Expiry Date:
Name on Card:
Billing Address of Card:

MISCELLANEOUS INFORMATION
(This information is useful to the author, but entirely optional)

Operating System:
<Windows 3.1> <Windows for Workgroups 3.11> <Windows 95> <Windows NT 3.51>
<Windows NT 4.0Beta>

Where did you acquire **JOT** :

Where do you use **Jot** :
<Home>   <Office>   <Club/Organisation>   <Other(specify?)>

What do you use **Jot** for:

Registering Jot

JOT is <u>Shareware</u>.
Registration costs **GBP 20** (UK Pounds Sterling) for a single copy and provides the following benefits:

- The current release of **JOT**   (if you do not already have it).
- A password which allows you take advantage of advanced functionality such as auto-save and encryption.
- A technical support phone number, and priority response.
- Your registration covers all 1.x releases.
- You can upgrade to release 2.0 (when it is available) at a special price.

Registration payments must be made in UK Pounds Sterling, using any of the following means:

- <u>Cheque</u>
- Postal Order
- International Money Order
- <u>Credit Card</u>
- <u>Compuserve SWREG</u>

Cash orders will not be accepted.

Cheques, Postal Orders, and Money Orders must be made out to **Michael J Marshall**.

<u>Registration Form</u>

Prices are guaranteed until 31 December 1996 - after then please query.

<u>Where to Register Jot</u>
<u>Technical Support</u>
<u>Site Licenses</u>
<u>Updates and Upgrades</u>

Jot Release Notes

See Also:
<u>Things to Do</u>

1.21
Released 2 May 1996

- A bug in the printing code was rectified that caused printing to "run away"; the problem only affected some documents.
- Some of the support files were improved and modified to bring them into keeping with <u>ASP</u> practice.
- Some help text faults were corrected, and new topics have been added, such as the <u>to-do list</u>.
- The 32-bit edition could not be started minimised, although the 16-bit edition was unaffected. The workaround is the new '-m' <u>command-line option</u>.
- There is an outstanding issue under Windows95 where the Tooltips text is displayed in the WingDings font. This appears to be a Windows95 fault as opposed to a **JOT** fault, as it does not manifest under Windows 3.x or NT 3.51, and other applications   display the same problem. The easiest workaround is to disable Tooltips from the <u>Tool|Options|Editor</u> dialog.
- Another outstanding Windows95 problem relates to printing, where attempts to print may or may not succeed on a fairly random schedule. The fault is in my compiler tools, and could not be rectified in this release; it will be fixed in 2.0.

1.20
Released 24 Mar 1996

A lot of changes were made in this release, most originating from user input.
- I am now a member of the <u>Association of Shareware Professionals</u>.
- You can now orient the display horizontally as well as vertically via the <u>Tool|Options|Editor dialog</u>.
- New <u>accelerator keys</u> for the preview window.
- The tool-bar and status-bar can be hidden, and there are <u>tool-tips</u>.
- New <u>header/footer elements</u>: &F for file path, &T for document title. &d uses short date format, &D uses long date format.
- Document title now enabled in the <u>Tool|Options|File</u> dialog.
- Small 16x16 icon added for Win95; it's rather ugly, but I'll try and clean it up for the next release.
- Support for **JOT** files created by pre-0.7 versions has been removed, which should not affect anybody but early beta testers.
- **JOT** file format now stores document title and some other information. Version 1.1 and earlier can still read these files, but the new information will be lost if saved. See <u>Tool|Options|File</u>
- Search/replace now supports backslash sequences. See <u>Search|Find</u>
- <u>Limits for text and title length</u> have been increased substantially, formally documented, and now enforced.
- Text import much more flexible about newlines and form-feed placement.
- Under Win 3.x, control panel date/time formats used for <u>timestamp</u> and <u>header/footer</u>.
- Print selection now implemented.

- Note|Paste can now paste multiple notes in one operation - uses the same syntax as text import files.
- Tool|Options|Page Setup and Tool|Options|Editor now display measurements with units and accept units on input (eg 1.5in, 45mm), making it much easier to use.
- **JOT** now accepts -p command-line option to print a document, consistent with other applications.
- **JOT** can now be started minimised and maximised.
- File loading more intelligent about loading files regardless of extension used.
- Major internal improvements and bug fixes.
- Updated on-line help, including a contents file for Windows 95 and NT 3.51, and a Win32-specific help file (**jot32.hlp**. There are quite a few new sections.
- Despite all the new code, the binaries are smaller than 1.1!
- A new pricing structure for site licenses, plus new maintenance plans.
- Non-sterling cheques (eg US$, Francs, Lira, etc) are now accepted for registrations!
- The Freeman Installer is now used to install and uninstall **JOT** .

1.10
Released 23 Oct 1995

- A splitter bar has been added, so you can alter the size of the titles list without having to use the Tool|Options|Editor dialog.
- The Win32 version of **JOT** has been renamed **Jot32.exe**, to allow sites to hold both versions in the same directory.
- The DDE support has been greatly improved. There are new data items and new commands.
- You can now import and export plain text.
- New contact information, including a Jot Web site!

1.00
Released 27 Jun 1995

- Two versions - Windows 3.1+ (Win16) and Windows NT/95 (Win32). The Win16 version will not run under Windows95. If you're using Win32s, you will not be able to use the autodial facility (and possibly other features, depending on your Win32s version).
- The Win32 version of Jot stores configuration information in the Registry under **HKEY_CURRENT_USER\Software\Unicorn\Jot\1.0**

Shareware

DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it,   some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

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.

Site Licenses

Organisations with multiple **JOT** users can purchase a site license, which permits one concurrent user of **JOT** per copy licensed. For example, a six-copy license permits up to six people to use **JOT** at any one time.

Pricing

Number of Copies	Cost
First copy	GBP 20.00
2-10 copies	GBP 20.00 + 15.00/copy over 1
11-25 copies	GBP 150.00 + 12.50/copy over 10
26-50 copies	GBP 325.00 + 10.00/copy over 25
51-100 copies	GBP 575.00 + 7.50/copy over 50
101-1000 copies	GBP 950.00 + 5.00/copy over 100
1001+ copies	GBP 5000.00 + 2.50/copy over 1000

A 7-user license costs (20.00 + 6x15.00) GBP 110.00, and a 30-copy license costs (325.00 + 5x10.00) GBP 375.00.
To upgrade a license, you just pay the difference between the two licenses. Using the previous examples, upgrading the 7-user license to the 30-user license costs (375.00-110.00) GBP 265.00.

An unlimited site license is available for very large sites; please contact the author for details and pricing. If you have other special requirements, please contact the author.

Technical Support

For site licenses, free technical support is provided for the first 90 days. An annual support contract is available for 10% of the current license price per year. The support contract includes all update releases.

Prices are valid until 31 December 1996 - After then please get in touch.

Technical Support

Individual users have free unlimited technical support; site license holders should see the <u>site license details</u>.
When contacting me for support, I may require any or all of the following:

- **JOT** version (via Help|About)
- **JOT** registration certificate number
- Operating system (Windows 95, Workgroups 3.11, etc)
- CPU type (386SX-16, Pentium 133, etc)
- How much memory your machine has
- Other software running on your machine, especially TSR's and system utilities such as anti-virus shields.

Obviously some of this information you may not have a clue about - don't worry; it just means it may take a bit longer to solve your problem.

<u>Getting in Touch</u>
<u>Registering Jot</u>

Jot Terminology

Document	The contents of a file, once loaded into the program, is known as a document.
Note	A document consists of one or more notes, which each have a title and some text.
CSV	Comma-Separated Values, a text-based file format used to share database and spreadsheet data. Each record/row/note is a single line in the CSV file, with individual fields/cells/paragraphs separated by commas within the line. Virtually all database and spreadsheet programs can read and write CSV files.

The Jot To-Do List

Of course, **JOT** is not finished. It never seems to be; always something else that needs to be added.
This is a list of some of the things that need to be added to **JOT** or corrected/tweaked/fixed. It is by no means complete. If you would like to suggest new entries for this list, please <u>get in touch</u>.

- Search should also operate on titles.
- More import/export formats, such as dBase?
- Templates for new notes.
- A simple hyper-text facility, so you can click on a special text key and jump to another note.

What about **JOT** 's future? The big question is support for Windows 3.x. Many features planned for **JOT** 2.0 may only be possible under 32-bit Windows (NT/95). A decision has not yet been made, but 1.21 may be the last 16-bit release of **JOT** .

The Toolbar

The Toolbar is a row of buttons at the top of   the main window which represent application commands. Clicking one of the buttons is a   quick alternative to choosing a command   from the menu.   Buttons on the toolbar   activate and deactivate according to   the state   of the application.

Button   Action   Menu Equivalent

Create a new document   File|New

Locate and open a file   File|Open

Save the file in the active window   File|Save

Cut selected text to Clipboard   Edit|Cut

Copy selected text to Clipboard   Edit|Copy

Paste text from Clipboard   Edit|Paste

Undo previous editor action   Edit|Undo

Search for textSearch|Find

Repeat last Find or Replace operation   Search|Next

Replace text   Search|Replace

Add a new note   Note|Add

Insert timestamp   Tool|Timestamp

Print the active window   File|Print

Preview the printout of the active window   File|Print Preview

Display help file contents   (None)

Creating a new Jot document

For this tutorial, we will create a **JOT** document that will be used to maintain contact information. When you should do something in **JOT** , the actions to perform will look like this:
Do this please.

The first thing we'll do is create the new document:

Select New from the File menu

You should now have an empty document, which you'll add to in the next step.

Adding a new note

Now that we've got the new document, let's add the first note to it.

Select Add from the Note menu, or press the button on the toolbar.

You will be presented with a dialog box where you enter the title for the new note.

Enter your own name, in the form *Lastname, Firstname*, and press Enter.

The new note will be added to the document and you will be placed in the editor pane, where you should enter the contents of the note.

Enter your address and phone number.

When you are satisfied, you can now add some more notes by repeating the previous steps.

Add a few notes with the names, addresses, and phone numbers of friends or family.

You will note that the notes will be sorted by last name, in alphabetical order. (**JOT** handles non-English characters correctly.)

Saving the document

Before we do anything else, let's save your work!

Select Save from the File menu, or press the • **button on the toolbar.**

You will be prompted for a filename for your document.

Enter "tutorial.jot" into the dialog box and press Enter.

Changing Notes

Now let's make some changes to the notes we've already entered.

Select the note with your name on it from the title pane.

The note with your personal details on it will be displayed in the editor pane.

Enter your birthdate at the end of the note.

For the other notes, you could add other information, such as anniversaries, names of pets or children, dietary restrictions, any information you might want.

Select the note with your details on it, the select Duplicate from the Note menu.

A copy of your note will be made and inserted into the document. Now we will rename the duplicate note:

Select Rename from the Note menu, or double-click on the note's title.

The rename dialog will be displayed, with the note's current title already displayed.

Replace the title with "Picard, Jean Luc".

The duplicate note will be given the new title and placed in its correct order in the titles list.

Select the "Picard" note, and select Delete from the Note menu.

You will be asked to confirm your intention to delete the note; select "Yes". The note will be removed from the document.

Printing the document

Printing a **JOT** document is straight-forward.

Select Print from the File menu, or press the • toolbar button.

You will be prompted for printing options. Here you can choose to print the current note, all notes, or just note titles.

Press OK.

If your printer is connected and functioning normally, your notes will be printed.

If you'd like to change some of the print settings, such as the fonts used or the margins, choose Page Setup from the Tool|Options menu.

Recording a phone call

JOT is very useful for tracking communications with people.

Select a note. Position the cursor at the end of the note.

We are now in a position to record a phone call.

Select Timestamp from the Tool menu, or press the **toolbar button.**

The current date and time will be inserted at the cursor position.

Enter some text, e.g. "Cancelled meeting on Thursday".

You can add as many entries as you like, preferably each on a new line. When you come back to the record, your notes will be complete. If you're dealing with a contractor or local government and a dispute arises, detailed notes such as those you can   maintain with **J**OT will be invaluable! (The author has had experience with this!)

Jot Tutorial

This tutorial provides an introduction to **JOT** and will help you get started. Along the way, you will learn about **JOT** 's capabilities and get some ideas on how **JOT** can be useful to you.

Some Basics
First look at these topics and learn about the **JOT** window and this program's terminology.
The Jot Window
Terminology

GO 1. Creating a new **JOT** document
GO 2. Adding a new note
GO 3. Saving the document
GO 4. Changing notes
GO 5. Printing the document
GO 6. Recording a phone call

Units of Measure

The default unit is **inch** or **centimeter**, depending on your control panel settings. The valid symbols to use for measurements are:

Symbol	Measurement
in	inch
"	inch
cm	centimeter
mm	millimeter (1/10 cm)
pt	point (1/72 inch)
tw	twip (1/20 point, 1/1440 inch)

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