

# USER'S MANUAL

## Contents

1. *System Requirements*
2. *Starting the Program*
3. *The System Menu*
4. *The Editor Commands*
5. *File Menu, Editor Menu*
6. *The Search Menu*
7. *The Page Menu*
8. *Before you go further*
9. *Personal Information Management with Organize!*
10. *Examples of possible 'Organizer pages'*
11. *Optimising memory and using multiple books.*
12. *Registration and Password*

## 1. *System Requirements*

### Hardware

IBM PS/2, or AT compatibles with at least an EGA monitor.  
Recommended at least a 12Mhz 286 PC and equipped with a mouse.

PS/2 or AT compatible laptops with EGA display or better.

### Software

Windows 2.1 , 2.11 and 3.0

### Installation

Make a directory on your hard disk, say ORGANIZE.  
Copy the contents of the distribution disk into this directory.

## 2. *Starting the Program*

### From Command line

From directory ORGANIZE type the following at the DOS prompt

```
win organize
```

From MSDOS EXECUTIVE

If you have a mouse, left double click on the file ORGANIZE.EXE.  
If you are using the keyboard, select using the arrow keys  
ORGANIZE.EXE and press enter.

For the shareware version, the password is **share**. And note that it is in lower case.

### Mouse Enhancements

This are features that you can have if you are using a mouse. Pointing at the binder, a hand icon will appear, clicking the left button will

insert a page. Similarly pointing and clicking on the lower left and right dog ear will cause paging to the previous or next page.

### **3. The System Menu**

An additional option is added to the usual suite of items in this menu. BOOK SIZE. This is useful for returning the program to the useful workable size and position after move or resize operations.

### **4. The Editor Commands**

The editing commands are the same as that of the notepad program that comes with your copy of Microsoft Windows.

### **5. File Menu, Editor Menu**

The File and Edit menu are similar to standard applications that comes with your Microsoft Windows package.

#### **Other Page or F5**

For the purpose of moving the editing cursor between the left and right pages and also to obtain the edit cursor when it is lost.

### **6. The Search Menu**

#### **Find or F3**

Type into the box your phrase to search for. If all your characters are lower case, the search is case insensitive. The moment you enter any uppercase letters, the search is done for case sensitivity.

#### **View or F4**

This is automatically activated once a Find operation is completed. However to avoid the time taken to repeat a Find operation, you can view the results of the last Find operation.

### **7. The Page Menu**

#### **Page To or F6**

This allows you to jump to a specific day quickly. The format is YYMMDD

#### **Page Forward or F8**

Moves one page forward

#### **Page Backward or F7**

Moves one page backwards

#### **Page Today or F9**

Moves to the first page of the current day.

#### **Page Insert or F10**

Insert a new page. Note that in this version, you cannot delete pages that you have inserted.

### **8. Before you go further**

#### **A useful hands on session.**

Your distribution comes with an example data file called `example.dn`. Load this file into Organize! (How to is in the User's Manual. You need not refer to it if you are familiar with Windows). Use the Search menu to Find the following keywords.

1. DO:
2. APP:
3. 02 APP:
4. WEEK #
5. YR:
6. PrjTape:

and finally turn the page to 1st Jan. 1989. After this simple exercise, the following sections would be a lot more meaningful to you.

### **9. Personal Information Management with Organize!**

#### **Building 'Organizer pages' with Organize!**

You can build practically all the of the equivalent pages that comes with paper based organizers. I would explain the principle behind the **Word in Context** method and illustrate it with examples. In *Organize!*, you have the most flexible, customizable, powerful and the easiest to use computer program. An extremely powerful tool for personal effectiveness.

You will be shown how to build and maintain

1. To do lists.
2. Personal and business contacts.
3. Appointment management.
4. Short, middle and long term planning.
5. Project management.
6. User defined categories.

and suggestions on how to handle random information and using multiple diaries.

These examples only illustrate the easiest and most obvious applications you could do with *Organize!*. This program has the potential to grow with you as your requirements change and as you gain experience.

#### **How to use the Word in Context method**

In the *Search* menu item, there are two items under it. *Find* and *View*. The User's Manual explained how to use it. This menu option is the gateway to all the power of this program. Extremely neat and simple to use.

By **prefixing** all your information with your **own defined keywords**, you would begin to build one of the most powerful and easy to use system of personal data management available. This power is multiplied if you take advantage of Windows multitasking environment to run multiple sessions of *Organize!* with different files in each instance. The best way to illustrate this innovative power is by the use of examples. With sufficient examples, you would be able to grasp the principle behind the method.

NOTE: Keywords are no different from any other words you type into the program. They are defined for the purpose of implementing a method of data management. i.e. if you use the Search menu to find some word which is not a keyword, the system would still perform and generate a report with the word you supply.

### ***10.Examples of possible 'Organizer pages'***

The following examples result in many keywords and numerous variations. It is difficult to remember all of them. I suggest that you maintain a lookup index for example

DO:? To Do List, where ? is a number for priority

and place them in the first page of *Organize!*. 1st Jan 1989. Why? So that when you make a search, the report which returns in chronological order would give an explanation of the keyword right at the top of the list.

#### **To do lists.**

Suggested basic keyword DO:

You may extend this basic keyword with

DO:1, DO:2 etc where 1 and 2 indicate priorities.

DO:1 D5/1 where D5/1 indicate when you want to perform the task.

You may further manage your To Do list by any combination of the following methods

1. Deleting the note after the task is completed.
2. Inserting a \* as shown DO\*:1 etc. In this case, you have a record of finished tasks.

With this method, you can

1. See all of the To Do items by Searching for DO:
2. See only top priority if you search for DO:1 and etc.
3. See the To Do items to be performed on a certain day if you search for D5/1 where 5/1 is 5th January for most of us except in the U.S.
4. If you have not deleted your completed tasks, view completed tasks with DO\*:

### **Personal and business contacts.**

Suggested keyword Tel:

You may further manage your telephone list by any combination of the following methods.

1. Tel:P for personal purposes and Tel:B for business etc.
2. Stick to a standard format for entering telephones numbers, e.g.  
Tel: <name><number>  
Tel: <company><number>  
In this way, you can list you entries by alphabetical order, e.g.  
Tel: A would produce all persons, companies beginning with A etc.

### **Appointment management.**

Suggested keyword APP:

You may further manage your appointments by any combination of the following methods.

1. Prefixing. e.g. 01 APP: for January, 02 APP: for February etc.
2. Postfixing e.g. APP:C1 for classes, APP:SMR for seminars,  
APP:B for business etc.
3. Delete finished appointments or better mark completed appointments by inserted a \* before the : and write a summary of the appointment after it on the same page.

With this method, you can

1. Search all appointments with APP: to identify clashes, before making one.
2. Search and View appointments by month.
3. Search and View appointments by different categories.
4. Search and View past appointments which has important notes written on it.

### **Short, middle and long term planning.**

Suggested keyword WEEK # for weekly plan, MONTH # for monthly plan and YR: for showing the year in overview or year at a glance and PH: for indicating public holidays.

Place WEEK # on the monday of every new week, you may add a number after # to indicate the week number. And of course you can also do likewise for MONTH #

### **Project management.**

Suggested keyword Prj:

You may further manage your projects by any combination of the following methods.

1. PrjJim: Inserting the Jim to identify a task assigned to James.
2. PrjMkt: Inserting Mkt to identify it as a marketing project.
3. PrjMkt:I Postfix I indicate that this entry contain useful information for the project, PrjMkt:! Exclamation indicate that this task is critical etc.
4. PrjMkt\*: indicate completed milestones in the project.

### **User defined categories.**

This is for you to invent yourself. For example, sometimes you receive information which you feel is important but is unsure how to classify it. You could, say use NOTE: as keyword. Other possible categories are.

1. IDEA: for ideas.
2. THINK: something that you need to think through but hasn't got the time to attend to it just yet.
3. TALK: for a telephone conversation

People needs differ according to their activities, profession and lifestyle. I would encourage you to think a little and adapt this very flexible system to your needs. And yes I am most interested to learn from you more creative ways of using *Organize!* .

### **11.Optimising memory and using mutiple books.**

Finally *Organize!* would be most useful if you plan a little and learn how to use multiple books and files.

Your computer has limited memory. Organize! files are like spreadsheet files in the sense that it is able to use as much memory available. However, if you want to run multiple programs say, Microsoft Excel spreadsheet or other packages, then you would want to have sufficient memory for these other programs to load their data. Therefore it is prudent to keep Organize! files small. It also runs faster if the data file is small.

I would recommend the following.

1. Do not open a file for the whole year. Say open a file for January to March or if you have plenty of information, one file per month and you may want to separate things. Like one for project planning, one for personal information and another for appointment scheduling etc. Whatever, devise a system that is suitable for yourself.
2. Information that you would occasionally want to refer to, like telephone numbers etc should be put into one file reserved for such purposes.

The principle is ask yourself how much free memory you want to use for other programs and limit yourself accordingly to the maximum file size.

### ***12.Registration and Password***

The shareware version of **Organize!** comes with a built in password **share** (lower case). This limits you to an evaluation period up to the end of 1991. To register, fill up the form found in order.txt and mail/send it to me, or if you prefer send me a CompuServe mail message addressed to Sing Cher, Kwek at **72567,762**.

It is imperative that you provide a password of your choice, consisting of a string of characters (4 to 10 characters) chosen from the range of **A to Z and/or a to z**. Please note that the password **share** is not available.

#### **IMPORTANT NOTE:**

Before you register, **MAKE SURE** you have a **BACKUP** copy of the shareware version of **Organize!**. In case you make any mistakes because the registration process is irreversible.