Stickies!

Version 2.1

"The Windows Note Manager
We've All Been Waiting
For!"

Acknowledgments

Introduction

Stickies! is a note manager for Windows 3.0 and later that allows you to:

Create, delete, move, hide, show, resize, and print up to 30 on-screen notes,

Attach notes to electronic mail with a single keystroke if you are running Windows for Workgroups and/or Microsoft Mail 3.0 or later,

Store up to 1,000,000 notes in file cabinets and folders. Individual notes can be copied or moved between your screen and file cabinet storage, printed directly from the file cabinet, or located using date ranges and text. You can have up to 20 file cabinets, each with up to 50 folders, each of those with up to 1,000 notes.

Create linked notes via drag and drop operations that you can use to launch programs and load documents directly from a Stickies! note. You can also bundle a note and all its linked documents into a single file as a handy way of sending another person all the files for a given project, and you can optionally set any combination of the linked programs to run when the note's alarm goes off, or make one or more of your notes run all their links when Stickies! starts up.

Fully configure your notes, including colors and display fonts,

Specify an automatic expiration date for each note,

Set an alarm on each note, including repeating and daily alarms,

Export and import individual notes or groups of notes while preserving all formatting options,

Print your notes with a selectable level of detail,

Use Windows 3.1-specific features if it is run on Windows 3.1 or later, including drag and drop file importing, sound support, and "always on top" notes,

Use both the traditional as well as the new Windows keystrokes for cut, copy, and paste operations,

For a list of features new to this release, see the file WHATSNEW.TXT in the distribution package.

About this Manual

In the interest of keeping Stickies! from taking up an undue amount of your hard disk and shelf space, we separated the information into a feature-by-feature discussion and a usage tutorial. You'll find that answers to the "How do I do X?" questions are generally in the on-line help, while the answer to "How do I use Stickies! to make my life easier?" is, we sincerely hope, in this manual.

If you're just starting out with Stickies!, we suggest you sit at your computer with this manual, flip through it, and experiment with various tips and techniques. Between the manual and the on-line help, we're sure you'll get up to speed very quickly.

If you should get a message from Stickies! saying that a data file that is part of the file cabinet is missing or is unusable, or you delete a note from your active set or file cabinet that you need to recover, do the following:

> Don't panic. If you keep your hard disk backed up and you follow our instructions, you'll likely be able to recover your lost data.

> Don't shut down or do anything else with Stickies! until you read our directions. This is *very* important.

> See the Disaster Recovery section of this manual.

Please note that the first time you run this version of Stickies! it will say that it is creating a file called STICKIES.FCD. This is normal and is *not* a cause for concern.

Registration Information

Stickies! is shareware, not free software; if you continue to use Stickies! beyond the 10-day evaluation period you should pay for it. Stickies! registration is $30US per single-user license. See the order form for details on volume discounts, site licenses, and shipping charges for international orders. The form is included in the Stickies! distribution package as the file ORDER.TXT.

As a registered user, you will receive:

The current maintenance level of the enhanced version of Stickies!. The enhanced version is identical to the evaluation version, with three exceptions: First, it adds an optional quote of the day feature that displays a randomly-selected quote from a database of over 700 quotes when Stickies! is first started; second, it includes a "today in history" feature that displays a list of events that happened on the current date, also at startup; third, it does not have the registration reminder note which appears 10 days after you install the evaluation version.

A printed, bound copy of this manual that includes a table of contents and an index.

Technical support via GEnie, CompuServe, or paper mail.

Free upgrades to Stickies! for one year. All free upgrades will be mailed as soon as the new version of Stickies! is ready for distribution; registered users will *not* have to contact Looking Glass Technologies and request the updated version or report a bug to receive it free of charge. For more information on our policies, see the "Company Philosophy" section. Please keep in mind when you register that your registration address and selected disk size will be used when we mail your free upgrades unless you send us a change of address (or disk preference) notification.

The evaluation version of Stickies! is completely functional and will allow you to judge its usefulness. The registration reminder mentioned above is a note that will pop up when you run Stickies! (*not* at randomly selected times or whenever you try to do something with the program), after you have used it for 10 days. You can delete this note as you would any other, by double clicking on its system box or selecting "Close" from its system menu. The registration reminder note will not print or be saved to disk with your regular notes.

Disclaimer

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Installing and Removing Stickies!

Automated Installation

Stickies! is normally distributed as a DOS-mode, self-extracting archive file, ST21.EXE, which was created with LHA 2.13. LHA is copyright 1988-91 by Haruyasu Yoshizaki. To extract the Stickies! files, run ST21.EXE from DOS or Windows, and the files that make up Stickies! will be extracted to your current directory.

To install Stickies!, place all the distribution files created by the self-extracting archive on a floppy disk or in the same directory on your hard disk and run the INSTALL.EXE program that came with the package. You'll be prompted for the directory where you want to install Stickies!, and the rest of the process will be automatic. If you're replacing a copy of Stickies! v1.5, you should use the INSTALL program, since it will optionally copy your old data files from your Windows directory to the new Stickies! directory for you, and it won't replace any file on your system without first getting your permission. Once the new copy of Stickies! is installed, you should delete the old v1.5 Stickies! data files from your Windows directory.

If you allow INSTALL to run Stickies! for the first time, it will tell Stickies! to perform a self-check at startup to ensure your copy has not been modified. This will take a few seconds, and it will only happen this one time, not every time you run Stickies!.

Once INSTALL has done its job, you should add Stickies! to your Program Manager's Startup group (if you have Windows 3.1 or later), or add it to your "run=" or "load=" line of your WIN.INI file if you have Windows 3.0.

Manual Installation

OK, some people still don't trust installation programs. We understand; we've been burned by more than a few installation programs in our time. If you prefer to do things manually, *please follow the instructions in this section carefully*.

Since Stickies! requires no changes to your WIN.INI, SYSTEM.INI, AUTOEXEC.BAT, or CONFIG.SYS files, you can easily install Stickies! by hand. You should create a separate directory for Stickies! on your hard disk, then copy all the distribution files to that directory. If you already have Stickies! installed on your system, be careful not to replace your old copy of STICKIES.SAV with the copy that came with this package! If you do replace this file, you'll lose all your active notes (the ones that appear on screen when you run Stickies!) and all your configuration settings.

If you're running Windows 3.1 or later, you can delete the two DLL files that come with Stickies!, since you already have them. If you're running Windows 3.0, you should move these two files to your Windows system directory, which is usually C:\WINDOWS\SYSTEM.

Once these files are set up, you should copy any files from version 1.5 of Stickies! that you have in your main Windows directory to the directory where you just installed Stickies!. (Look for files with a file name of STICKIES and various file extensions, plus any export or bundle files that you created that you might want to keep with the main program.)

The last step is to add Stickies! to your Program Manager or WIN.INI file as mentioned above under Automated Installation. You don't have to put Stickies! in a directory that's in your DOS path; as long as you provide Windows with the path to STICKIES.EXE, everything will work properly.

Once you have Stickies! 2.1 up and running, you should select the "Perform Self-check..." item from the program's main menu. This will check your copy of STICKIES.EXE for tampering.

Files

Stickies! consists of the following files:

STICKIES.EXE	REQUIRED: The program itself
STICKIES.HLP	RECOMMENDED: The Windows help file
STICKIES.SAV	RECOMMENDED for new users: Sample Stickies! notes
STICKIES.WRI	OPTIONAL: Manual, included only with the evaluation version
COMMDLG.DLL	REQUIRED: Windows common dialogs. Required by Windows 3.0 users only
SHELL.DLL	REQUIRED: Windows shell support. Required by Windows 3.0 users only
ORDER.TXT	OPTIONAL: Registration and ordering information. Evaluation version only.
FIXES.TXT	OPTIONAL: History of maintenance changes
STICKIES.QTE	OPTIONAL: Quote of the day database. Enhanced version only.
STICKIES.TIH	OPTIONAL: Today in history database. Enhanced version only.
WHATSNEW.TXT	OPTIONAL: New features in this release

Stickies! will create an additional file, STICKIES.FCD, which is part of the file cabinet. Once you run Stickies! and file some notes in the file cabinet, Stickies! will also create several files with SFF file extensions, one file per folder. Whatever you do, *do not*, under any circumstances, delete, rename, move, or in any way bother these files! Stickies! will automatically perform all necessary maintenance on these files as you work with cabinets, folders, and notes from within the program. You should, of course, back up these files when you do your usual hard disk backup.

Removing Stickies! from Your System

Since Stickies! does not modify your INI or any other system files, deinstalling it is very easy. If you choose to remove Stickies! from your system, all you have to do is delete STICKIES.EXE, STICKIES.SAV, STICKIES.FCD, and all files with a file extension of SFF. If you followed the recommended installation procedure and put Stickies! in its own directory, you can simply delete the whole Stickies! directory from File Manager. You can also delete COMMDLG.DLL and SHELL.DLL if you're running Windows 3.0 and you are *absolutely sure* that no other program on your system needs these files, but we advise you to leave them there just to be safe. (There are few surprises more annoying than finding out that the file you just erased because you "no longer need it," is, in fact, required by your most important application.)

If you added Stickies! to your "run=" or "load=" lines in WIN.INI, or you added it to your Startup group in File Manager, you should also remove those entries.

Upgrading from an Earlier Version

If you already have version 1.5 of Stickies! installed, version 2.1 will handle all file conversions for you. The first time the new version is run, it will rename your STICKIES.SFC file, which contains the notes you've stored in your file cabinet, to ST000000.SFF, and it will create a new file cabinet directory file, STICKIES.FCD. (Stickies! will only do this automatic conversion if your SFC file is in the same directory with your new STICKIES.EXE file.) All your old notes that were in your file cabinet will now be in a single folder with the description "All notes" in a file cabinet called "Main file cabinet".

Your STICKIES.SAV file, which contains the notes in your active set and your configuration options, will be automatically converted the first time you run the new version of Stickies!. If your old SAV file has more than 30 notes, only the first 30 notes will be used in your active set the first time you run Stickies! 2.1, and the extra notes will be saved to a Stickies! export file.

Any export files created with version 1.5 will work with version 2.1 of Stickies! without problem. They will not be converted to version 2.1 format when you import them, since you might need to pass them on to someone who is still using version 1.5. Any export files created or appended by version 2.1 of Stickies! will be in version 2.1 format, and will not work with version 1.5.

Please remember that Stickies! 1.5 cannot use any version 2.1 files. If you think you might want to run version 1.5 of Stickies! again, you should copy your SAV, SFC, and STN files to another directory or store them on a floppy disk *before* you install and run Stickies! version 2.1 for the first time.

Since Stickies! 2.0 and 2.1 use the same file formats, there is no file conversion necessary between these versions, and you can freely exchange export files and bundles with a Stickies! 2.0 user.

The Basics: Day to Day Usage

If you're new to Stickies!, this is the place to start. We'll take you through the basics and show you everything you need to know to put Stickies! to work right away.

What is a Note, Anyway?

Notes are the most important part of Stickies!. They're small windows that can be moved about on your screen as you wish, and they're where you store your text. It's best to think of each Stickies! note as a computerized version of a single paper sticky note, except with lots more pizzazz.

You can use notes as reminders for meetings and special events, as place holders for information you need occasionally (such as phone numbers), or as repositories for any information that you can't find a good place for on your system, but you'd like to be able to locate quickly.

You can configure each note's color and font settings, and you can set alarms on individual notes, and optionally set each note to expire on a given date and file itself in the file cabinet.

The Stickies! file cabinet facility can store up to 1,000,000 notes in various file cabinets and folders, and provides you with a handy way of organizing your notes.

By linking other document files to your notes, you can create launch buttons on a note that will allow you to open one or several programs with your documents with just a mouse click or a shortcut key. You can also have your links run when their note's alarm is sounded, or you can make one or more of your notes automatically run their links when Stickies! starts up. This last feature is called autoexec notes.

If you're connected to other Stickies! users with a network that has Microsoft Mail, Stickies! makes it quick and easy to send just a note or a note and all its linked documents to another user, who can then import the note into his or her copy of Stickies!.

Throughout this manual and the on-line help, you'll see many references to your active set. Your active set is your set of notes that is loaded into Stickies!, whether they're "normal," minimized, or hidden.

Note Noodling 101

Editing the text in notes is very similar to editing in Windows in general, and experienced Windows users will feel right at home.

The text you enter is inserted at the blinking vertical line, called the caret, and you can delete individual characters with the Delete or Backspace key. Your text will automatically word wrap to fit the current width of the note, and it will reformat if you change your note's width. If your text requires more lines than can be displayed in the note at once, you can scroll with the Page Up, Page Down, and cursor keys to see all your text, or you can turn on a scroll bar by using the Ctrl-L shortcut key or by double clicking on the note's caption bar with the right mouse button.

You can select text in the note with the mouse, by dragging the mouse cursor across text with the left button down, or by holding down the shift key and using the arrow keys.

The standard Windows cut, copy, and paste operations using the Windows clipboard work with your notes, so you can clip text from a note and paste it into another program, or vice versa. You can use the traditional Windows editing keys as well as the new ones (Ctrl-X for cut, Ctrl-C for copy, and Ctrl-V for paste).

To minimize a note, you click on the box in the note's upper-right corner, or choose Minimize from the note's menu, which you open by clicking once on the box in the note's upper-left corner or hitting alt-space when the note is the active window.

Creating and Deleting Notes

You can create a new Stickies! note in several ways:

Double click on the main Stickies! program icon.

Double click on the caption bar of any active note.

Select "Duplicate this Note" from any note's Manage Notes menu.

Select "Create a Note" from the main Stickies! program menu.

Drag a file from the Windows File Manager and drop it on the main Stickies! program icon (not the file cabinet icon). This will create a new note and load that file into it.

To delete an active note, choose the "Close" option from that note's menu, or you can double click on the note's system box, just as you would close most any other Windows window. In either case, if the note contains any text or one or more links, you'll be given the option of deleting the note or moving it into the file cabinet. If the note has no links and is completely blank, Stickies! will delete it without prompting you.

Once you delete a note from your active set, it can only be recovered via extraordinary means (detailed in the Disaster Recovery section of this manual). This is why we suggest that you use the file cabinet as a staging area for unwanted notes. Instead of deleting them from your active set, file them in a "To Be Deleted" folder, and then if you're still sure you don't want them a few days later, you can easily delete them. See the section on the File Cabinet Facility for details on that part of the program.

If you delete a note that you want to retrieve, all is not lost if you have a disk backup that was done after your deleted note was last saved to disk. If this is your situation, don't do *anything* else with Stickies!, and go to the Disaster Recovery section of this manual immediately.

Configuring Notes

You can set many options for each individual note, or you can configure the default options which each new note inherits when it is created. To set the options for an individual note, select the "Set Note Options" item from that note's menu, or you can click on the text of the note with the right mouse button, or you can use the Ctrl-S shortcut key. To set the default note options, you select "Set Note Defaults" from the main program's menu.

The on-line help has details on how to use the configuration dialogs and what the various settings mean.

Getting Text into and out of Stickies!

To bring non-Stickies! data into your notes, you have two options, not counting typing:

Use the Windows clipboard to transfer text into an existing Stickies! note.

Use the drag-and-drop or import features of Stickies! to create a note (in either your active set or file cabinet) from a Stickies! export file or a plain DOS text file.

Clipboard

As is true of almost all Windows programs, Stickies! works with the trusty Windows clipboard. Using the normal cut, copy, and paste operations you can move text between a Stickies! note and other notes or any other programs that support the Windows clipboard.

Importing

You can import files into Stickies! by selecting the "Import Files" option from the main program's or any note's "Manage Notes" menu, or you can drag one or more files from the Windows File Manager and drop them on the main Stickies! program icon (not the file cabinet icon).

Stickies! will turn each plain text file into a separate note, and will load the notes in export format files (STN extension, by default), and will load the note and restore the bundled documents from a Stickies! bundle (STB file extension).

Exporting, Bundling, and Mailing

If you want to send another Stickies! user one or more of your notes, you begin by exporting the note to a disk file. You select the "Export this Note" or "Export all Notes" from the "Manage Notes" menu, and then tell Stickies! the name of the export file you want to create, and the notes will be copied (not moved) to the export file. You can then send the file to another Stickies! user, who can import the file and restore your notes, complete with all their settings.

If you tell Stickies! to export the note(s) to a file that already exists, and that file is an export file, then Stickies! will give you the option of appending your note(s) to the end of the file.

If you want to send someone a note that has links, and you want to send along a copy of the linked documents in the same file, you can select "Bundle this Note" from the note's "Manage Notes" menu. Stickies! will prompt you for the name of the file, and will ask you for some help in editing the data file and options line of each link as it creates the bundle. When it is done, you can send the newly created bundle to another Stickies! user who will then be able to restore your note and the bundled documents simply by importing the note.

If you want to send a note as an attached document in an e-mail and you are running Microsoft

Windows for Workgroups or Microsoft Mail 3.0 or later, you can simply hit the Ctrl-M shortcut key on that note or select the "Mail this Note" option from the note's "Manage Notes" menu. If the note has one or more links, Stickies! will give you the option of mailing just the note, or the note and its linked documents, in a bundle. Whatever you choose, Stickies! will tell mail to open its compose e-mail screen, and will set up your note or bundle as an attached document. All you'll have to do is enter the To: address and send the e-mail. The recipient will then be able to receive the attached file and import it into Stickies!.

Printing

There's not much to say about printing Stickies! notes. You can print all your active notes with the "Print all Notes" menu option, or just one note, with the "Print this Note" option or the Ctrl-P shortcut key.

Stickies! will give you the option of printing various amounts of detail, ranging from just the contents of the note(s) up to the title, contents, user and work group name, and link information.

When Stickies! prints your notes, it does not use the screen font you set for each one, and it will reformat the contents of your note to fit the width of your paper.

The Difference Between Bundling and Exporting

A bundle (default file extension of STB) always contains exactly one note, plus its linked documents. An export file (STN extension) contains up to 1,000 notes, but never any linked documents. Other than that, you can use STB and STN files the same way: you can import them into your active set or the file cabinet, send them to other Stickies! users, etc.

If you import a bundle into the file cabinet, Stickies! will file only the note part of the file, i.e. not the bundled documents.

Stickies! doesn't care what a file's extension is; the STN and STB naming conventions are merely for your convenience, and Stickies! will examine the file and determine the file's type as needed.

Keyboard and Mouse Shortcuts

In addition to the numerous menu options Stickies! provides, you can also use shortcut keys to perform certain operations. In order to use these keys, a Stickies! note has to have the Windows "focus," meaning it is the active window. This is the state a note is in when you're typing text into it. The shortcut keys and their actions are:

F1	Display the Stickies! help file
Ctrl-B	Bundle this note
Ctrl-D	Display all hidden notes
Ctrl-E	Export this note
Ctrl-F	File this note
Ctrl-H	Hide this note
Ctrl-L	Turn a scroll bar on or off for the note
Ctrl-M	E-mail this note

Ctrl-O	Open the file cabinet
Ctrl-P	Print this note
Ctrl-R	Run all of this note's links
Ctrl-S	Set this note's options
Ctrl-T	Insert the time and date into a note at the current position
Ctrl-W	Write all notes to STICKIES.SAV

Note that the shortcut keys that operate on a single note always perform their action on the note that is active when the shortcut is used, while Ctrl-D acts globally and displays whatever Stickies! notes you may have hidden at the time, Ctrl-O simply opens the file cabinet, and Ctrl-W writes all your active notes to disk. Normally you don't have to save your notes with Ctrl-W, since Stickies! will automatically save and restore your notes as needed; this shortcut key is provided solely as an aid to our more cautious users and people who manage to crash their system a lot.

Stickies! also provides several mouse shortcuts.

Double click on the main program icon or on any note's caption bar to create a new note.

Double click on a note's caption bar with the right mouse button to turn a scroll bar on or off in that note.

Double click on the file cabinet icon to open the Stickies! file cabinet. You can also open the file cabinet icon's menu and select the "File Cabinet...".

Right click on a note to display its options dialog.

Right click on a link button to display the link configuration dialog.

If you're running Windows 3.1 or later, you can drag and drop files to import them into Stickies!. Drop them on the main program icon to create notes in your active set, or drop them on the file cabinet to create notes in your file cabinet.

There is a menu item on the main program and note menus, "Help on Shortcuts...", which will take you right to the page in the on-line help that contains the keyboard and mouse shortcuts.

The Next Step: Alarms, Expiring Notes, Links and Other Stuff

By now, you probably know just enough about Stickies! to start looking for the Power User Features. You came to the right place. In this section we'll describe some of the more advanced features of Stickies!.

Alarms

Alarms are cool, alarms are our friends. So says one of our beta testers. You be the judge.

When an alarm note sounds, here's what happens: 1) if the note is minimized or hidden, it makes itself a normal, visible note, 2) it pops on top of your other open windows, 3) it makes an electronic beep if you have either the sound driver for your PC's internal speaker or a sound board installed, or in lieu of those options, it beeps your PC's speaker, 4) it flashes its colors three times. Basically, you have to be in another room to miss it, which is the whole point.

To set an alarm, go to the note's configuration dialog, and set the alarm time (don't forget to use the AM/PM button!), how many minutes early you want the alarm to sound, and whether the alarm should use sound, repeat, or be a daily alarm.

You can also make your note run one or more of its links when the alarm sounds, if you wish. See the "Configuring Links" section later on for details.

With all these alarm options, a few examples are probably in order.

Example 1: You set an alarm for June 1 of 1993 at 9:00, with a prefix time of 15 minutes, but without using the daily or repeating options. If you're running Stickies! at 8:45 on June 1st, the note will flash its color and make a sound if you've selected that option, then it will disable its alarm but leave all the other settings as they were. If you don't run Stickies! until some time after 8:45 on the 1st, Stickies! will sound this note's alarm as soon as you start up the program.

Example 2: You set an alarm and select the daily checkbox. Now, when the alarm goes off, it doesn't disable itself as it did in the first example. Instead, it remains enabled and it will reset the date portion of the alarm date and time to the next day, leaving the time the same. The alarm will not go off again until that setting.

Example 3: You use the alarm settings in the first example, but you also select the repeating function, with a time of 10 minutes. The alarm will sound at 8:45, 8:55, 9:05, etc., until you explicitly disable it. Notice that an alarm with a repeating time and a prefix time could sound more than once before the actual alarm time. A repeating alarm will not automatically change the alarm time as a daily alarm does, nor will it stop repeating when midnight arrives.

Example 4: In a flamboyant display of alarm mastery, you use all the alarm options on a single note. You have an alarm time of 6PM, a prefix time of 15 minutes, a repeating time of 60 minutes, and the daily option selected. On the appointed day, the alarm sounds at 5:45PM, but because this is a repeating alarm, it does not reset the alarm time to the next day, even though the daily option is set. The alarm continues to sound every 60 minutes after 5:45PM. At midnight, the alarm date will be reset to the new day's settings, and the repeating alarm will stop sounding, so the last time the alarm will go

off on this day is 11:45PM. The alarm will remain enabled and will start sounding again at 5:45PM on the next day, unless you explicitly change its settings.

Expiring Notes

If you want to create a note as a reminder for a particular, one-time event, such as a doctor appointment, you can use an expiring note. You set the expiration date on the note's configuration dialog, and the note will behave like any other with one exception: The first time you start up Stickies! on or after the day *following* the expiration date, Stickies! will ask you how you want to handle the expired note, and give you the option of filing the note in one of your file folders, deleting the note, or activating it as if it were a normal, non-expiring note. On the last option, you'll be able to activate it with the expiration feature on or off.

Linking Documents to Your Notes

We think this is the most exciting feature in Stickies!, and it is the one that has the greatest potential to make Stickies! users more productive, give them better insights into the nature of humanity, and make them better looking, within certain limitations imposed by nature.

To link another file to a Stickies! note, you drag and drop one or more files, up to a maximum of 10, onto an active note. (Note that the Windows 3.0 File Manager does not support this kind of drag and drop operation, making linking essentially a Windows 3.1-only feature.) Stickies! will prompt you for a description of each dropped file, and then redraw the note. The note will *not* contain the text from the dropped files themselves; it will contain a stack of gray buttons at the top of the note, one per linked file, each with an icon and the description you entered. The icon is from the program that handles the type of data file in that link (the program is found with the help of the file extension associations in your WIN.INI file), or the icon of the program itself if you dropped a program on the note.

If you double click with the left mouse button anywhere on a link button, Stickies! will run the program and pass it the name of the linked file. You can also run all the links on a note by hitting Ctrl-R when that note is active, and you can have one or more of the links run when the note's alarm goes off. Yet another option is to check the "Run links on Stickies! startup" box on a note's configuration dialog. This autoexec note feature will make all the note's links run as soon as Stickies! starts. You are not limited to a single autoexec note; you can select this feature for every note, if you're that adventurous.

If you dropped an executable file with an extension of EXE, COM, BAT, or PIF, then Stickies! will make that file the program it will run, and it will display an icon from that file, if it has one, on the button. You can edit the link data and add a data file if you wish.

Notes with linked files still have their normal body of text, with all the usual options for color and font configuration, alarm and expiration dates.

Stickies! does not, under any circumstances, rename, move, delete, or in any way bother your linked programs or data files. The only time Stickies! will actually "touch" a linked file is when it is bundling a linked note, and then Stickies! will merely copy the file into the bundle. When Stickies! unbundles a note, it will ask for permission before replacing any existing file.

Creating Links

To create a link, you drag a document file, say an Excel spreadsheet called BIGBUCKS.XLS, from the Windows File Manager onto any open Stickies! note. Stickies! will prompt you for a description of the link, and then redraw the note, with a note-wide button on it. The button will contain an icon, in this case Excel's, and the description you entered.

You can drop additional document files onto this note, up to a total of 10, and each one will get its own link. To launch the link's program and load the document, double click on the link with the left mouse button.

If the link doesn't work as expected Stickies! can't seem to figure out that an XLS file is associated with Excel, for example then you'll have to do some configuration work on the link and/or your system. See the "Configuring Links" section below for details.

Sharing Linked Notes

One problem you might run into when sharing notes is that links often won't work properly when moved from one user's system to another without a little editing. For example, if you drag and drop an Excel spreadsheet onto a Stickies! note, you'll see the familiar Excel icon on a link button on the note, and you'll be able to double click on it to fire up Excel and open the spreadsheet you originally dropped onto the note. Let's assume that your Windows file associations connect the "xls" extension of an Excel worksheet to the program name "excel.exe". This works fine on your system, because on your system excel.exe is in a directory that's listed in your DOS path, so Windows doesn't need the path on the program name to run Excel. But if you bundle this note and the spreadsheet file and send it to another Stickies! user who has Excel installed, but doesn't have the file excel.exe anywhere in his or her DOS path, then the link won't workdouble clicking on the link button will produce a Stickies! dialog box saying that Windows couldn't run the program, and a prompt for the user to edit the link's configuration. The way to fix the configuration in this case would be to add excel.exe's path to the program name in the link (e.g. change "excel.exe" to "c:\excel\excel.exe").

You can't completely avoid this situation, since every user has a slightly different system configuration. (One of our beta testers has his program and data files evenly (randomly?) distributed over *three* hard drives, so *nothing* about his system matches anyone else's.) One precaution you can take is to rely on your DOS path whenever possible; if the programs in your links are listed without their complete path (e.g. MYPROG.EXE instead of C:\MYSTUFF\MYPROG.EXE), then you have a better chance of avoiding one part of the problem. Similarly, you'll also have to make sure that the working directory, data file path, and icon source file all match from one system to another.

While you can share notes that have links by exporting and importing them, you'll most likely want to bundle the notes and their associated data files and send someone the resulting STB file. Because of the precautions that Stickies! takes when unbundling an STB file, the chances are pretty good that the data files will be found on the receiving user's system, but you can still run into the problem of the program files not being properly located, as mentioned above.

Configuring Links

To configure an individual link, click anywhere on the link button with the right mouse button, and a

dialog box with that link's settings will appear. See the on-line help for details about how to use this configuration dialog.

The program, data file and options, and "use icon from" fields all have "Browse" buttons. Selecting one of these buttons will open the familiar Windows file selection dialog box, which you can use to locate the path and file you want placed in the field. When you close the file selection dialog box with the OK button, Stickies! will replace the text in the configuration field with your selection.

Some of the fields on this configuration dialog are worthy of discussion, and they're covered below:

Program

The program name is filled in automatically when you create a link, but you can change it here. The program name you enter should either be a fully qualified name, meaning it includes the disk drive letter and path to the program (e.g. C:\MYSTUFF\PROG99.EXE), or the program must be in a path included in your DOS path.

Stickies! insists your link have a non-blank program, since it must know which program to run when you double click on the link button. This is why Stickies! will prompt you for the program name with a default of "notepad.exe" (which you can change) if you drop a file onto a note that has no associated program in your WIN.INI file.

Data File and Options

This field is normally filled in with the name of the data file the program is to open when it is run. If you want to change the data file or add a command line option, you should edit this string.

Remember that when you run a link, the data file and options line is appended to the end of the program string (with a single blank separating the fields) and handed to Windows for execution, e.g. a program of "MYPROG.EXE" and a data file and options line of "/L MYDATA.FIL /Z" are combined to form the line "MYPROG.EXE /L MYDATA.FIL /Z".

Working Directory

This is the directory that Stickies! will switch to just before it runs the link's program. Depending on the requirements of the link's program, you might have to manually fill in the working directory to make the link run properly.

Note that Stickies! will insist that any path you enter for the working directory name begin with a drive letter, a colon, and a "\". For example, the start up directory "C:\TEMP" is in the proper form, but "C:TEMP" is not, since it is a relative, not an absolute path, and is ambiguous. If Stickies! tried to use a relative path when you ran a link, there's no telling exactly what would happen. Similarly, the path "\TEMP" is ambiguous, since it doesn't provide a drive letter.

Use Icon From

This field tells Stickies! where to get the icon it displays on the link's button. The field should contain a DOS path and file name. You can step through the icons in the file with the Next and Prev buttons.

Startup Options

There are three radio buttons on the link configuration dialog box that allow you to select how the program will be started: minimized (as an icon), normal, or maximized (full screen). Note that making a selection here merely tells Stickies! how to attempt to start the program; it is possible for a Windows program to ignore this setting and run as it pleases. Stickies! itself, for example, will only display its main program as an icon.

Run Link on Alarm

By checking this box, Stickies! will run this link when the note's alarm goes off. This option does not affect any other links on the note; if you want all the note's links to run when the alarm sounds, you must configure each link individually.

There is also one link-related setting on each note's configuration dialog. That is a checkbox that lets you tell Stickies! that a note is an autoexec note, which means it will run all the links on that note when Stickies! starts up. This is a handy way to make sure it's impossible for you to forget a particular project the next morning.

Deleting and Copying Links

You can delete a note's link by opening that link's configuration dialog and selecting the Delete button. Similarly, the Copy button will create a new link using all the same settings as the link displayed on the configuration dialog.

Hidden Notes

You can make one or more of the notes in your active set hidden by using the Ctrl-H shortcut key or selecting the "Hide this Note" or "Hide all Notes" items from a note's or the main program's "Manage Notes" menu. Stickies! has several new features that make hidden notes more useful (and harder to forget):

The About box (select "About..." on the main Stickies! menu) displays several system statistics, including the number of notes in your active set and how many of them are hidden.

On startup, Stickies! will automatically make any note that's been hidden for more than 10 days visible. This prevents you from hiding a note and then forgetting about it for a long time. Stickies! starts counting from the day you hide a note or import a hidden note into your active set. For example, if you hide a note and export it to an STN file on June 1st, then import it on June 25th, Stickies! will start counting the note's 10 hidden days based on June 25th, not June 1st.

Different Versions of the Same Note

There are times when you might want to keep two slightly different versions of a note around. Maybe you want to keep the original and updated set of notes for a meeting, or maybe you have some data that you apply some creative shaping to before you show it to certain people. (Hey, what you do is your business. We're not here to judge anyone.)

Whatever your motivation, your best approach is to make the note you want to duplicate active and select "Duplicate this Note" from the note's "Manage Notes" menu to create a copy of the note. You can then edit the second version as you wish, since it is a new, separate note with no connection to the original.

Archiving Notes

We've found that users are divided on how to keep Stickies! notes for long term storage. Some people use a two-tier approach, keeping their immediately useful notes in their active set and all others in the file cabinet. Others prefer to work on three levels, with one or more Stickies! export files holding their "archived" notes. This is largely a matter of taste, although the file cabinet, with its capacity for 1,000,000 notes, should be enough to hold all your inactive notes unless you're doing something *really* interesting with Stickies!.

Long Term Storage: The File Cabinet Facility

We all have data we need to keep right at hand reminders for meetings, birthdays, and anniversaries, our ever-optimistic to-do list, or maybe work-related information that we need to refer to frequently as we complete some project. Fulfilling this need was the original goal of Stickies!. But what happens when you want to keep some notes but don't want them filling up your virtual desktop every time you run Windows? You could simply hide the notes, but then you'd still use up some of your slots for active notes. You could store the notes in a Stickies! export file. That would keep them safely tucked away, but what *did* you call that file with your notes from the meeting with the marketing guy from Flerpamatic, Inc., anyway?

Obviously, Stickies! users need a way to organize all of their "secondary" notes. Enter the Stickies! file cabinet.

The Stickies! file cabinet stores notes. It stores the data (the part you typed in or pasted from the Windows clipboard), plus each note's configuration information. When you retrieve a note from the file cabinet, all these configuration details are preserved, and your note comes back exactly as you saved it. (Well, there are three exceptions: 1) Stickies! forces any note retrieved from the file cabinet to be visible, 2) it turns off the expiration date option if it is set, to prevent the note from filing itself the next time you run Stickies!, and 3) it changes the "filed date" on your note when it is added to the file cabinet. Aside from these minor exceptions, your note is stored and retrieved as you would expect.)

Getting Notes into the File Cabinet

To move a single note into the file cabinet, you can choose the "File this Note" option from the "Manage Notes" menu on the note you want to file, or enter Ctrl-F when that note has the Windows focus. Stickies! will ask you which folder to use, and the note will be moved into that folder and removed from your set of active notes. You can also double click on the note's system box or choose "Close" from the note's system menu. Stickies! will then give you the choice of deleting the note, filing it, or abandoning the operation altogether.

To file all your active notes, choose "File all notes" from the "Manage Notes" menu on the main Stickies! program. All your active notes, including your hidden and minimized ones, will be deleted from your active set and placed in the folder of your choosing.

You can also import Stickies! export files or DOS files directly into a folder. To do this, first open the file cabinet by selecting "File Cabinet..." from the "Manage Notes" menu of either a note or the main program, or by double clicking on the file cabinet icon, or by selecting "File cabinet..." on the file cabinet icon's menu. Then select a folder and choose the "Show" button. Stickies! will show you the contents of that folder in the file folder browser, which has an "Import" button you can use to import files directly into the displayed folder. The imported files will be read and converted into notes in the file cabinet. Bundles that contain document files will be added to the file folder, but the bundled documents will be left in the original STB file.

You can delete the file cabinet icon by choosing "Close" on its menu or by using the Windows Task Manager. Hit Ctrl-Esc or double click anywhere on the Windows desktop wallpaper to call up the Task Manager, then highlight the task "File Cabinet" and select the "End Task" button. The file cabinet icon

will go away, but your file cabinet and its contents will remain intact, and you'll still be able to open and work with the file cabinet through the Stickies! menus and shortcut keys.

Selecting Notes in the File Cabinet

Once you have notes in the file cabinet, you work with them by first opening the folder browser dialog as mentioned above.

To select a single note, you can click on its title in the list box at the top of the file cabinet. To select multiple notes for an operation, you can hold down the Ctrl key while you click on individual notes you want to add to your selected group, or you can hold down the Shift key and click, which will extend your selection to the note you clicked on, and includes all notes between your old selection and the one you just clicked on. (For those familiar with the standard Windows multiple selection list box, that's what this part of the file cabinet is, and it works exactly as expected.)

Activating Notes

To move notes from a file folder to your active set, you select the notes and then use the "Checkout" button to add those notes to your active set and delete them from the folder. You can use the "Copy" to copy them to your active set without deleting them from the folder. If the notes were hidden when they were stored in the folder, they will be unhidden now, but their minimized status is preserved, so some notes that you check out or copy might appear on your desktop as icons. Also, any note that had its expiration function enabled will have it turned off when it is activated.

If all you want to do is copy some data from a note in the file cabinet to the Windows clipboard, there's another shortcut you can use that will save you from having to activate the note. Once you display the note of interest in the folder browser's dialog box, you can mark the text in the lower box and copy it directly to the clipboard with Ctrl-C or Ctrl-Insert, just as you would with an active note. You can then paste the text into another Windows application (or another Stickies! note).

Searching for Notes in a Folder

Once you have a few dozen or so notes filed, you'll no doubt want to use the file cabinet's search feature. To do this, call up the folder browser and select the "Search" button. Another dialog box will appear, one that will ask you for the details of your search. (The search dialog box and how to use it is described below.) Once you have filled in this dialog box, you select "OK," and Stickies! will search all notes in the folder to find those that meet your criteria. If one or more notes do match your criteria, then Stickies! will:

Change the contents of the list box to show the titles of only those matching notes.

"Gray out" the "Import" button, since it doesn't make sense to import notes directly into a subset of the file cabinet.

"Ungray out" the "Show All" button.

While the file cabinet dialog box is in this "search results mode," you can examine, delete, check out, or export notes just as you normally would in "show all mode." You can also do additional searches to

further narrow your results. Whenever you're viewing a subset of your notes, if you select the "Show All" button, Stickies! will revert to showing you all the notes in the file folder, and change the "grayed out" status of the "Import" and "Show All" buttons to their normal settings. You can close the file folder browser at any time, of course.

Specifying your Search Criteria

You use the file cabinet's search dialog box to tell Stickies! how to search your notes. You can specify a date range and/or text you want to find in your notes, as well as which parts of your notes to search. The individual selections you can make on this dialog box are:

After date. If you select this checkbox and provide a date, Stickies! will consider only those notes that have a creation date on or after the date you provide. If you don't use this feature, then Stickies! will not use a beginning date in the search, and arbitrarily old notes will be considered.

Before date. This date tells Stickies! the last creation date that should be used in the search. As with the after date, if you don't provide a before date, then Stickies! won't use an ending date in the search, and notes up to and including the current date will be considered.

Search text. Enter the string to look for in this box and check all places where you want Stickies! to search each note for the text. You can choose to search in one or more of the following parts of each note: the title, the contents, the user name, and the work group name. You can also choose whether you want the search to respect the case of your search text.

Once you tell Stickies! to begin the search by selecting the "OK" button, here is how it uses your search criteria:

If neither an after nor before date is given, then Stickies! will examine all notes in the folder. If just one date is given, then it will be used. For example, to search all notes created on or after January 1, 1992, you would use that date as your after date, and not use a before date. All notes that fall outside of the date range will be rejected and will not be checked for the text (if any) you provided.

If the search text field is non-blank, Stickies! will then search the parts you've selected of each note. If a note contains your search text, then it will be included in the search results. If your search text is blank (it has no characters, or they're all blanks), then all notes that fall into the date range will be included on the search results screen.

If you search for a pair of words that appear in a note, but are separated by a paragraph break that you inserted with the ENTER key, then Stickies! will *not* find this text. For example, if you search for the text "hello. world", and one of your notes contains the following text:

> Talked to Jim today for the first time in over a month. He asked
> me to tell Susanne hello.
> World of difference in him, now that he's had that operation.

It will not match the search text, since the paragraph break separates "hello." and "world".

Note that this restriction does not apply to line breaks that Stickies! inserts when it word-wraps your

note; in the above example, searching for "asked me" would find the note as expected.

Similarly, some sequences of blanks and tabs can trip up a search and cause it to reject a note you're looking for. If Stickies! can't find a note in a search operation, your best bet is to search again using the most specific single-word or even partial-word text you can think of that will select your note. For example, instead of searching for your boss's name as "Mr. Boomflush," you should search for just "Boomflush" or even "flush." (Any other names you may have used for your boss in your notes are another matter and entirely beyond the scope of this manual.)

Cleaning out the File Cabinet

There's no getting around it, this is something you'll have to do once in a while.

Our recommendation is that you browse through your file cabinets and folders about once a month, or whenever you normally perform major hard disk maintenance, such as a full-disk backup or running a defragmenting utility, and delete any unwanted notes. You probably won't save a lot of disk space, but you'll make Stickies! easier to work with, since you won't have to browse past or perform searches on a lot of dead wood in the file cabinet when you're looking for a particular note.

Putting it all Together: Usage Scenarios

Several of our beta testers have made roughly the same comment about certain Stickies! features the first time they saw them: "Gee, all this stuff is neat. But what *good* is it?" That's precisely the question this section will attempt to answer via some anecdotes and ideas for ways to use Stickies!.

The Super Clipboard

The basic question of what to do with Stickies! notes besides use them for reminders comes up from time to time. One of our favorite and simplest uses for Stickies! is as a kind of super clipboard. One of our customers used Stickies! this way while writing a television screenplay in WordPerfect. He used 11 Stickies! notes to do extensive cutting and pasting between sections of the script. Obviously he could have done this with just the Windows clipboard, but Stickies! gave him greater flexibility and allowed him to cut or copy multiple pieces of text before he began pasting. When his show is aired, we expect to see Stickies! in the credits, probably as a key grip, whatever that is.

Instant Notepad

A similar use came from a friend who uses Stickies! as an instant notepad while he's reading other documents or evaluating software. He hits Ctrl-Esc to pop up the Windows Task Manager, switches to any note, double clicks on its caption bar, and he's got a new note to jot down his thoughts. He can then go back to the program or document he's working on, knowing that all his notes will be there when he's done, and he can easily store them in the file cabinet for later reference.

Instant Text Viewer

Yet another quick and dirty use for Stickies! is as an instant file viewer drag a file from the Windows 3.1 File Manager and drop it on the main Stickies! icon, and Stickies! will create a new note containing the file, assuming the file is less than 30,000 bytes long. You can turn on a scroll bar with Ctrl-L or a double right click on the note's caption bar to make paging through the file easier. And since the original file is still in place on your disk drive, you can simply delete the note when you're done viewing it.

MagicComm

Let's say you like to keep updated with the new files available for download in a particular roundtable on GEnie. But since you want to keep your connect time charges to a minimum (who doesn't?), you don't want to check for new files too often. And since you tend to be forgetful, you're worried that you'll forget to check in and miss some truly useful program. So what's a person to do? Try this: Fire up Stickies!, create a new note, and type into it: "Don't forget to check the IBM RT for new files!". Then drag your communications program's script or configuration file for GEnie from File Manager and drop it on the note, creating a link button. (We use Crosstalk for Windows. Dragging the appropriate XWP file does the trick with that program.) Open the note's configuration dialog and set the alarm for next Saturday morning, or whenever is convenient. If you're feeling adventurous, you can even set the checkbox in the link that tells Stickies! to run the link when the alarm goes off and dial you into GEnie. If you have a script file for your communications program set up to do the file listing and then log off, you can completely automate the process. In fact, about the only thing your computer will still need you to do is pay the electricity bill.

Instant Project

Say you'll be working intensely on a project for a few days, and that project requires you to have a series of files open at once. Maybe a Word for Windows file, another file with the source code to a program you're developing, plus a resource editor with the dialogs you're adding to a project, and a text editor with your help project file. (Does any of this sound like our own personal experience yet?) Once you have these programs up and running with their files loaded, Windows makes it easy to hop back and forth between them via the Task Manager. But it can be a pain to dig around and find all these files and open them.

Our solution: Open a new note, then drag and drop the document files onto the note, creating a link button for each one (this assumes that each of the documents involved has a file extension that is associated with the proper program on your system). When you want to fire up the project, make that note active and hit the Ctrl-R shortcut key to run all that note's links.

You can also type a pointed reminder to yourself in the note, and set the autoexec feature on that note's configuration dialog, which will make Stickies! run the note's links when it starts up. (Talk about making sure you can't ignore you work!) When the project is done you can delete the note or save it in a folder in one of your file cabinets if you think you might need it again in the future.

Gobs o' Help

Why did 3M sell 50 bazillion Post-It Notes (the real-life, paper ones) in the first place? They're great for keeping little reminders around, that's why. Well, one of the most useful ways to use Stickies! is to extend this idea using the file cabinet and folders. You can create a single file cabinet named "Help," and then create a folder in this cabinet for each major tool you use or task you perform on a regular basis, such as "Excel," "Word for Windows," "Getting Rid of the Boss," etc. When you want to, you can copy all the notes in one of these folders to your active set, and then delete them when you're done, and the originals will still be in your folder, waiting for the next time you need them.

You can also create folders of notes containing information about a particular area of interest to you, such as geographical data (one note per country, state, or county), or scientific information (one note per element), people you date, etc.

Programmer's Vault

If you're a programmer who likes to collect source code the way we do, another neat way to use Stickies! is as a code repository. Create a file cabinet named "Code Samples," and folders within that cabinet that describe various areas you work in, such as "Windows Tricks," "Numeric Processing," and "Database," and then put each snippet of code into a separate note and file it away. When you need the code, you can easily find it in the file cabinet and copy it to the Windows clipboard directly from the folder browser dialog box and paste it into your editor.

Frequently Asked Questions

Q: I created a note the last time I ran Stickies!, and now it's gone. Where did it go?

A: There are several possible explanations.

Stickies! remembers the "hidden" status of each note from one session to the next. It is possible that you hid the missing note before shutting down Windows or Stickies!, and that note is still active but hidden. You can force all notes to be visible by selecting the "Display all notes" option from the main Stickies! menu. You can also check the "About" box to see how many notes are in your active set, and how many of those are hidden.

Another possibility is that the note is active but behind another note. Using the mouse to drag notes by their caption bars, you can manually move notes around to find the missing one, or you can use the Windows Task Manager to switch to the note (double click on any empty spot on the desktop or hit Ctrl-Esc to bring up the Task Manager), or use the "Cascade Notes" option to rearrange your active notes, or, finally, you can hold down the Alt key and repeatedly hit the Tab key to cycle through your active windows until you find the note. Any of these methods will bring the shy note bubbling to the surface.

Finally, there is always the chance that in your previous Windows session Windows crashed before you or Stickies! had a chance to save your new notes to disk. If that happened, there's nothing you can do to retrieve the note.

Q: When I ran Stickies!, it used a different display font for a note than the one I told it to use the last time I ran the program. What happened?

A: Stickies! remembers all the font information for each note and uses that to set up the note in the next session. This information includes the type face of the font (e.g. New Times Roman), the point size, the weight (e.g. bold), and the effects (regular or italic). Normally, this means that you will get exactly the same font in each note from one Stickies! session to the next. The only time you won't is if your system configuration changes, and the font Stickies! requests for a note is no longer available. In that case, Stickies! will use the font that is the best match, according to Windows.

Q: When I try to run Stickies!, it complains about not being able to find something called COMMDLG.DLL and then refuses to run. What's going on?

A: Stickies! requires a file called COMMDLG.DLL. This file is part of Windows 3.1, and is distributed with Stickies! for those users who are running Windows 3.0. If you're running Windows 3.1 and this file is missing from your system, then there is something wrong with your installation, and you should restore COMMDLG.DLL from a backup, if you have one, or reinstall Windows. If you're running Windows 3.0, then COMMDLG.DLL didn't get installed properly, or the Stickies! package you downloaded from a BBS or got from a friend wasn't complete or was tampered with. Whatever the case, Stickies! requires COMMDLG.DLL, and you should get in touch with Looking Glass Technologies at one of the addresses in the Technical Support section of this document. We'll send you a copy of COMMDLG.DLL and try to track down the errant distribution package so other people don't have the same problem.

Q: When I run Stickies!, it complains about not being able to do sound or drag and drop functions. What's going on?

A: At startup, Stickies! checks to see if you're running Windows 3.1 or later. If you are, then it tries to link to support routines in the files SHELL.DLL and MMSYSTEM.DLL, which are part of Windows 3.1 and later. SHELL.DLL provides drag and drop services Stickies! uses, and MMSYSTEM.DLL provides the sound support. If Stickies! cannot link to the required support in these DLL's, then the associated features are disabled. Since these features are not absolutely necessary to use Stickies!, the program will continue to run. If Stickies! displays one or both of the dialog boxes that complain about not being able to link to these services, there is likely something wrong with your Windows installation.

Q: I notice a short delay as Stickies! creates or deletes each note. Why does this happen?

A: The most likely explanation here is that you have the sound feature of Stickies! enabled, but for some reason the sound is not being produced your sound board or speakers are turned off, or maybe you have a hardware problem. Whatever the cause, Stickies! is trying to play its sound effects, but can't tell that you're not hearing anything. That slight pause you're detecting is the same length whether or not your PC is making any sound; it's simply much more noticeable when you're not hearing the sound effect. If you aren't hearing the sounds but would like to, you must install the proper sound driver and/or check your Windows configuration. If you don't care about sound effects you can turn off the sound option in Stickies! and eliminate this slight delay.

Q: I have a sound board and a pair of external speakers on my system. When the alarm on one of my notes goes off, and I have the speakers turned off, why isn't Stickies! smart enough to beep the PC's internal speaker?

A: This would be a nice feature, but unfortunately there's no way for Stickies! to tell that your external speakers are off. In fact, even Windows can't tell. All Stickies! knows is whether you're running a version of Windows that supports sound, and whether it was able to link to and use the necessary sound support in Windows.

Q: I have Microsoft Mail on my system, but Stickies! refuses to mail a note when I hit Ctrl-M, and there's no "Mail this Note" command on any note's menu. What's wrong?

A: When Stickies! starts up, it tries to find and link to various support routines in Windows, including the electronic mail support, which resides in the file MAPI.DLL. If you can't get the mail features to work, then that means that Stickies! either couldn't locate MAPI.DLL or couldn't link to it properly. If your copy of Microsoft Mail works properly, then there's probably something unusual about your configuration, and you should get in touch with Looking Glass Technologies.

Q: Why are all the limits and sizes in Stickies! multiples of 5 or 10, instead of typical computer program numbers like 32 or 255 or 4096?

A: Mostly for philosophical reasons. We're sick of programs that make people count in powers of two, and we thought it would be nice if Stickies! worked in numbers that were round to us instead of to a computer.

Q: When I started up Stickies! just now, one of the icons in a note link has changed from what it was

the last time I ran the program. What happened?

A: When you create a link, Stickies! remembers the "use icon from" file and the number of the icon in that file. As long as that file is still in place on your system and hasn't changed, you'll see the same icon in the link every time you run Stickies!. If you see the "no-icon icon" (the screen with a question mark), that means that Stickies! couldn't find the file or the file it found contains no icons. If you get a different icon than you expected, that means that the file has changed (perhaps you upgraded to a new version of the program you're using as an icon source file, and the icons in the new copy are different or are in a different order).

Q: What is the origin of the word "bazooka"?

A: The word was invented by the singer and comedian Bob Burns for an instrument he used in his act in the 1930's and 1940's. When the weapon we call a bazooka came along, it was given this name because it resembled Burns' musical instrument.

The Looking Glass Technologies Company Philosophy

"The company *what?*" we can imagine some of you thinking. Don't worry, we'll leave discussions of Plato, Descartes, Kierkegaard, and all those other party animals for another time and place. But we would like to take a minute to tell you about how we approach the software business, since we feel that's an important part of your evaluation of Stickies!.

At Looking Glass Technologies, we believe that in addition to the legal aspects of the company/customer relationship, there is an additional, implicit contract. While this moral contract is certainly not legally binding, we feel that it is just as important as any written contract, and we will always do our best to uphold it.

We believe that a software company has several obligations, almost all of which translate to one degree or another into respect for the user's time and system resources. These obligations have implications, some subtle, some not, for how a software company's products should behave. As we see it, a software company should:

Provide stable, well-tested programs that will never refuse to work in any but a graceful fashion. This means that our programs will check configuration data whenever necessary, instead of simply assuming, for example, that the user is running a particular version of Windows. If a program absolutely requires a certain file or type of hardware, and that resource is not present, then the program obviously can't run, but it will shut down safely and gracefully after telling you why it can't run. When a program cannot locate some system resources but can still continue to run in a useful fashion, then it will, after telling you what functions are unavailable.

Make removing the program from your system as painless as possible. There are few things more frustrating than a Windows program that installs easily but burrows so deeply into your installation that you can't figure out how to get rid of it. (Look in your WIN.INI file when you get a chance. You're likely to find all sorts of unidentifiable artifacts in there from programs you removed months ago.) Removing Stickies! is simply a matter of deleting the distribution files, since it never modifies any of your configuration files, including WIN.INI, SYSTEM.INI, AUTOEXEC.BAT, and CONFIG.SYS.

Only install the needed files for a product. One of our pet peeves is software that installs dozens of irrelevant files. We've seen programs that install unneeded printer and screen drivers, for example, even after asking which printer and video board the user has. We consider such behavior the worst form of programmer arrogance and sloth, and we will never ship a product that takes such shortcuts at the expense of the user's system resources.

Make removing individual options of a program easy, wherever possible. Users running the enhanced version of Stickies! will be able to turn off the quote of the day and today in history features and delete the associated databases, if they so choose, and the main function of Stickies! will not be affected. Users of other products do this sort of thing all the time, but usually it's a tentative process that involves guessing a file's real purpose based on its name, and then experimenting by moving the unwanted files to another directory while the user ensures that the program won't crash without them. Forcing users to waste time on such tricks is unforgivable. We will always tell you the function of each file associated with our programs, which ones are absolutely necessary, and what function is sacrificed by deleting each optional file. We can't stress

this point strongly enough: It's *your* system, and *you* should be given the necessary information to maintain control of it.

Last, and most important of all, provide good support to our users. This is not limited to fixing bugs or answering your mail (but there are some companies we all could name that don't seem the least bit interested in doing even that much, sad to say). When we release a maintenance version of a product, we admit that's what it is and we tell you about the specific fixes and the consequences of hitting the bug, instead of trying to "slipstream" fixes into place. And whenever we fix a catastrophic bug, i.e. one that could cause you to crash your system or lose data, we send the fix to every registered user, even if their registration period is over. When we make a minor fix, we send paper mail or e-mail notification to all registered users of that version whose registration period has ended.

Technical Support

Registered users can reach Looking Glass Technologies for technical support by sending e-mail to L.G.TECH on GEnie or 71055,1240 on CompuServe, or paper mail to

> Looking Glass Technologies
> P. O. Box 8636
> Endwell, NY 13762-8636

If you encounter a problem with Stickies!, please be as specific as possible when describing your configuration, including the versions of all relevant software, including DOS, Windows, and Stickies!, and the time and date stamp on your copy of STICKIES.EXE, whether Stickies! passes the self-check, and the nature of the problem. Whenever possible, describe the simplest possible way to recreate the problem, and let us know how repeatable the problem is. If the trouble you're having seems to be isolated to an operation involving one particular file and that file doesn't contain any confidential or sensitive data, then you should mail us a disk containing the file along with a letter describing the problem.

Please keep in mind that because Windows is a complex environment that encourages users to customize their system and have many programs running at once, we need your help when you report a problem. The better we understand your configuration and the exact nature of the difficulty you encountered, the better our chances of being able to provide you and other users with a solution.

Suggestions and comments are always welcome, from registered and non-registered users alike. When making a suggestion, please be as specific as possible. For example, "improve configurability" isn't useful unless you tell us what you have in mind, e.g. encryption, round notes (don't hold your breath), etc. Also be as clear as you can about how you want the feature added to Stickies! should it be the default behavior or an option, should it be available only under certain circumstances, etc.

Development Tools

Looking Glass Technologies has released several freeware tools that can be particularly useful for Stickies! users who are running in multiple user or business environments. These tools aren't meant for everyone, but if you would like to translate a large amount of text data into notes with control over how the notes are created, you've come to the right place.

As of the date of this release, the available tools are:

CARD2STN: Translates Microsoft Cardfile data files into Stickies! export files. Each card image is converted into a Stickies! note, with the card's title used as the note's title. This program will translate Cardfile 3.0 files, plus those from 3.1 that don't contain graphics.

DBF2STN: This program reads a dbf III file and converts it into a Stickies! export file, using data from each record to create a separate note. The dbf file must be in a particular format (one character field, which becomes the note's title, plus one memo field, which becomes the note's body of text).

SNC: The Stickies! Note Compiler. This program translates a plain text file that contains SML (Stickies! Markup Language) statements into an export file of notes. You have control over every configuration setting for each note, including color size, position, alarm and expiration settings, etc. If you would like to regularly convert some text into a package of notes to distribute to other Stickies! users, this is the tool for you.

SNDC: The Stickies! Note Decompiler. This program translates a Stickies! export file into an SML file that can then be modified with any text editor and recompiled with SNC. This program is ideal for making that "one little change" to a note in an export file that would otherwise be a pain in the neck. You can use it to make big changes, too.

STN2TXT: This program converts a Stickies! export file into a plain-text file. The file does not contain any SML tags, and is meant to be a vehicle of last resort, so to speak, for people who need to get their Stickies! note data into other formats.

These programs are all freeware, and have been distributed on BBS's, CompuServe, and GEnie. If you would like a copy of the current version of these programs and their manuals (which are in Microsoft Write (.WRI) files) direct from us, send $5US ($8US outside the US) to:

> Looking Glass Technologies
> PO Box 8636
> Endwell, NY 13762-8636

Payment must be in US dollars and in the form of a check or money order drawn on a US bank. Please remember to specify which disk size when ordering.

Specifications for Stickies! Version 2.1

Maximum size of a note:	30,000 characters
Maximum number of active notes:	30
Maximum number of file cabinets:	20
Maximum number of folders per cabinet:	50
Maximum number of notes in a file folder:	1,000
Maximum notes in an export file:	1,000
Maximum length of a note title:	40 characters
Maximum length of a user or group name:	40 characters
Maximum length of a link description:	60 characters
Maximum length of a cabinet description:	60 characters
Maximum length of a folder description:	60 characters
Maximum number of linked files per note:	10
Minimum display font for a note:	1 point
Maximum display font for a note:	36 points

Release History

All versions of Stickies! prior to 1.5 were limited to a dozen or so individuals, and were not widely distributed. If you find a copy of Stickies! on a BBS that has a version number less than 1.5, please let us know where you found the file, and include the phone number of the BBS, the file section containing the file, etc. Similarly, if you find a copy of the registered, i.e. enhanced, version on a BBS, please let us know about that as well.

Version 1.5 is the first widely distributed release of Stickies!. The major addition to this version is the file cabinet. There were also numerous minor enhancements, such as the flashing alarm note, the work group name, etc.

Version 2.0, which was released on 2/6/93, added note links and bundles, multiple file cabinets and folders, support for Microsoft Mail, redesigned dialog boxes for a more unified look, greatly expanded on-line help, including help for every dialog box, new alarm options, self-check feature for determining if the program has been modified, plus various other minor enhancements.

Version 2.1, which was released on 5/1/93, added autoexec notes, automatic unhiding of notes, the separate file cabinet icon, plus various minor usability enhancements. This version also reduced the number of notes allowed in the active set from 45 to 30, in response to customer reports that large numbers of notes were depleting their Windows resources.

Disaster Recovery

If you're reading this section of the manual because something is wrong you just deleted a note you want to get back, or Stickies! just told you that some file it expected to find was missing or wasn't in the proper format don't do anything else with Stickies! until you read the appropriate section below. Don't shut it down, don't save your notes to a disk file, *don't touch anything*.

Restoring a Note to Your Active Set

If you've deleted a note from your active set and you know you don't have a copy of it in your file cabinet, your only hope of retrieving the note is to restore it from a backup of your hard disk or your current STICKIES.SAV file. If you don't have a backup and you think the deleted note might still be in your SAV file, follow these steps carefully:

Don't shut down Stickies! until told to do so. This is very important!
Open the Windows File Manager, locate the directory where you installed Stickies!, and find the file STICKIES.SAV. Use the File Manager to copy STICKIES.SAV to SAVE.OLD. This step will protect your old SAV file, which might contain the note you deleted.
Shut down Stickies!. This will save your active notes in a new STICKIES.SAV file. This step will preserve your new notes that might not have been saved to disk yet.
Rename the new STICKIES.SAV to SAVE.NEW, and then rename SAVE.OLD to STICKIES.SAV, and start up Stickies! again.

If your missing note is in your active set, skip to the Got It! heading below. If your missing note is still gone from the active set, then there's no way to get your note back, and you should do the following:

Shut down Stickies!.
Delete STICKIES.SAV.
Rename SAVE.NEW to STICKIES.SAV.

If your STICKIES.SAV file didn't have your deleted note and you think you have a copy of STICKIES.SAV in your hard disk backup that might contain the deleted note, do the following:

Shut down Stickies!
Delete SAVE.NEW
Rename STICKIES.SAV to SAVE.NEW.
Restore the STICKIES.SAV file from your hard disk backup.
Start up Stickies! again.

If your note is back, skip to the Got It! section. If not, then your note is gone for good, and you should restore your system's state by doing the following:

Shut down Stickies! again.
Delete STICKIES.SAV.
Rename SAVE.NEW to STICKIES.SAV.

Got It!

Assuming you found your deleted note in an old copy of your active set, here's how to get it into your current active set. You only have to do this if there was another change in your active set you want to preserve.

Export the note you're restoring to a disk file called GOTIT.STN.
Shut down Stickies!
Delete STICKIES.SAV
Rename SAVE.NEW to STICKIES.SAV
Start up Stickies!
Import GOTIT.STN by dragging it and dropping it on the main Stickies! icon, or use the "Import Notes" menu item on the main program's "Manage Notes" menu. Your deleted note is now restored to your active set.
Use the File Manager to delete GOTIT.STN, since it is no longer needed.

Restoring a File Cabinet Directory or Folder File

If Stickies! tells you when it first starts up that it can't find or use your STICKIES.FCD or a folder file (a file with an extension of SFF), you have a serious problem, likely a missing or corrupted data file. *Note that the first time you run Stickies! version 2.1 it will tell you that it is creating a new STICKIES.FCD file; this is perfectly normal and is **not** a reason for concern. If you've been running Stickies! for a while and you've added notes to your file cabinet and then you get this message from Stickies!, you have a problem.* If this happens and you're a registered user, do the following:

Shut down Stickies!
Remove Stickies! from your Windows Startup group or your "load=" or "run=" lines in you WIN.INI file. This step will prevent Stickies! from automatically running again when you start Windows.
Contact Looking Glass Technologies at one of the addresses in the Technical Support section and tell us exactly what happened. We'll likely ask you to send us your STICKIES.FCD file and all your SFF files, plus some files from your hard disk backup, if you have one, so we can try to piece things together for you, but we can't promise you we'll succeed. *Please* don't send us the files without talking to us first! Tell us what happened in as much detail as you can, and we'll let you know what we think we can do to help you out and what you should send us.

If your file cabinet is indeed corrupted and you're *absolutely sure* that you can afford to lose all the notes in your file cabinet facility, then you can take the drastic step of shutting down Stickies! and deleting your STICKIES.FCD file and all your files in the same directory as the FCD file that have a file extension of SFF. This will effectively reset your file cabinet, and when you restart Stickies! you will have a single STICKIES.FCD file with one file cabinet and a single, empty folder.