

## Welcome to *Organize!* Help

Point to an underlined topic below and click the left mouse button. Choose Windows Help if you need to know more about Windows' basic features.

Basics

A "Jump-start"

General Suggestions

Sample Applications

Commands

***Organize!** Copyright 1989-1993 by Kwek Sing Cher.*

*Help files by Jim Murray*

## ***Organize!*** Basics

Registration & Password

Keywords

Mouse Shortcuts

## Registration and Password

Access to *Organize!* and its data is protected by a password, so your data is secure from any "snoopers" who may have access to your computer. You select your password when you register the software. The registered version allows you to change your password, if you want, with the CHANGE PASSWORD command. You can change it to a blank entry, which effectively removes the password feature.

For the unregistered version, the permanent password is *share*. Please note that it is lower case.

## Keywords

You're going to enter your data in *Organize!*, and sometime later you'll use the Search menu's FIND and VIEW commands to retrieve and display your entries. FIND and VIEW work with any and all text you may have entered. To keep things simple, we recommend that you use *keywords*.

What is a *keyword*? Absolutely any word you decide to call a keyword. A few examples might be:

projects

idea

birthday

## Mouse shortcuts

If you move the mouse cursor between the pages, over the binder's spine, it becomes a hand icon. Clicking the left button will then insert a blank page.

Pointing and clicking on the "dog-ears" at lower left and lower right will cause paging to the previous or next page.

## "Jump Start"

Here's a simple exercise to get you familiar with ***Organize!*** in about ten minutes. Use the File menu's OPEN command to load the file "example.dn." Now use the Search menu's FIND to find the following keywords:

1.DO: *(include the colon)*

2.APP:

3.APP\*: *(notice the difference the asterisk makes)*

4.02 APP:

5.02 APP\*:

6.WEEK #

7.YR:

8.YR\*:

9.PrjTape:

Note that you can press Shift F9 to see the Keywords page.

## General Suggestions

You'll find the program almost infinite in its ability to conform to your preferences and your working habits. However, we think you'll find the following suggestions worthwhile:

1. Keep a list of your keywords.
  2. Store your keyword list on ***Organize!***'s first page.
  3. Use many small files, not a single large one.
- Click on a topic to read more about it.

## List your keywords

The more data you enter, the more keywords you need. It can be hard to remember them all, so make the program keep the list for you.

Enter any explanatory notes you think you might need; remember, you want the program to simplify your life, not complicate it!



## Store your keyword list on the first page

This is the one dated Jan 1st, 1989. Why? So that, after a search for a keyword, your display will list your entries in chronological order, with your explanation of the keyword at the top.

The optional list box that pops up when you select the SEARCH FIND command, by the way, comes from the page dated Monday, 2 January, 1989. If you want to "click and go" from a list of selected keywords, just enter them there. You can, of course, use the EDIT menu's COPY and PASTE commands for this.

## Use many small files, not a single large one

The personal data files are like spreadsheets; they load into memory and use as much as they need.

Keeping all your records in a single file won't do any harm, but it isn't an efficient use of your machine's memory and, depending on how much you have, it might impair your ability to run other programs with *Organize!*

If you ever want to access two or three data files at the same time, you can always load two or three copies of *Organize!*, though this also is an inefficient way to use memory.

## Sample Applications

Here are a few sample uses for **Organize!** Given a little time, you can probably invent far more of your own!

"To-do" lists

Telephone lists

A Business Calendar

Short, middle and long-term planning

Project management

The Idea Locker

## "To-do" lists

Start with a basic keyword such as *DO:*. You can then list all "To-Do" items by using the FIND command to search for *DO:*

Consider adding extensions to the basic keyword, for example, *DO:1* and *DO:2*, where *1* and *2* indicate priorities. Now you can see only top-priority items by searching for *DO:1*.

Another possibility is a date, such as *DO:5/1*, where *5/1* indicates your deadline or your start date. Now you can run a search and see a list of all "To-do" items with a specific date.

You can further manage your "To-do" list by:

- Deleting the note after the task is completed. Or, instead,

- Inserting an asterisk, as in *DO\*:1*. This way, you can search for *DO\** and have a record of finished tasks.

## Telephone lists

A suggested keyword: *TEL:*

You can divide your telephone list into subsets by entering, say, *TEL:B* for business contacts, *TEL:P* for personal, or another such scheme.

Set yourself a standard format, and then stick with it. Examples:

TEL: (name)(number)

TEL: (company)(number)

You can then list your entries alphabetically. For example, using *FIND* to search for "*TEL: A*" would generate a list of phone numbers for all persons or companies beginning with *A*.

If you enter telephone numbers along with your other data, you can use *PHOTOCOPY* and *INSERT* to retrieve them all and consolidate them into a single file. You could even use the *REPORT* command to send them to your word processor and print your own personal telephone book!

## A Business Calendar

Suggested keyword: *APP*: You can list all your appointments chronologically, by using the FIND command to search for "*APP*:"

You can "fine-tune" your appointment management by any of the following:

Add a date prefix: *01 APP*: for January, *02 APP*: for February, etc. Then you can FIND and VIEW appointments by month.

Add a suffix for type of appointment: *APP:CI* for classes, *APP:SMR* for seminars, *APP:B* for business meetings, etc. This lets you FIND and VIEW different categories of upcoming appointments.

Delete past appointments or, better yet, mark them with an asterisk and write a quick summary on the same page. This can be a far better reminder system than writing yourself a note by hand.

## Planning

Suggested keywords: *WK #* for weekly, *MNTH #* for monthly. *YR:* for year overview.

Enter "*WK #*" and a number on the monday of every new week. Follow with a one-line synopsis of the week's activity. Then, by searching for "*WK,*" you'll have a list of weeks, in order, with your notes. Likewise for "*MNTH #.*"

If you enter *PH:* for public holidays, you can use FIND to search for this keyword and display a chronological list of holidays.

You can enter any distant-future commitments (next year's stockholder's meeting, a silver anniversary, etc.) into a single file, keyworded *JAN:*, *FEB:*, *MAR:*, etc. Then, as you begin, say, March, just open your long-term planning file and FIND all your entries keyworded *MAR:*. Now use PHOTOCOPY and INSERT to copy these entries to your current file. In seconds, every reminder you've entered for March is in your current file!

## Project management

Suggested keyword: *Prj*: You can manage your projects by:

Prefixes to designate priorities or simply different projects. *1Prj*., *2Prj*., and so on.

Suffixes to indicate workers, type of project, or anything else you want. *PrjJim*: for a task assigned to James. *PrjMkt*: for a marketing project.

*PrjMkt!* -- the exclamation mark might indicate that you've written yourself an important note beside this entry. *PrjMkt\**: could indicate completed milestones in the project.

You can keep a separate file for each worker: "*Jim.dn*" has his milestones and notes, "*Mktg.dn*" has the marketing group's etc. You can document any reassignments and personnel changes by using the PHOTOCOPY and INSERT commands to move any entries between data files.



## The Idea Locker

How many times have you come across an idea or a piece of information that might be significant, but you can't take the time to think about it just now? If you're busy, chances are, this happens to you every day.

Enter it into *Organize!* with a keyword like NOTE: or IDEA:. Later, when you have time to ponder them, you can bring up a list of your ideas and notes.

## Commands

The Control Menu

The File Menu

The Edit Menu

The Search Menu

The Page Menu

## The Control Menu

*Organize!* adds two commands to the usual Windows commands in the Control Menu:

Book Size

Password On/Off

## Book Size

This command is useful for returning the program to the useful workable size and position after move or resize operations.

## Password On/Off

The default, whenever you start a fresh copy of the program, is password ON. You can toggle it off for your convenience.

If you've disabled the password feature with the CHANGE PASSWORD command, under the File menu, then this toggle is set to OFF and cannot be re-set.

## The File Menu

The first four commands on the File menu are similar to those of all standard Microsoft Windows applications. After these, ***Organize!*** has the following commands:

Photocopy

Insert

Report

Change Password

## Photocopy

This command allows you to make copies of specific data entries, which you can then insert into another *Organize!* data file. There are two ways to access this command, and they work differently.

The first way is by selecting PHOTOCOPY from the File menu. This brings up a dialog box, asking you to select a range of pages by date. The pages you specify will be written to an interim file (*photopg.dni* is the default filename).

The second way lets you to copy all entries that have a particular keyword. To use the command this way, select the "Photocopy" button in the VIEW/REPORT window, after you've completed a search. All the entries in the window will be written to an interim file (*photo.dni* is the default filename).

The *.dni* files are not encrypted in any way, and can be read by any other *Organize!* user.

## Insert

The INSERT command transfers all the data from a *.dni*-suffix file, generated by the PHOTOCOPY command, to the current file. In case there are two or more *.dni* files in the current file directory, ***Organize!*** presents a dialog box and asks you to specify one.

The program creates any new pages it might need to hold the inserted data.



## Report

This command allows you to select a range of days in ***Organize!*** that you can print to a word processor or editor of your choice. You can change this word processor by modifying your WIN.INI file. Look for the section [Organize] and put in the full filename of the editor you want to use after *editor =*. For example:

```
[Organize]
editor = write.exe
```

You can use your word processor to edit the report or print it.

**NOTE:** It is very important that you supply an "END NOTE" command after you have finished typing a note or topic so that Report knows where the note ends, Otherwise, the report will include extraneous text.

## Change Password

The registered version allows you to change your password. Before you choose the CHANGE PASSWORD command, make sure only one copy of *Organize!* is running, then follow the cues.

If, when the program prompts you for your new password, you simply hit the *Enter* key, the password feature is disabled. The program will close and, after you re-start it, you (and anyone else, for that matter) will have ready access your data.

## The Edit Menu

The EDIT commands mimic those of the Notepad program that comes with your copy of Microsoft Windows, with the following four additions:

Paste Pages (normal)

PastePages (compress)

End Note or F2

Other Page or F5

## Paste Pages (normal)

This command lets you paste a block of clipboard text that's too large to fit on a single page. All double carriage returns (inserting blank lines) will be preserved on the destination pages.

## Paste Pages (compress)

This command lets you paste a block of clipboard text that's too large to fit on a single page. Unlike the Paste Page (normal) command, this eliminates all double carriage returns from the destination pages.

## End Note or F2

This command signifies an end to a text entry. If you do not use END NOTE after an entry, the REPORT command will generate extraneous text.

## Other Page or F5

This command moves the editing cursor between the left and right pages. It is also useful for finding the edit cursor when you've "lost" it.

## The Search Menu

Find or F3

View or F4



## Find or F3

Select the FIND command, then type the keyword you want to search for in the dialog box. If all the characters you enter are lower case, the program will disregard case during the search . If you enter any uppercase letters, the search is case-sensitive.

You can also click on the down-arrow, which brings up a list of keywords. This list comes from the page dated Monday, 2 January, 1989. If you want to "click and go" from a list of selected keywords, just enter them there.

The VIEW/REPORT window will appear with the search results.

## View or F4

The VIEW command displays the VIEW/REPORT window. It is automatically activated once a FIND operation is completed. If you don't want to repeat the last FIND, you can still view its results with VIEW.

You can edit and print these results with your word processor by selecting the REPORT button from the dialog box. You can also send them to another **Organize!** data file with the PHOTOCOPY button.

## The Page Menu

Page To or F6

Page Forward or F8

Page Backward or F7

Page Next Day or Shift+F8

Page Previous Day or Shift+F7

Page Today or F9

Page Keywords or Shift+F9

Page Insert or F10

## Page To or F6

This allows you to jump to a specific day. When you select the command, a calendar appears on your screen. Every day is a command button. Just select the date you want with the mouse. The PREVIOUS and NEXT buttons scroll the calendar a month at a time.

**Page Backward or F7**  
Moves one page backward.

**Page Forward or F8**  
Moves one page forward.

**Page Previous Day or Shift+F7**  
Moves one day back.

**Page Next Day or Shift +F8**  
Moves one day forward.



## Page Today or F9

Moves to the first page of the current day.

## Page Keywords or Shift F9

Moves to the first page of 1989, the place for you to enter your keywords and their descriptions.

**Page Insert or F10**  
Inserts a new page.

## Page deletions

Blank pages are automatically deleted when you use the File menu's *SAVE* command.

The exception: blank pages "sandwiched" between those with text entries will not be deleted.