Welcome to Woof 1.2

Click on the topic you want help for or move with TAB:

Screen elements
       Text Boxes
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       Menu Bar
       Lists

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       What is Shareware?

How can I step through the articles?
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How do I manage the article files?
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How do I enter articles in the first place?
       Text Boxes
       Save articles

How can I find my articles later?
       Direct search in text box Keyword
       Search in Keyword list
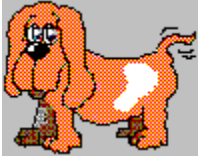   Search dialog: Keyword, Title, Magazine etc.
       Link search words with AND/OR

What else can I do?
       Print articles
       Print note sheets
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 Screen Element: Text Boxes

You enter notes to articles in the text boxes. Move through the text boxes with ENTER or TAB, or click in one of them. Don't forget the Keyword, you will find it in the Keyword list later.
Makes it easier for you to find them again.
Also you should enter the Title of the article. These are used in the Lists to load articles.

To delete text use BACKSPACE or DEL.
To select (highlight) text press left mouse button down, brush across the text and let go
or use SHIFT+cursor keys (arrows) left/right. Select whole words with CTRL+SHIFT+cursor keys.

See also Text Box Labels

Screen Element: Button Bar

Click on any of the buttons for more information:

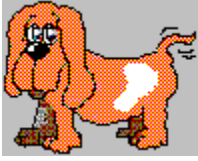| Add | New | | | | | | | Edit | |

Screen Element: Menu Bar

Mouse:
Click on any of the items in the Menu Bar, like FILE or OPERATIONS. The menu that goes with it, will drop down, then click on the item of your choice.

Keyboard:
You get to the Menu Bar with ALT or F10. Select one of the menu items with the arrow keys and ENTER. - Else you may type the letter which is underlined, to execute the function that goes with it.

If you see three dots behind the menu item: '...', you get a dialog box, or another part of the program.

 Screen element: Lists

There are several <u>Lists</u>, that you can choose from.
The <u>Keyword list</u> for instance can be opened with F2.
You can also get all tagged articles in a list, or all notes in a file.

You will encounter lists after a search routine. All found articles will be listed,
and you can then load each article into the <u>Text boxes</u>.

The colour of lists can be changed.

 File Management: Create New File

To create a new file, select menu item NEW in the FILE-Menu.
You will get a dialog box, where you see the preset file extension, *.WDB.
Enter the name of your new file (Ex.: MYFILE.WDB or myfile.wdb) and confirm with OK,
i.e. click on the button OK or type ENTER.
The text boxes are empty now, the new file name appears in the status bar below left and you can start to
enter your first article for this file.

File Management: Open File

Click on FILE in the menu bar, then select menu item OPEN, or press CTRL+O
to call the file list.

This file list is very easy and fast to use, all article files are located in the same directory as WOOF,
therefore all files are in full view and you can choose the one you want, instead of scrolling through
numerous directories.

Select one of the files with arrow keys and ENTER, or doubleclick on one of the files in the list.

File Management: Choose Start-Up File

When you start WOOF a file will be open straight away. You can choose another   file as start-up file under EXTRAS in the menu bar.
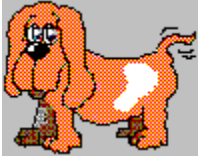Select one file in the file list using arrow keys and ENTER, or just doubleclick on one of the files.
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Step Through Articles: Buttons

You can step forward, backward etc. through articles using the following buttons.
Click on any of these buttons for more information:

Step Through Articles: Function Keys

If you prefer using keys you might feel more comfortable to use the folowing function keys.
The logical order is similar to the buttons:

F5	Step to first article
F6	Step one back
F7	Step one forward
F8	Step to last article

Step Through Articles: Menu Items

The easiest way to scroll is using the buttons or function keys, still there are menu items in the OPERATIONS-Menu, which you can use in the normal way by clicking on them, or select with arrow keys and ENTER.
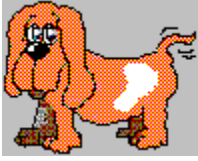
 Screen Element: Text Box Labels

All the text boxes, where you enter notes, have labels like MAGAZINE or TITLE. You can get to a certain text box when you hold down ALT and type the underlined letter of the label of that text box. The text box label for Keyword looks a different colour, because you can perform
a <u>direct search</u> in that text box.
However you can change the colour of all other text labels.

See also: <u>Change colours</u>
                  <u>Screen Element: Text box</u>

Enter Articles: Text Boxes

Enter your articles here. Move to next with ENTER or TAB or click in any of the text boxes.
You need to enter a Keyword, for this will appear in the Keyword list, and helps you to find your articles later.
Same goes for the text box TITLE. The title will be shown in the Lists and is important for the articles to be loaded from there.

See also: Screen Element: Text Boxes

Enter Articles: ADD

Once you've done all your entries, you might be in the text box CONTENTS by now, press ENTER again and you get to the Button ADD, type ENTER one more time and your article is saved and added to the current file. With mouse just click on the button ADD, when you've done all your entries.
See also Screen Elements: Buttons

 Direct Search in Text Box Keyword

Go to the text box KEYWORD. Just click in that text box, or move there using TAB or cycle back through the text boxes with CTRL+TAB.
If the text box is empty, just enter a search word straight away.
If not, just delete what's there first, either using the BACKSPACE or DEL key to delete letters,
or select letters first and overwrite with your search word.
You select letters by holding the left mouse button down, brush across the text and let go, or you press down SHIFT and use the left or right arrow keys.

Then enter the search word, for instance 'Windows'. Now you press down the F3 key.
WOOF will find the first article with this Keyword.
Press F3 again to reveal more articles if there are any more with this Keyword. In this case he will also find 'Windows 95', 'Windows Seminar', 'Windows Tuning' etc.

Searching directly in the text box Keyword you may enter a portion of any Keyword to retrieve the article that goes with it.

If WOOF finds nothing, he will tell you so, and the original Keyword is back in the text box or there is an empty text box again.

If one has been found and there are no further articles to it, there will also be a message.
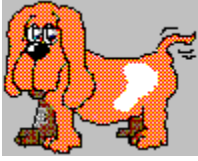
Search Articles: In Keyword List

In the Keyword list are all the Keywords sorted alphabetically.
You may by all means enter several articles to one and the same Keyword.

Therefore you might then well find several articles to one Keyword.
Open the Keyword list with F2 or click on the panel with WOOF 1.2. Doubleclick on one of the Keywords
to load this article in the text boxes. Carry on doubleclicking and further articles appear,
if there are any more to this Keyword.
If you want to know, how many articles to a Keyword there are, press SPACE, while you are on the
Keyword list. There is a list showing you all the articles that have been entered with this Keyword.

Scroll with mouse:
Scroll through the Keywords using the scrollbar on the right. Click on one of the arrows or pull the small
button one way or the other.

Scroll with keys:
Scroll through the Keywords with the arrow keys, load articles using ENTER. Carry on pressing ENTER to
reveal more articles, if any.
Go to the top of the list with HOME, to the bottom of the list with END. Another way to get to a certain
Keyword is to type the first letter of the Keyword. The first Keyword beginning with this letter will show up
in the list.

Close Keyword list with ESC or again F2.

Search Articles: Keyword, Magazine, Title, etc.

Special search for one of the entries in one of the text boxes.
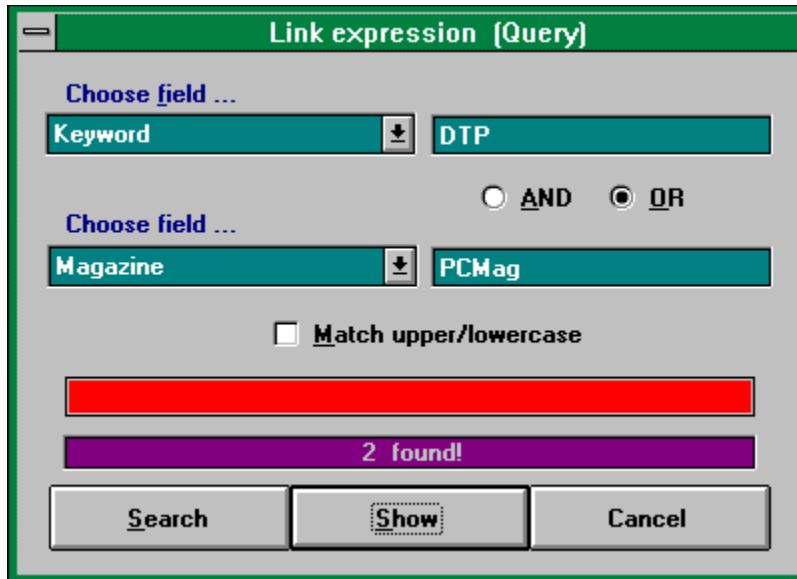Click around the dialog box now for further information.

Search for ...	
Keyword:	Windows95
00016	1 found!
Search	Show	Cancel

Those that have been found can be viewed and loaded in the text boxes.

Search Articles: Link Search Expressions

Click anywhere on the dialog, to see, what it is all about; further down there is some more explanation:

Link expression (Query)

Choose field ...

Keyword   DTP

○ AND   ● OR

Choose field ...

Magazine   PCMag

☐ Match upper/lowercase

2 found!

Search   Show   Cancel

Here you can link various search words, similar to: I want to find all Germans, who live in Munich, drink a lot of beer, eat white sausages, drive a BMW and and **don't** support Bayern Muenchen.

For our purposes it should be sufficient, if we can **link two search expressions.**
You can find this dialog as one of the menu items under SEARCH in the menu bar.

Here one example:
I'm looking for all articles with the Keyword WINDOWS 95 in the magazine PCMAGAZINE.
First you select Keyword in the first drop-down list and enter WINDOWS 95
in the text box next to it. Then you click on the Option AND (probably already set as default,
so you just move on with ENTER).
In the second drop-down list you select MAGAZINE and enter PCMAGAZINE in the text box
next to it.
Now click on SEARCH, or if you use keys just press ENTER till you get to this button and press ENTER
one more time to begin the search.
The red progress bar shows you how far WOOF has got searching in the file.
Then there is a display to show you how many have been found and these can be viewed in a list.
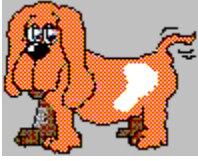
Another example:
I'm looking for all articles with the Keyword 'Sound' and all articles in 'Pcworld'.
Go about it this way:
Select Keyword in List Nr. 1, write 'Sound' in text box Nr. 1, select option OR,
Select MAGAZINE in List Nr. 2, write 'Pcworld' in Text box Nr. 2.
Click on SEARCH, have a cup of tea.

What else can I do: Print Note Sheets

Here we have preprinted forms, that you can put in a magazine when you buy it so you can make quick notes while you're reading it.
There a 8 sets on a sheet A-4.
Of course the given format is just a suggestion. You may want to write some yourself using any editor you like.

What else can I do: Print Articles

You can have your articles printed out if you want. Have a look at the dialog first. Whenever you see a tiny hand, press the left mouse button.
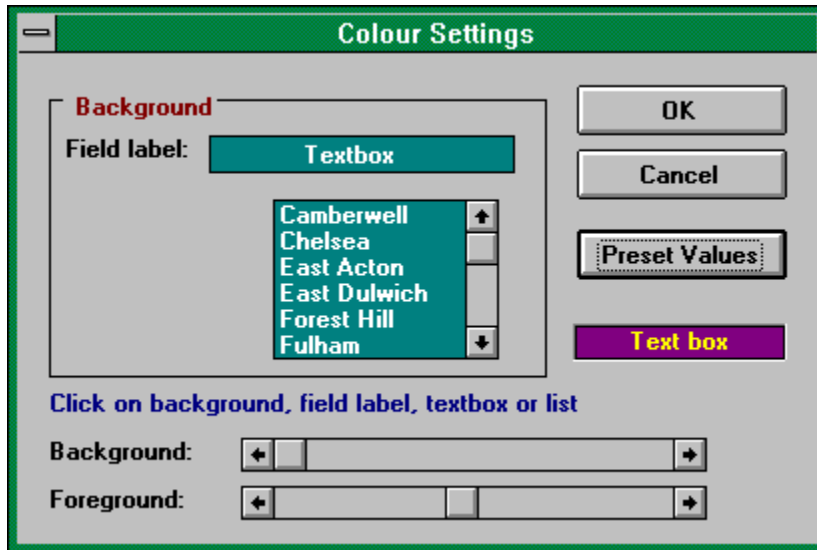
What else can I do: Change Colours

You can change most of the settings in the WINDOWS control panel. However some colours in this program can also be changed and customized for the following areas: Text boxes, lists, program background and field labels.
Click around on the dialog to see what's it all there for.

Colours are saved in WOOF.INI

What about   Registration

This version of WOOF 1.2 comes to you as an

Evaluation Version which you must register if you like it.

You are granted a limited license at present, that means:

**You may evaluate this program for a period of 30 days,
to see whether you like it and it's of any use to you.**

If you like this program, you can have the order form printed out, see HELP: REGISTER in the program.
Fill this form in and send it off together with your payment (cheque, cash or bank transfer) to our address
on the form.

There are a lot of advantages to register.

You'll get the full registered   version of the program (no reminders).

Professional Setup (installation) of Microsoft Corporation.

You receive a voucher for future updates.

You receive a selection of other programs to evaluate.

You get full product support for a whole year.

Generous discounts on all of our other software.

If you can't decide to register once the 30 days are over, write to me. Maybe you've got any questions. If you don't want to register, be fair and stop working with unlicensed software.

Robert Strakovits
605, Portswood Road
Southampton, SO17 3SL, England
Tel./Fax: 01703 369544

Text box in Search dialog

Enter your search word here. It may just be a portion of it if you want.For instance if you enter 'Win' you might well get 'Windows', 'Windows Seminar', 'Winner' etc.

Counter in Search dialog
Displays record numbers while records are being searched.

Status display
Shows number of articles found or shows message like: 'Not found'.

Button: Search
This button is already active. Once you entered the search word in the text box, just press ENTER or else click on it. WOOF begins searching. If successful, focus goes to button SHOW.

Button: Show
Once articles have been found, this button is active, just press ENTER again or click on this button to view all found articles in a list.

Button: Cancel
Click on this button, to close this dialog, same as ESC if you use keys.

Field Label
Depends on your search, i.e. Keyword, Title, Magazine, Subject, Contents etc.

Keyword List
Right underneath the panel WOOF 1.2. Show with F2, or click on the panel. Shows all Keywords.

Lists

All articles of the current file can be viewed and listed, as well as all tagged articles.

Keyword list for all Keywords: Press F2. - After a search routine you can have a list showing all the articles found. You can load articles from these lists.

Button: Step to first
The very first article entered in the current file, will be shown.

Button: Step one back
Scroll one article back in the current file.

Button: Step one forward
Scrolls one article forward in the current file. If the current article is the very last one, text boxes will be emptied, and you can enter a new article right away.

Button: Step to last
Jumps back to the very last article in the current file.

First drop-down list
Select here one of the fields you want to search through and link: Keyword, Title, Magazine etc.
Mouse: Open with click on arrow, scroll with click on one of the arrows. Select with click on one of the entries. Keyboard: Open list with F4, select with arrow keys and ENTER.

Second drop-down list
Here you choose the second area you want to search and link. Again you can select Keyword, Title, Magazine etc.
Mouse: Open with click on arrow, scroll with click on one of the arrows. Select with click on one of the entries. Keyboard: Open list with F4, select with arrow keys and ENTER.

First text box
Enter the first search word here. Part of it will also do (say Win for Windows), especially if you don't remember exactly what the word was you're looking for, or if you look for all entries that contain this portion. Don't worry about upper- and lowercase, until you specifically need to.

Second text box
Here you enter the next search word. It's allowed to enter a portion, especially if you 're looking for all instances with 'Win' or 'Sound' for example.

Match Upper/Lowercase
You might have the following article notes with these Keywords: Windows, WINWORD, Windows 95, TUNING WINDOWS. Now enter 'WIN' and switch on Upper/Lowercase, you will get WINWORD and TUNING WINDOWS. If left switched off you'll get all four.

Progress Bar
As soon as you click on SEARCH or press ENTER , search is launched.
If you have quite a large file with many articles in it you can follow how far down the search has progressed by watching this bar. - It is a lightred bar coming from left to right.

Status Display
Displays how many have been found if any.
Like ' 4 found'' or 'None found'.

Button: Search
If you just keep pressing ENTER you finally get to this button.
Meanwhile you will have selected fields and filled in the text boxes with the search words and you get to SEARCH now. One more ENTER and you start the search. If the search has been successful you see how many have been found in the status display. If you prefer working with mouse, just click on SEARCH, once you've done all the other bits.
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Button: Show

Once a search started, you see the number of articles found in the status display, and the focus jumps to this button. Press ENTER to view articles in the llist from where you can scroll, select one and load them in the text boxes.

Button: Cancel
If you want the search dialog to disappear, click on this button,
that's the same as ESC.

Link with AND/OR
Click on one of these options, to link two search expressions.
Or select with cursor keys (arrow) left/right.

Scroll Bars
Click on one of the arrows on the left or on the right, to change the colours. You see, how background and foreground colours change.

Area Label
Just to monitor the area you've chosen, so you know which area you're changing colours for.

Select areas
Once you move the mousepointer across these areas it changes to a large arrow. Then click on one of the areas you want to change colours for.

Button: OK
Once you've done all the changes and selected colours, click on this button, to save the current settings.

Button: Cancel
Close this dialog, you might get asked whether
you want to save any changes.

Button: Preset values
Click here, if you messed about with the colours,
or if you prefer the preset colours after all.

Add

You filled in all text boxes by now. Click on this button, to save this entry. If you already got an entry in the text boxes, then this button is disabled, to avoid double entries in the file.

New
Click here to empty text boxes and enter a new article.

Tag article
Here you tag or untag the current article. If there is a check mark 'X' on the very right of the status bar below the buttons, then the current entry is already tagged. In this case, the current article will be untagged again, when you click on this button.

Delete
Here you kick the current article in the rubbish bin.

Edit Entry
Edit and change any of the entries in one of the text boxes and click on this button to save the change.

Exit Program
Close program, give WOOF a break.

File Label
Confirms from which file articles are printed.

Printer Ports
If you got **one printer** like most of us, just leave these settings alone, the preset LPT1 is perfectly OK, else click on one of the other options or use arrow keys.

Tagged Only
If you just want tagged articles printed. Check this box by clicking on it, or walk there with TAB and check with SPACE.

Number of Copies
If you want to print out the current file more than once. Mind if you work with large files there might be a lot of material that wants printing.
You can also tag articles and have only certain tagged articles printed.

Set left Page Margin
You can shift the print-out to the right in steps of 0.5 cm. Helps if you want to collect and file print-outs.

Sorted Print
How do you want articles printed out. Title first? Keyword first? etc.
Mouse: Click on one of the options here, or
Keyboard: Walk here with TAB and select with arrow keys.
Check the result before printing in PREVIEW.

Button: OK
Once you done all your settings, click on this button and off you go.

Button: Cancel
If you don't want to print after all, cancel by clicking on this button or ESC.

Preview

Check how entry will be printed out according to setting of options in 'Alphabetical...'.
You get to view the first and second entry to give you an idea.

Text box
Here you enter your notes. Select text with SHIFT+cursor keys. Delete with BACKSPACE or DEL. Move on to the next text box with TAB or ENTER. Go one back with CTRL+TAB. Background and foreground colours may be changed..

Keyword List
Open with F2 or click on the - WOOF 1.2 -Panel on the right.
You may have several entries to one Keyword.
Mouse: To load entries in the text boxes: Doubleclick on a Keyword. To scroll: Click on one of the two arrows on the right.
Keyboard: Scroll with cursor keys; select article (load in text boxes) with ENTER. See how many entries there are to a Keyword press SPACE. Close list with ESC or F2 again.

Menu Bar

Mouse: To select a menu item, just click on the item in the menu bar first, then the menu will drop open and you click on the item of your choice.

Keyboard: Press ALT to get to the menu bar. Now move with the cursor keys (arrows) to the right or to the left to select, then to pull down a menu press ENTER or cursor key down.

Bezeichnungen der Textfenster
Ein Weg in eins der Textfenster zu gelangen: ALT festhalten und unterstrichener Buchstabe des jeweiligen Bezeichnugsfeldes tippen. Farbliche Änderung möglich.

Available Keywords
Sie gelangen in die Stichwortliste auch mit ALT+unterstrichenem Buchstabe, in diesem Fall das 'v'.
Diese Bezeichnung ist farblich hervorgehoben und kann nicht verändert werden.

Scroll Bars

In order to view text in a textbox. or to scroll through a list, there are scroll bars on the right.

Maus: Click on one of the arrows or move the small button in the middle.

Keys: PgUp/PgDn or cursor keys to select an item in a list, or to scroll text in the textbox CONTENTS.

Statusleiste: Dateiname
Hier befindet sich der aktuelle Dateiname der geöffneten Datei.

Statusleiste: Aktueller Artikel
Die Nummer des aktuellen Artikels ist hier angezeigt.

Statusleiste: Gesamtzahl der Artikel
Alle Artikel in dieser Datei werden hier angezeigt.

Statusleiste: Anzahl der markierten Artikel
Die Zahl der markierten Artikel werden aktuell hier angezeigt.

Statusleiste: Markierten anzeigen
Ob der aktuelle Artikel, der sich gerade in den Textfeldern befindet, markiert ist, wird hier angezeigt.