**Postit Help Index**

**Postit   Copyright 1994 - 1996   Henning Associates**

**General**

Postit has gotten a face lift.   Version 3.0 of POSTIT features the addition of:
> speed buttons,
> variable size page,
> variable size notes,
> background color changes, and
> print capability

There are 10 pages in the Postit pad, each capable of holding up to 32767 characters.   The size of the page can be changed using the standard windows frame change action.   Postit provides a quick and neat place to keep that phone number you need to call back later, or the appointment you have at 2:00 PM.   You will find all kinds of uses for Postit.   I have tried to make POSTIT intuitive so you dont need to read the directions, but they are here if you need them.   The <u>index</u> will help you find what you need, or use the help search function.

This is a <u>Shareware</u> product.   Shareware is not free software but a means for you to try software before you buy it.   To keep the shareware concept going it is important for you to register your copy of this software, if you use it.   If you decide not to use it (ever) then pass the program to someone who might use it and don't register the copy.   If you do use it then you are obligated to register it.   If you find the program useful then please share the files with other users.

This version of Postit also introduces the capability to register the version that you have downloaded by entering your <u>registration</u> name, and number. When you have sent your registration information to Henning Associates you will receive the information necessary to get rid of the registration screen.

I hope that you find Postit useful and it becomes a integral tool on your desktop.

If you are going to use this program, ordering instructions are in the <u>Ordering Information</u> help screen.

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**Speed Bar**

The speed bar provides immediate access to the most commonly used function.   Each of the buttons is described below.   To configure the Speed Bar to your personal tastes see Configuring Speed Bar.

Date button - enters the current date in your note in the form MM/DD/YY.

Date/Time button - enters the current date and time in your note in the form MM/DD/YY   TT:TTxx

Index button - calls up the Index pop-up menu to go to a specific notepad page

Cut button - cuts the currently selected text from the note and puts it on the clipboard

Copy button - copies the currently selected text from the note and puts it on the clipboard

Paste button - takes the contents of the clipboard and places it in the note.   If the contents are too large an error will result

Clear button - clears all of the data on the current note page

Print button - prints the contents of the current note page

Exit button - saves the current note pages and exits the program


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**Pages**

There are 10 pages in the Postit pad.   You can turn the pages by pointing the mouse in the bottom left (previous page) or right (next page) corner of the pad and clicking the left mouse button.   Additionally, the pages can be moved forward and backward from the **Pages** menu items *Next Page* and *Previous Page*.   The pages will also change by using the **PgUp** and **PgDn** keys when the Postit Window is active.

To skip to a specific page use the <u>Index</u> function.

The information on the page allows all of the standard Windows editing features such as cut (Shift+Del), paste (Shift+Ins), and Copy (Cntl+Ins). Additionally, the mouse can be used to highlight text for manipulating or deleting.

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**Index**

The Index menu item or speed button, , allows you to immediately see what is on each page of the notepad and to go immediately to that page. The index menu will take the first 21 characters of the notepad page or all of the characters on the first line of the page and put them in the menu item along with the page number.

This allows you to be creative and use different pages of the notepad for specific types of notes and then title the page.

If a page has no characters in the buffer then the page is marked as empty.

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**Date Time Stamp**

The date time stamp comes from another user and is something that had not occurred to me.   By clicking on the Date Time Menu item, pressing F2, or using the Date/Time speed button, , you can insert the current date and time into your note in the form MM/DD/YY HH:MMxx.   This allows a convenient method of tagging your notes for future deletion.   Thanks Bruce.

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**Font**

Postit allows you to select the font type and size that you want for your notepad.   The font size and selection is saved and will be used every time that you load the program.   The selection applies to all pages.

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**Color**

The background color of the Postit page can be changed to any one of the sixteen basic colors.   To change the page color use the Page Color item under the Color menu.   Your color selection will be save.

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**Save**

The note pad is automatically saved every time you turn a page, or leave the pad for another application.   So there is really no reason to use the *Save* action from the **Pages** menu.   If you are prone to shutting off your computer with applications running (a bad plan) then you would need to use the *Save* function if the active application was Postit, you had just changed information on the page, and you turned off your computer.   In that case, the *Save* function would save your new information.

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**Help**

Help, this file, can be invoked by selecting *Information* from the **Help** menu item, or by pressing the F1 key when the application is active.

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**Registration Window**

The initial registration window can be prevented from coming up in registered versions of Postit by using the *Toggle Registration Window* action in the **Pages** menu.   If the registration window is toggled off then a check mark will appear next to this menu item.   This feature is reserved only for those who have paid the registration fee.   The registration window will automatically be turned off when you enter your valid registration name and code.

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**Program Registration**

Program registration is done by selecting the **Register** button on the registration screen, or selecting **Register** from the **Page** menu item. Registration requires that you have your exact registration name and registration number available.   Enter that information into the Registration Dialog box and your copy of Postit will become a registered copy of the program.   The program will be tagged with your registration name.

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**Window Title**

Postit allows you to further personalize your program by being able to change the window title to what ever you wish.   This is done by selecting **Change Window Title** from the **Pages** menu.   **This feature is available in registered versions of the program only.**

**Installation**

Now that Postit is loaded into your Windows Operating System there are two ways to load it when you start Windows.   If you selected to insert the program in your Start Up group then the icon is already there and the program will come up every time you load Windows.   If you did not select this option but now want to add the program to your Start Up group then follow these simple directions.

Select the Postit icon and select File from the Program Manager menu.   Select Copy and then select Start Up from the combination box.   If you call up properties in the StartUp group with the Postit icon highlighted you can minimize the program on startup (make it an icon at the bottom of the screen) by selecting Run Minimized.

From the files function find WIN.INI in the Windows directory.   Double click on the WIN.INI name.   The notepad will be loaded and the WIN.INI file will be presented.   At the beginning of the file you will see two commands, LOAD= and RUN=.   These commands may have data already attached to them from other applications that you have installed on your computer.   The LOAD command line allows you to load applications at Windows start up and install them as icons at the bottom of the screen.   The RUN command line will run the programs that you have selected in the line at Windows start up, just like the Start Up program group.

No matter which command you want to use, the data is the same.   Put the fully qualified path name of the program to be run on the line, separated from the other data by a space.   So, for Postit the line might look like this:

    LOAD=C:\POSTIT\POSTIT.EXE
    or
    RUN=C:\POSTIT\POSTIT.EXE

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**Shareware**

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

Copyright laws apply to both Shareware and commercial software and the copyright holder retains all rights, with a few specific exceptions as stated below.   Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!)   The main difference is in the method of distribution.   the author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software.   You should find software that suits your needs and pocketbook, whether it's commercial or Shareware.   the Shareware system makes fitting your needs easier, because you can try before you buy.   And because the overhead is low, prices are low also.   shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

Disclaimer - Agreement

Users of **Postit** must accept this disclaimer of warranty:   **Postit** is supplied as is.   The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of mechantability and of fitness for any purpose.   The author assumes no liability for damages, direct or consequential, which may result from the use of **Postit**.

**Postit** is a "shareware program" and is provided at no charge to the user for evaluation.   Feel free to share it with your friends, but please do not give it away altered or as part of another system.   The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.   If you find this program useful and find that you are using **Postit** and continue to use **Postit** after a <span style="color:red">**30 day**</span> trial period, you must make a registration payment of **$11.95** (plus $2.95 S&H) to **Henning Associates**.   The **$11.95** registration fee will license one copy for use on any one computer at any one time.   You must treat this software just like a book.   An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so

long as there is no possibility of it being used at one location while it's being used at another.   Just as a book cannot be read by two different persons at the same time.

Commercial users of **Postit** must register and pay for their copies of **Postit** within 30 days of first use or their license is withdrawn.   Site-License is withdrawn.   Site-License arrangements may be made by contacting **Henning Associates**.

Anyone distributing **Postit** for any kind of remuneration must first contact **Henning Associates** at the address below for authorization.   This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering **Postit** immediately (However **Henning Associates** must still be advised do that the distributor can be kept up-to-date with the latest version of **Postit**.

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

<div align="center">

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## Ordering Information

When registering Postit:
> You will receive a registration name and number which will personalize your copy of Postit.
> You will receive product support for the life of the product.
> You will receive notification of program upgrades.
> You will receive program upgrades for the cost of shipping and handling for 12 months.
> You will be able to use Postit with a clear conscience as a registered user.

The registration fee is $11.95 plus $2.95 (S&H).   The registration information can be sent via e-mail, or snail mail, your choice. Electronic transfer of the registration information can be done on CompuServe, AOL, MSN, or the Internet.

Henning Associates now accepts Visa and MasterCard orders.   If ordering by snail mail or fax, sign the order form where indicated.   If ordering by e-mail, your mail indicates permission for Henning Associates to charge your credit card account with the cost of software.

To register Postit complete the order form and send it by snail mail, fax, phone, or e-mail to the appropriate address below:

> Henning Associates
> 1710 Allied St. #36
> Charlottesville, VA   22903
>
> voice or fax (804) 295-0554 (800) 823-6896
> CompuServe - 72176,2507
> AOL - MikerH1053
> MSN - Henning_Associates
> Internet - mikerh1053@aol.com
> WWW - http://users.aol.com/mikerh1053/

**By selecting Registration Form from the Main menu, all of the data can be entered and printed from the program or sent to the file ORDER.TXT for e-mail transfer or faxed to one of the numbers above.**

The program generated order form can also be generated as a text file, ORDER.TXT so ordering can be done with e-mail.   At the registration form dialog select file instead of print and the ORDER.TXT file will be created.

The registered version of **Postit** entitles the user to lifetime product support

by mail, phone, or electronic mail.   Additionally the user will receive product upgrades (diskette) for the first 12 months after registration for the cost of shipping and handling ($5).

Henning Associates is a member of the Association of Shareware Professionals (ASP).   ASP wants to make sure that the shareware principle works for you.   If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help.   The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products.   Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI   49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe: Mail to ASP Ombudsman 70007,3536.

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**Configuring Speed Bar**

The speed bar can be configured in the POSTIT.INI file.   In this text file you can select to display any of the 9 buttons or choose to display none of them. POSTIT.INI can be edited with any text editor such as NOTEPAD or WORDPAD. To edit the file double click on the file in the File Manager.   The default file look as follows:

```
[BUTTONS]
DATEONLY=FALSE
DATETIME=TRUE
INDEX=TRUE
CUT=TRUE
COPY=TRUE
PASTE=TRUE
CLEAR=TRUE
PRINT=TRUE
EXIT=TRUE
```

If you wanted to use the date button instead of date/time and to take off the clear button then you would set those buttons to false and your file would look as follows.

```
[BUTTONS]
DATEONLY=TRUE
DATETIME=FALSE
INDEX=TRUE
CUT=TRUE
COPY=TRUE
PASTE=TRUE
CLEAR=TRUE
PRINT=FALSE
EXIT=TRUE
```

To eliminate the display of the speed bar you would set all of the buttons to false and your file would look as follows:

```
[BUTTONS]
DATEONLY=FALSE
DATETIME=FALSE
INDEX=FALSE
CUT=FALSE
COPY=FALSE
PASTE=FALSE
CLEAR=FALSE
```

```
PRINT=FALSE
EXIT=FALSE
```

If in the process of changing the speed bar you get all messed up and just want to return to the default, delete the file POSTIT.INI from your Postit directory and a default INI file will be created the next time you run the program.

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**INI File**

The INI file contains other parameter information besides the configuration of the speed bar.   You will find an entry to open the program at a specific page, to toggle the On Top flag to be on when you start the program, and a flag to use European style dates (DD/MM/YY).   The default file looks as follows:

        [PARAMS]
        PAGE=DEFAULT
        ONTOP=NO
        EUROPEAN DATES=NO

To change any of the parameters you must:

1.  Exit Postit
2.      Edit the POSTIT.INI file
3.      Make the specific changes (All entries must be in UPPER CASE)
4.      Save the INI file
5.      Restart Postit


(If you are running a version prior to 3.04 of Postit you will need to delete your current POSTIT.INI file to create a new file before making changes.   The file will be recreated after deletion by running the Postit program.)

Valid entries for PAGE are the numbers 1 through 10 and DEFAULT. ONTOP and EUROPEAN DATES are either NO or YES.

The following shows the complete default POSTIT.INI file:

        [BUTTONS]
        DATEONLY=TRUE
        DATETIME=FALSE
        INDEX=TRUE
        CUT=TRUE
        COPY=TRUE
        PASTE=TRUE
        CLEAR=TRUE
        PRINT=TRUE
        EXIT=TRUE
        [PARAMS]
        PAGE=DEFAULT
        ONTOP=NO
        EUROPEAN DATES=NO

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