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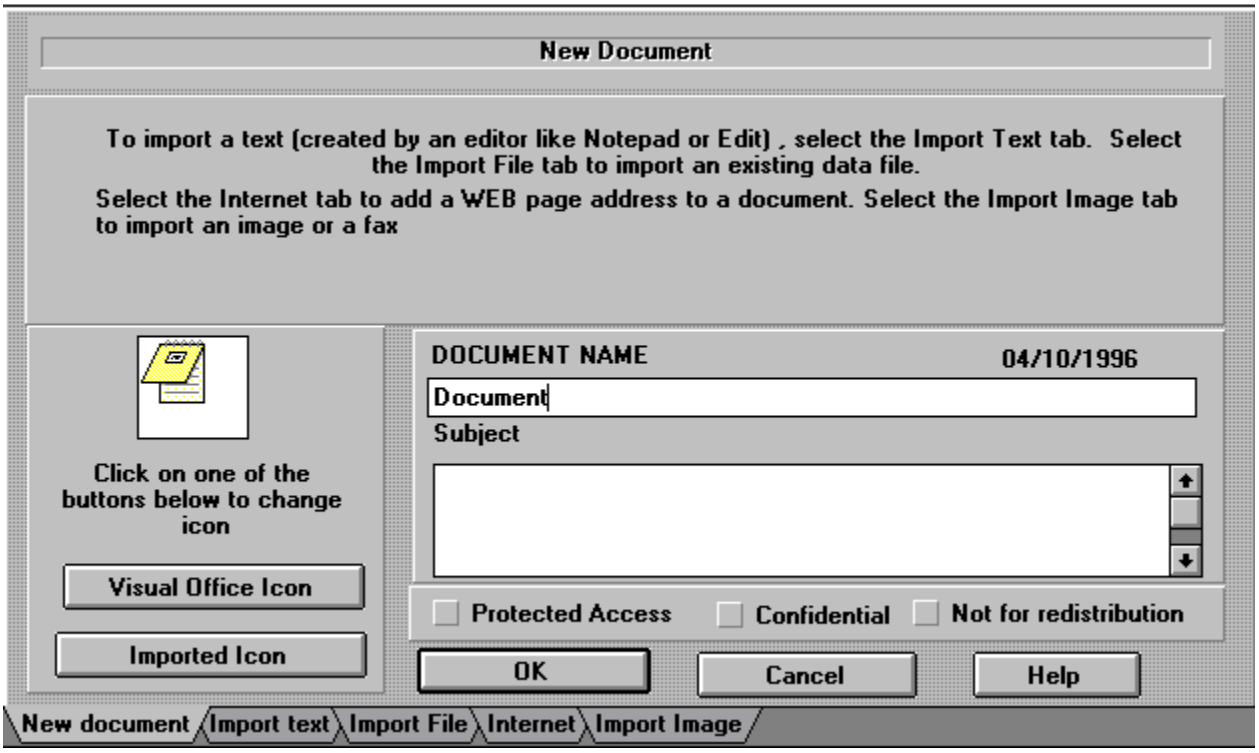
Click the heading on which you want help.



Allows you to search for and select data file.

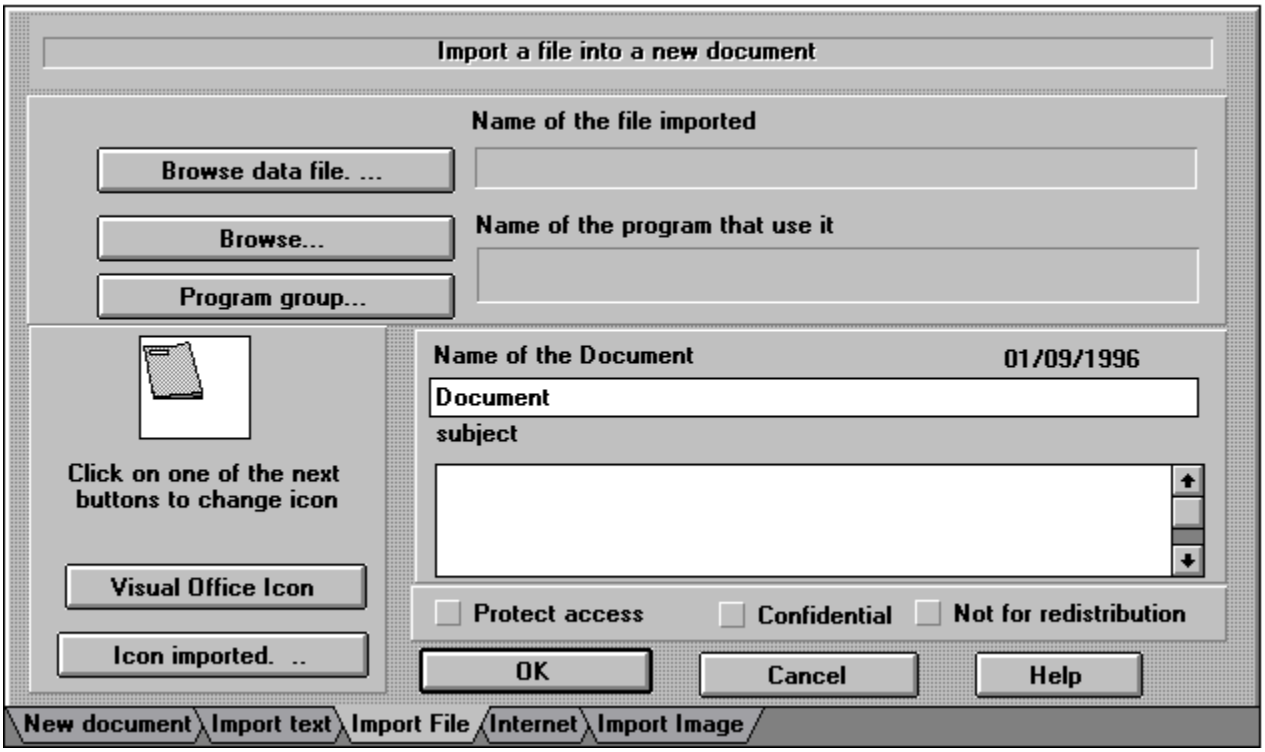
To import a file created by another program (word processing,spreadsheet program,etc...) :

- Click on "Browse data file."

If Visual Office does not find the program which created this file, you must associate this file with a program:

- Click on "Browse" to select the program by its executable file name.
- Click on "Program group" to select program listed in Program Group.

The data file will be copied into Visual Office 's directory.Each time you open the document, the associared program will be launched.



Allows you to search for and select a program.

Allows you to choose a program listed in the program group.

The name can consist of several words. A name can be used more than once.

Use this field to put your comments, a summary, your suggestions etc...

Click here to choose another icon. You will choose among the hundred icons which come with Visual Office.

Click here to choose another icon. You will select a file to extract the new icon.

If this option is selected, your personal key is need to read this document.

Check this box to mark this item confidential.. If you send a confidential item to another person, this person cannot change it to a non confidential document.

If you check this box, you can send the item to another person, but that person cannot send the item to someone else.

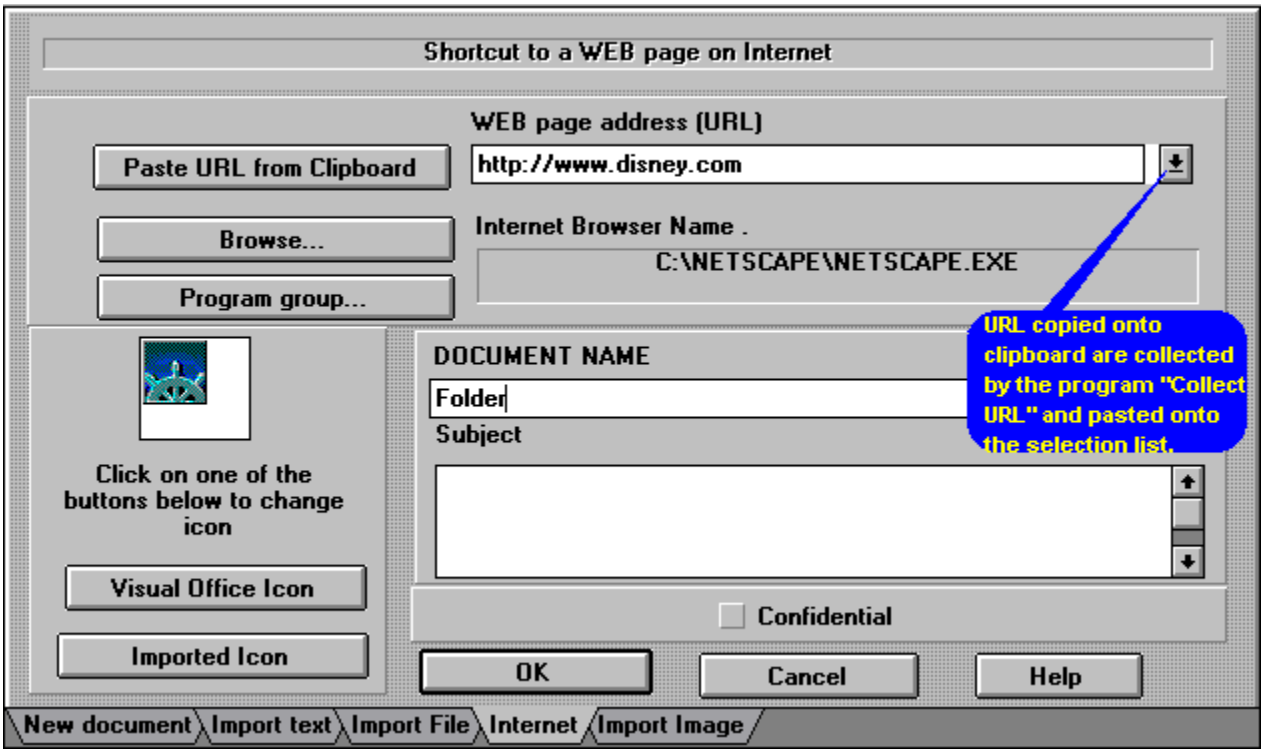
Choose this tab if the document to create is empty (blank). You will use the Visual Office 's text editor to key in data of the document.

Choose this tab if you want to import a text file into the new document. The text file must contain text characters (without any format information), and must be created by a text editor (like notepad). Visual Office will copy the file you select onto the newly created document. You can use later the Visual Office's text editor to display or modify the document.

To to create a document with a shortcut to a WEB page, enter the URL address of this page.
You have three options:

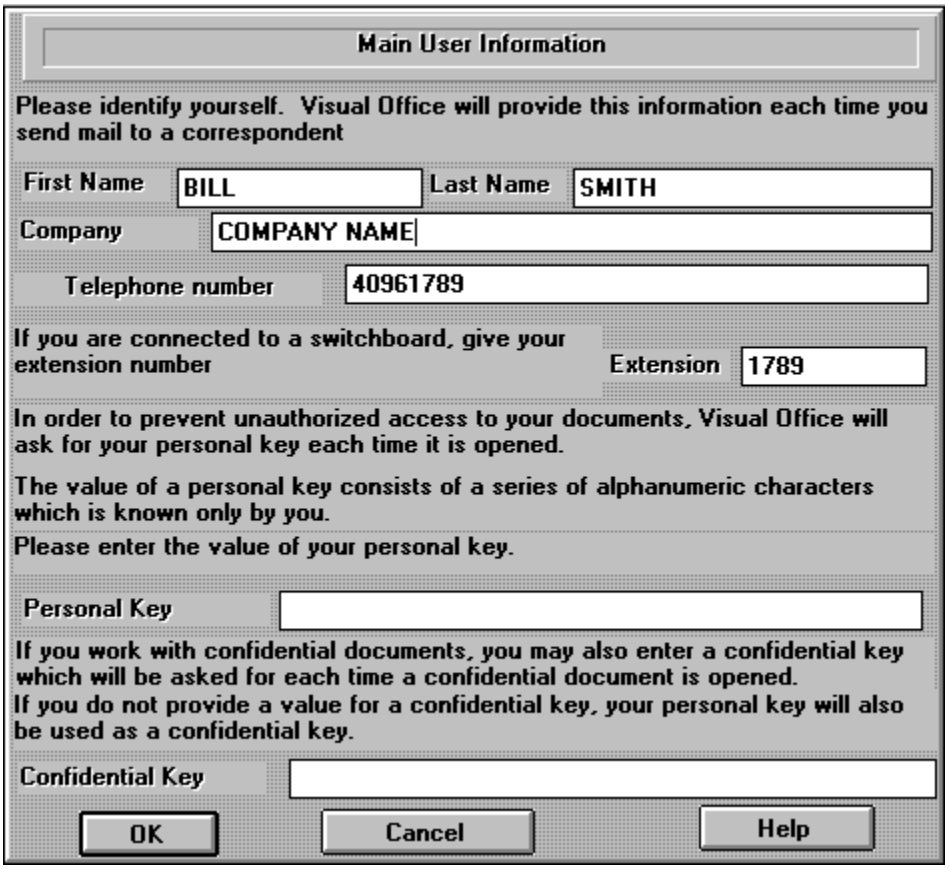
- enter this address directly into the field address.
- paste the URL address from the clipboard (if there is an URL address in the clipboard)
- select an URL address from a list of URL address..

. The program "Collect URL" , collects all of the URLs copied onto the clipboard and paste them onto the selection list.
When you surf the net, copy all of the URLs of interesting sites onto the clipboard.The program "Collect URL", allows you to select these addresses later..



Choose this tab if the document is an image (or a fax). Select the file containing the image. This feature is available only if the Visual Office's viewer is loaded into your system, otherwise, use your own viewer to display the image. (In this case choose the third tab.)

Click the heading on which you want help.
f



Enter in your name. This information will be transmitted to your correspondents to update their phone book when you send mail to them..

Enter your company name or leave blank.

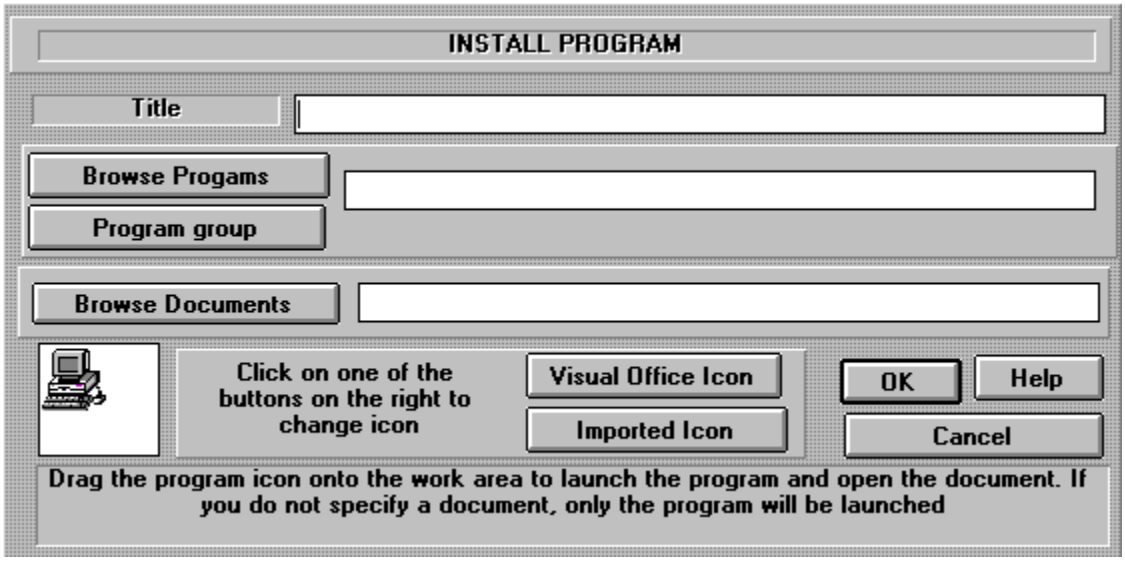
Enter your telephone number.

If you are connected to a switchboard, enter your extension number.

You must choose a value for your personal key which should remain confidential. If you wish to allow other users to use your station, grant them access rights as another user, but do not give out your personal key. You do not have to define a value for your confidential key, in which case, your value of your personal key will also be used as your confidential key .

Click on the first character of the name you search.

Click the heading on which you want help

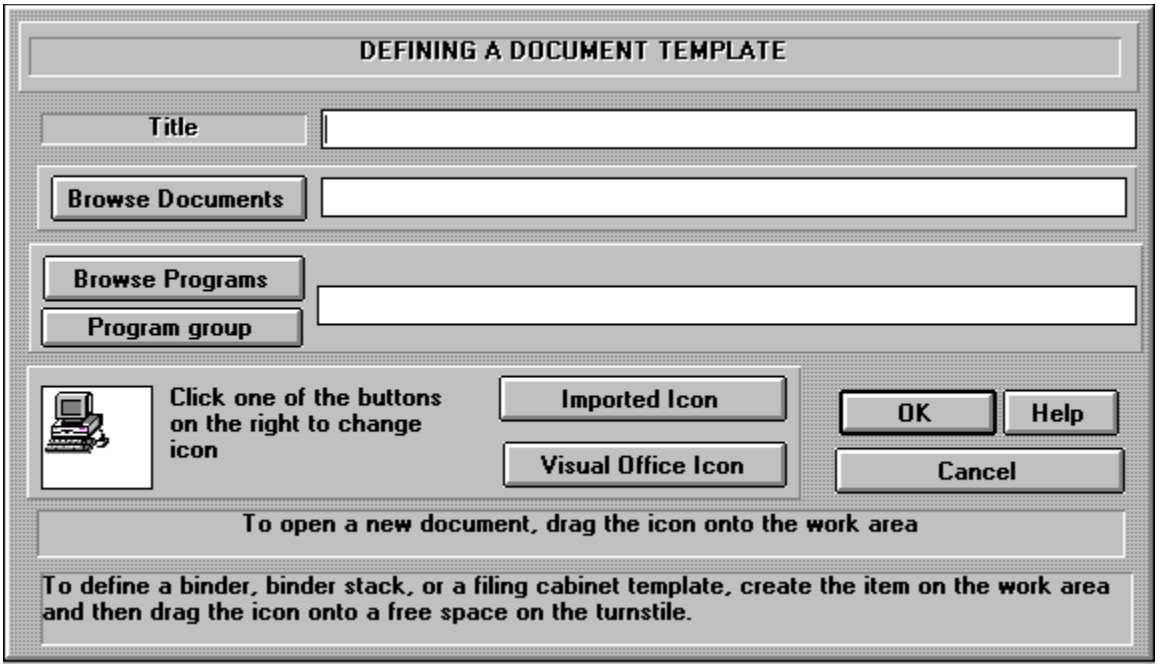


Enter the title of the program. The title can consists of several words..

To select a program click on "Browse Program" at the left. To select a program from the Program Group list, click on "Program Group" at the left.

If you wish to launch this program with a selected data file, click on "Browse Documents" at the left.

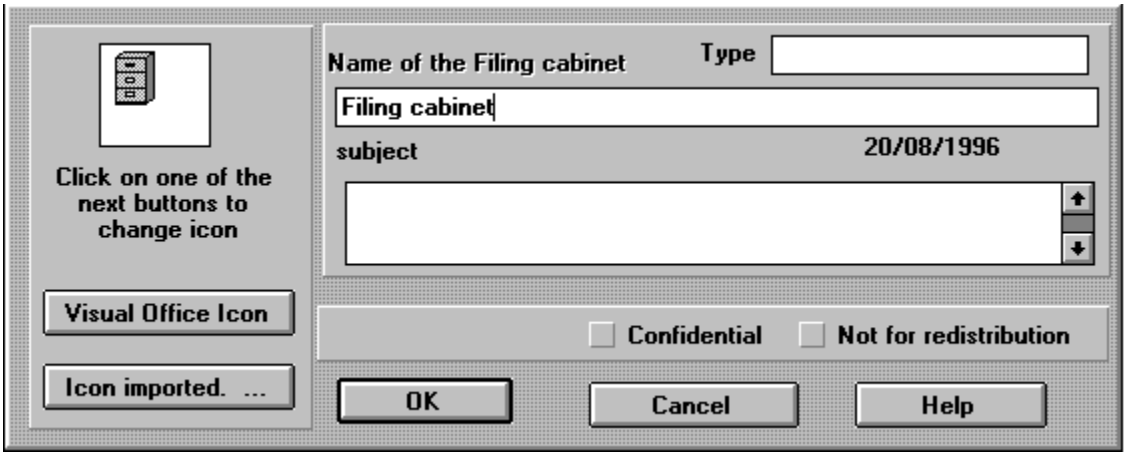
Click the heading on which you want help



Choose a name for the document template. When a document is created from this template, this name will be the default name. The name can be made up from many words.

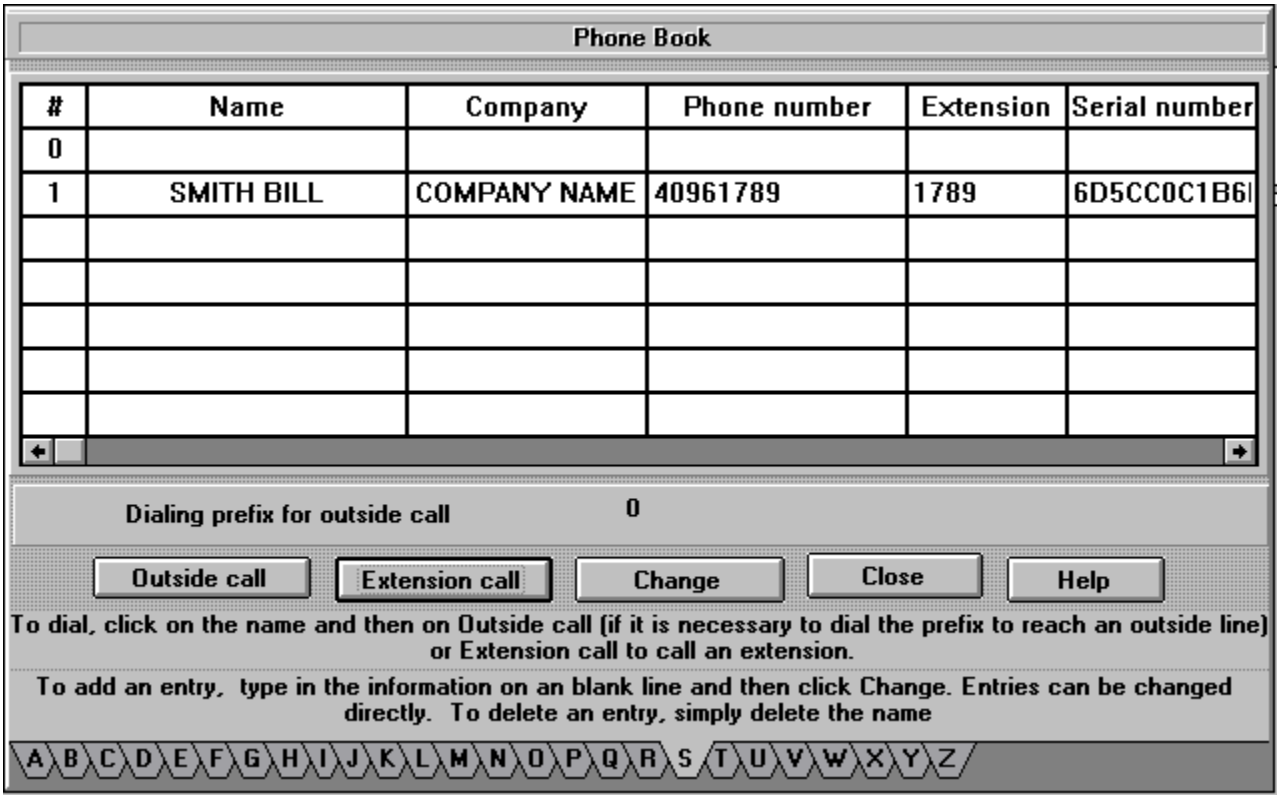
Click on the button at the left to select a data file. When a document is created from this template, the file will be copied onto the newly created document.

Click the heading on which you want help



Give the type of the item (Invoice, letter etc...).This will enable you to search an item by its type or you can leave it blank.

Click the heading on which you want help.



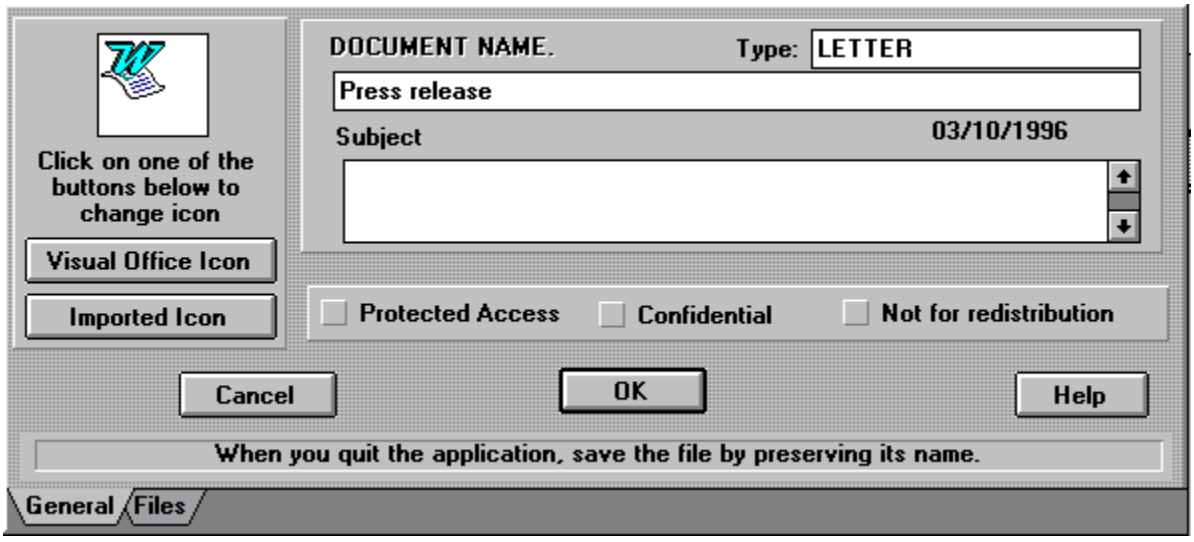
Click on this button if you want to dial a person not connected to the same switchboard as you. First, click on the name of this person and then click on "Outside call".

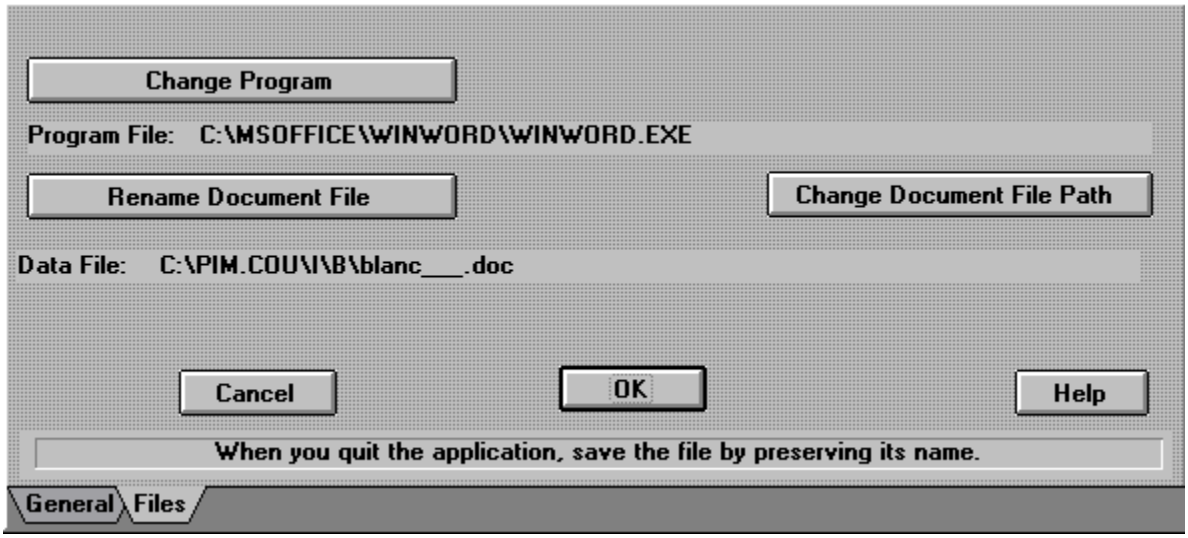
Click on this button to dial a person connected to the same switchboard as you. First, click on the name of this person and then, click on "Extension call". Visual Office will then dial the extension number of this person.

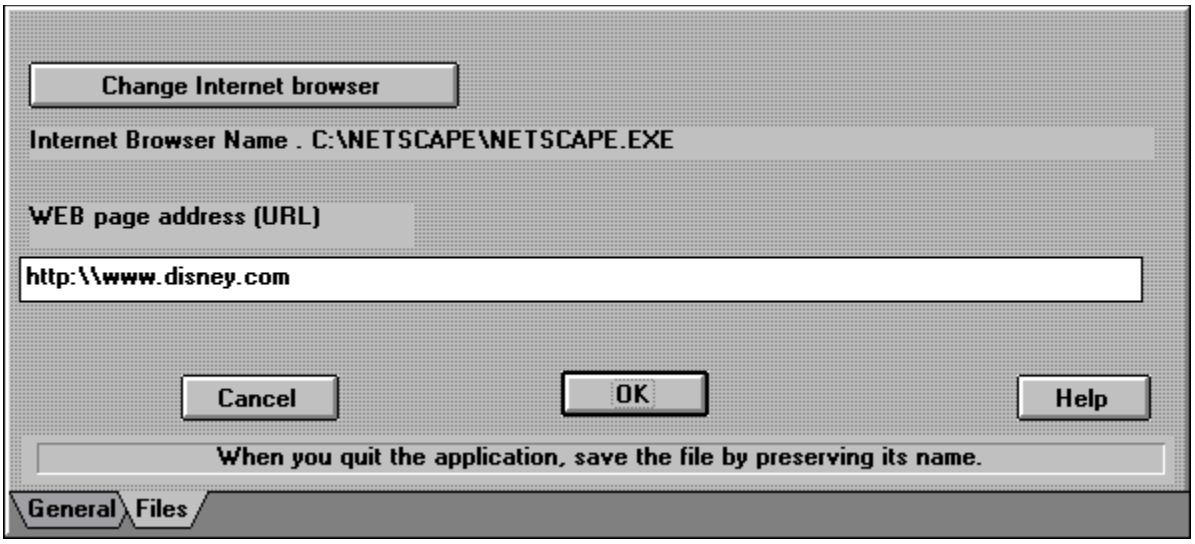
You can directly modify the values of the grid. (Click on the field you want to change and move the cursor with the arrow keys). To add a new entry, click on row 0 (or on an empty row). Then key in value of the field.Only the Name field must have value , leave all unknow fields blank (we suggest that you don't key in the value for the serial number field.This value will be automatically updated each time you receive mail from each person). When you have finished, click on "Change". To delete an entry, delete the name and then click on "Change".

Click on this button to confirm changes made in the grid.

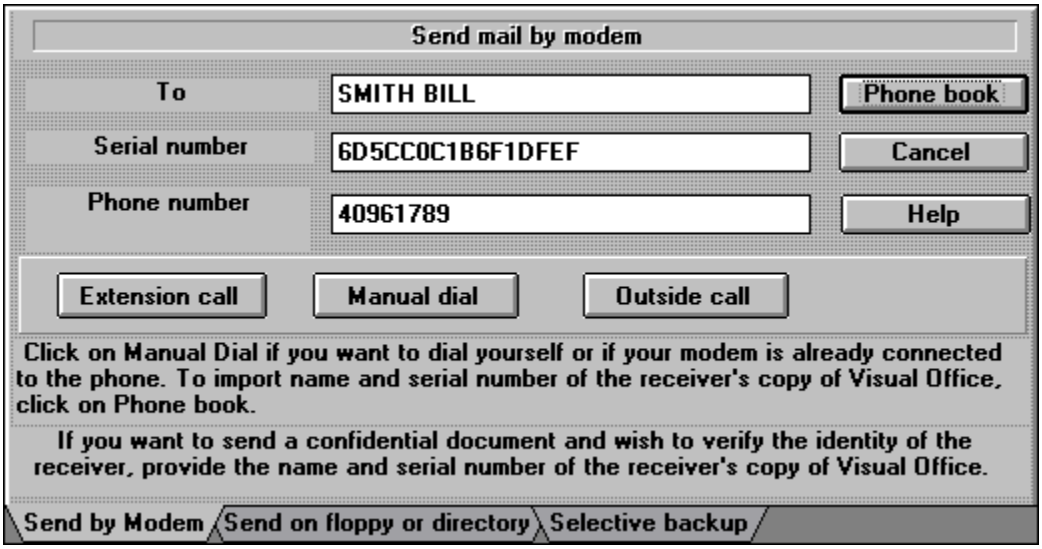
Click the heading on which you want help.

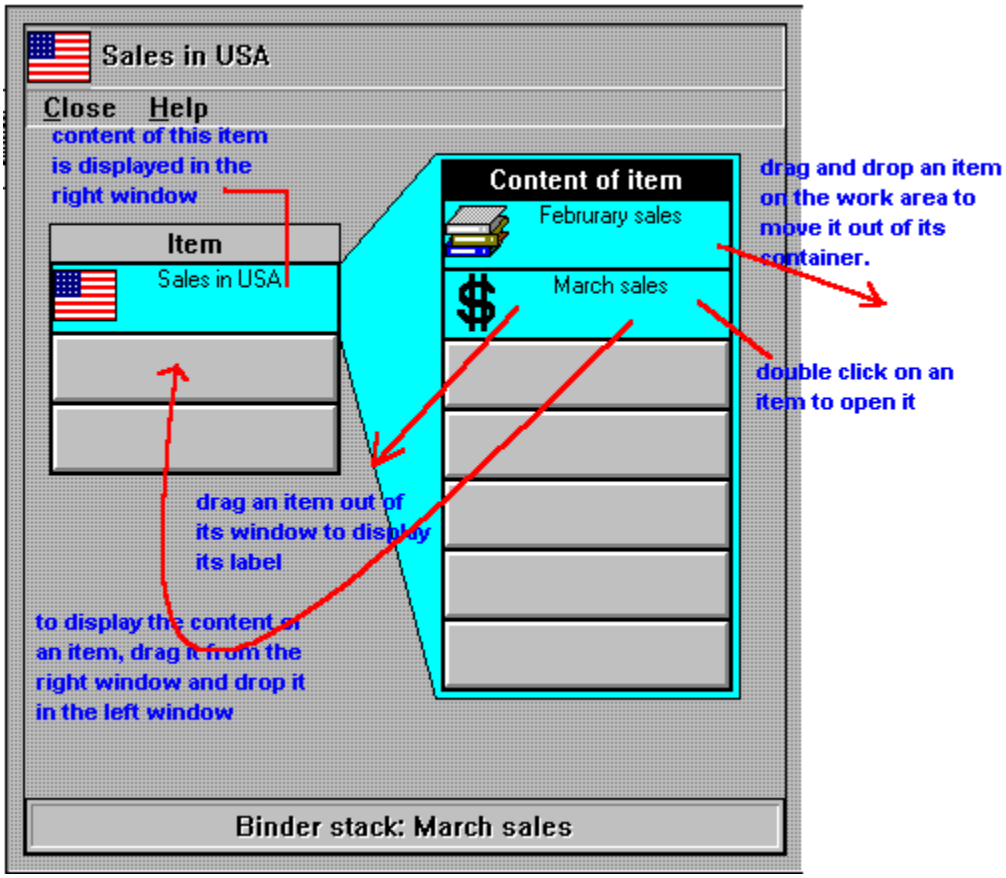




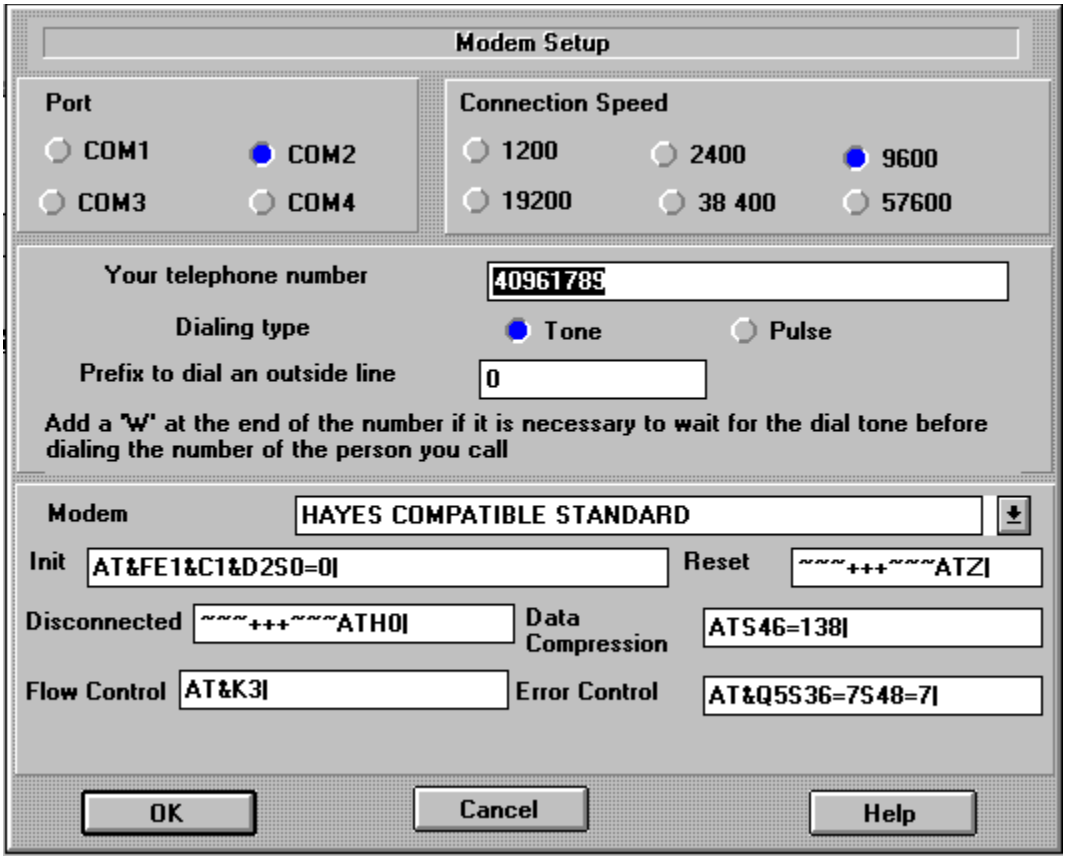

Change Internet browser
Internet Browser Name . C:\NETSCAPE\NETSCAPE.EXE
WEB page address (URL)
http:\\www.disney.com
Cancel
OK
Help
When you quit the application, save the file by preserving its name.
General
Files

Click the heading on which you want help

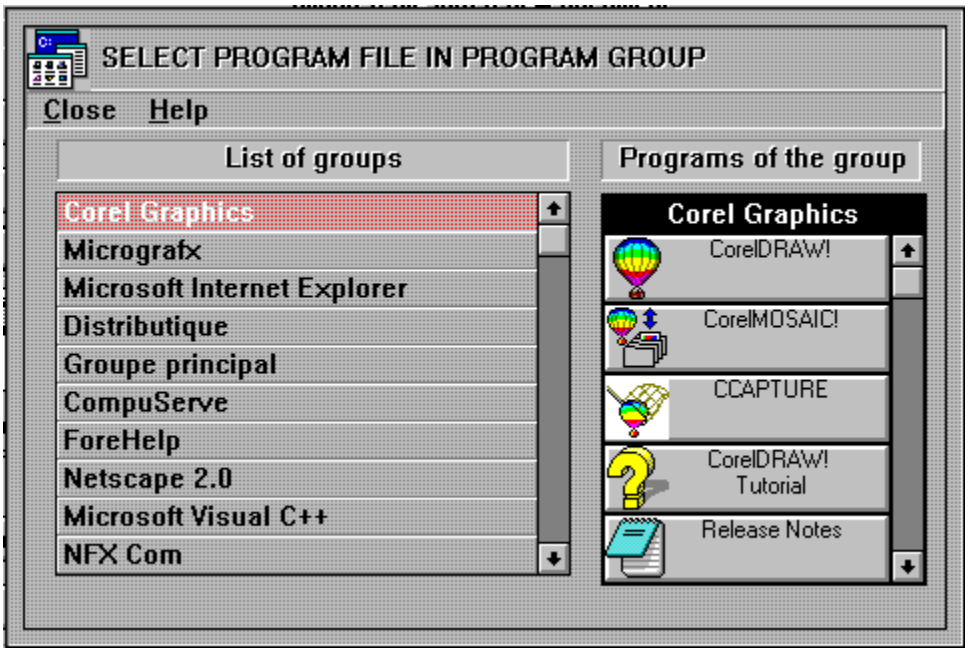


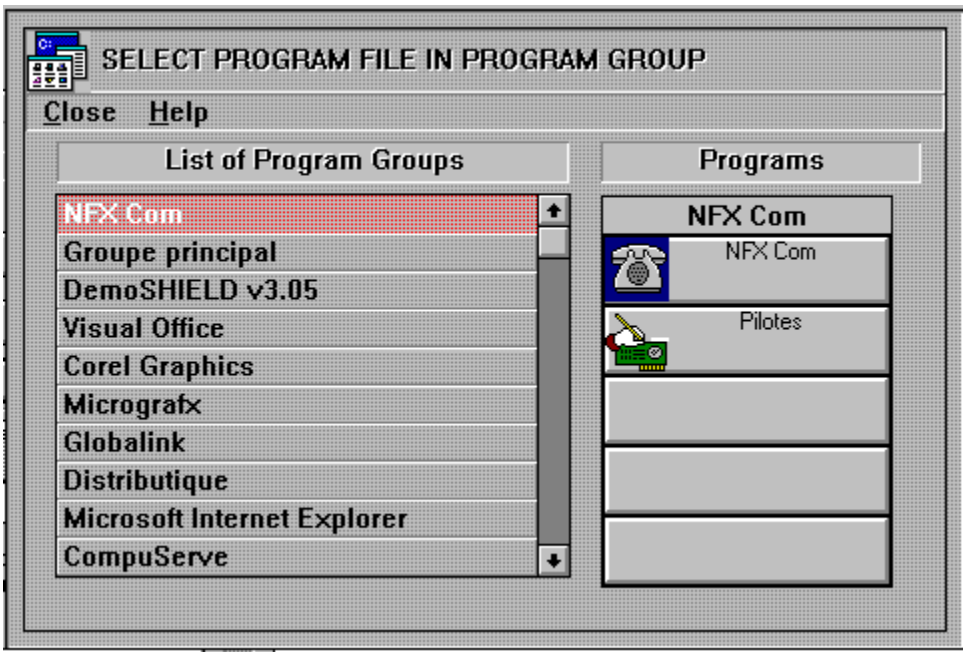

Sales in USA
Close Help
content of this item is displayed in the right window
Item
Sales in USA
Content of item
Februrary sales
March sales
drag and drop an item on the work area to move it out of its container.
double click on an item to open it
drag an item out of its window to display its label
to display the content of an item, drag it from the right window and drop it in the left window
Binder stack: March sales

Click the heading on which you want help



The list on the left contains program groups and the list on the right contains programs in the selected group.
First, select the group and then click on the icon of the selected program.

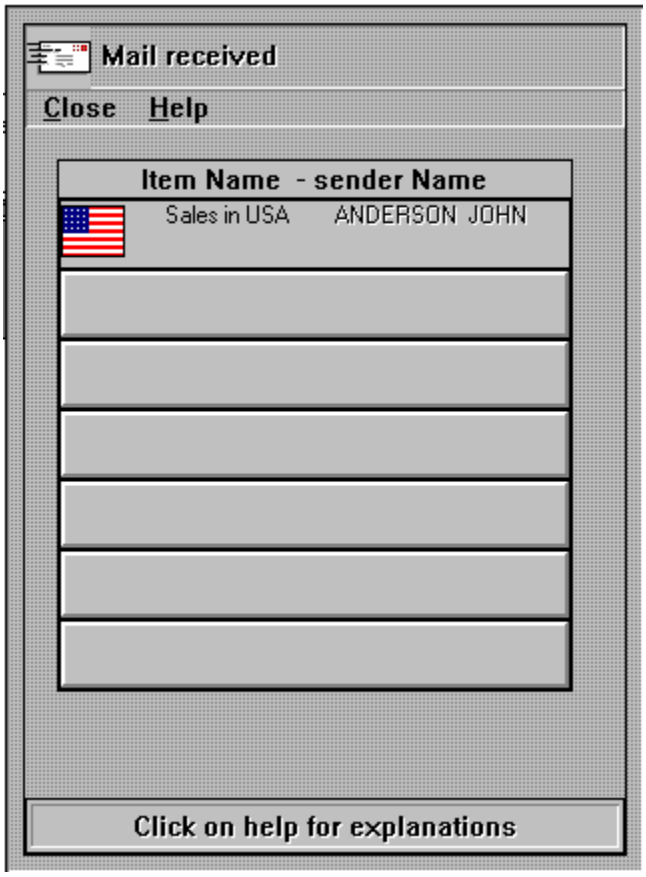




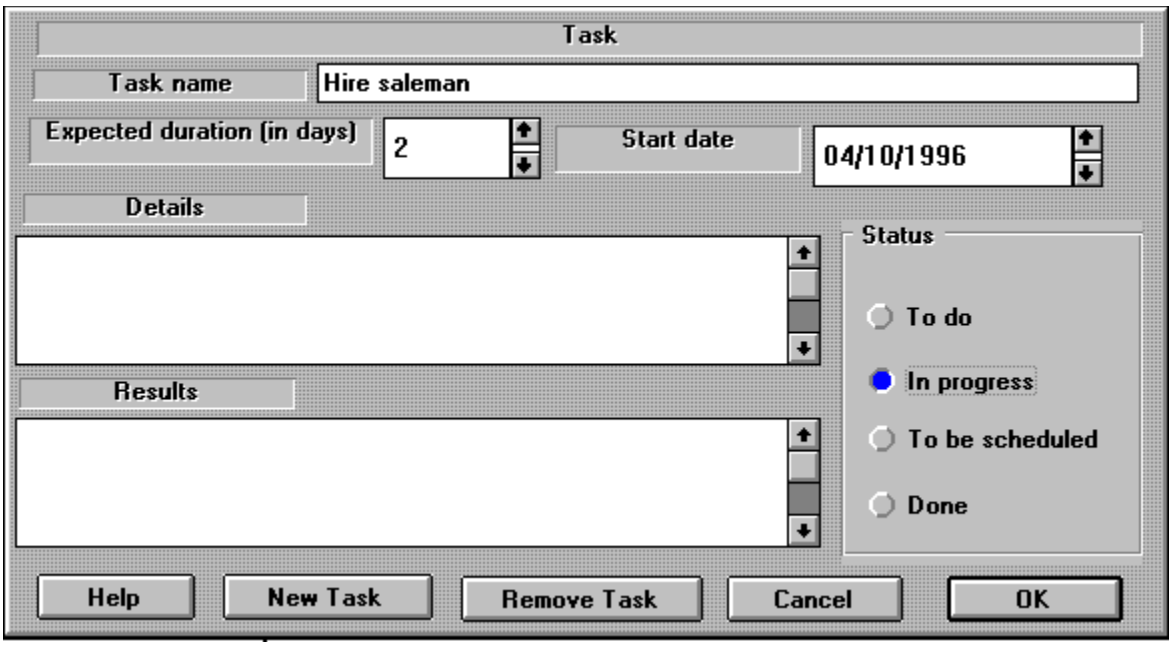
The list on the left displays the program groups and the list on the right displays programs contained in the selected group.
To install a program on the program bar, drag the icon of the selected program and drop it onto an empty button of the program bar.
To launch a program, double click on it.
To see the file path used to launch this program, drag and drop the icon of the program outside of the list.. Programs on a raised background will be launched with a data file. In this case you can install it onto the file turnstile (the data file will be used as the file template). To install on the file turnstyle, drag the icon of the selected program and drop it onto a free button of the file turnstile.
If the name of a program on a raised background is flat (CorelDraw in this case), the data file is provided by Visual Office and contains a blank data sheet. It is displayed only to allow you to install it onto the file turnstile.

Visual Office has found a well-known software in your system Visual Office can install a document template for this software on the file turnstile. To create a new document simply drag the software icon from the turnstile and drop it onto the work area.

Move the pointer onto a mail item and the type of storage (binder, binder stack etc...) and the date received will be displayed in the status bar.
To read the mail item, drag it outside of the list and drop it onto the work area. You can then open it as a regular item.of the work area.



Click the heading on which you want help



We remind you that it is strictly forbidden to copy installation floppies of Visual Office for another person. You can install Visual Office on only one system Installing Visual Office on several systems is illegal and you will encounter the following problems:
- you cannot exchange mail with pirate copies.
- pirate copies will have exactly the same serial number as your copy. Therefore, the confidentiality of your data is no longer protected. .Your mail can be intercepted and read freely by pirate copies.
When you make a pirate copy for someone, this person can make a pirate copy for another person and so on..... , and all these copies of which you cannot control the distribution) will have exactly the same serial number as your copy and can freely access to your data.

On the other hand, you can use the Distribution command in the menu of the WELCOME window to make a shareware version of Visual Office for other people. The shareware version does not have your serial number. You can thereby exchange mail with all shareware copies . And of course, the confidentiality of your data is protected. Another advantage of the Distribution command, it makes a version which protects the copy from virus infection (the installation is slightly different from what you know).

Visual Office sends commands to dial, send and receive mail. to your modem You will find the commands used in the file pim.ini in the WINDOWS directory . If your modem does not support some of these commands, you can change them.as necessary.

Commands have a name (for example, Noanswer), and the value of the command is on the right of the equal sign. Use a text editor such as Notepad to modify them. All commands have to end with the character |. This character will be translated in CR (carriage return).
To send or receive mail, Visual Office requires modems to connect throught a telephone line which is already in use .Some modems require a change to certain settings to work in this configuration .In this case, you can modify the command Nodialtone to set these new value.

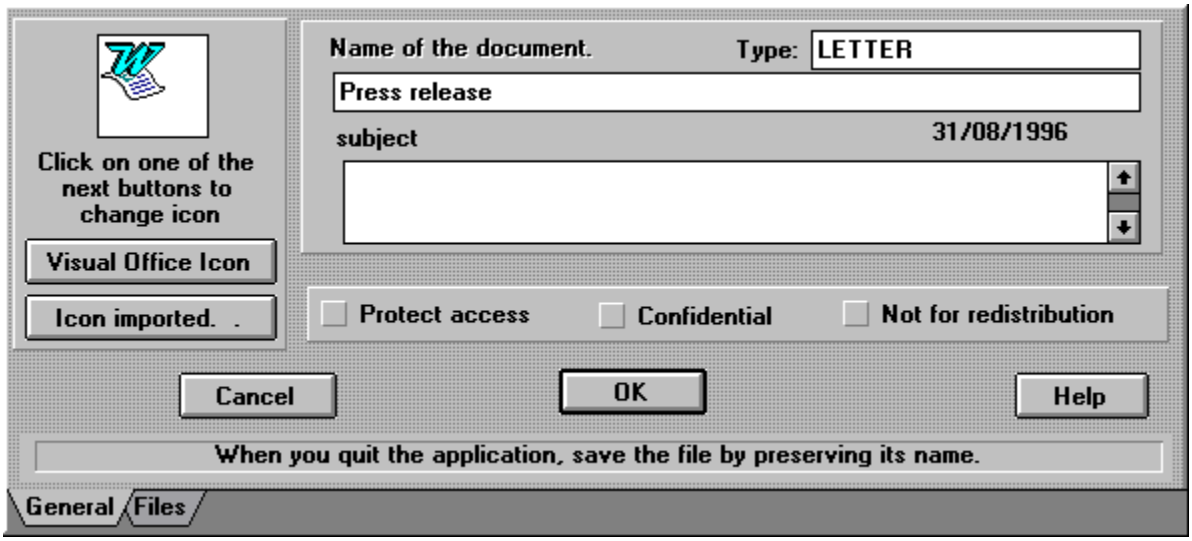
Listed below are commands used for each function. Only the name of the commands are listed. The actual value of the commands is in the file pim.ini.

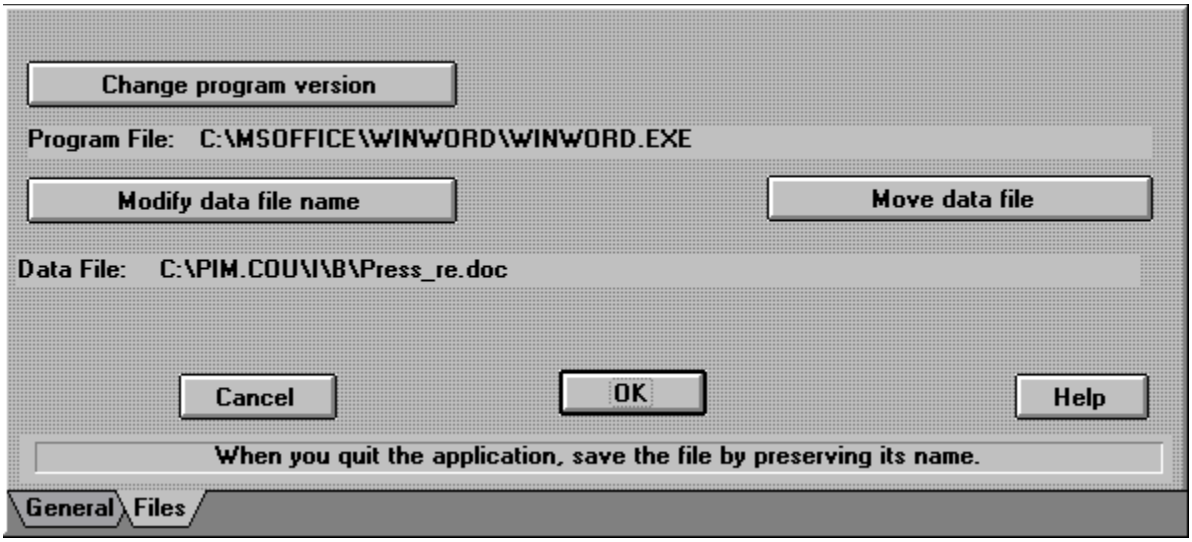
Commands used to dial
Init
InitOral|
ATDT<telephone number>;| (tone dial)
Listen

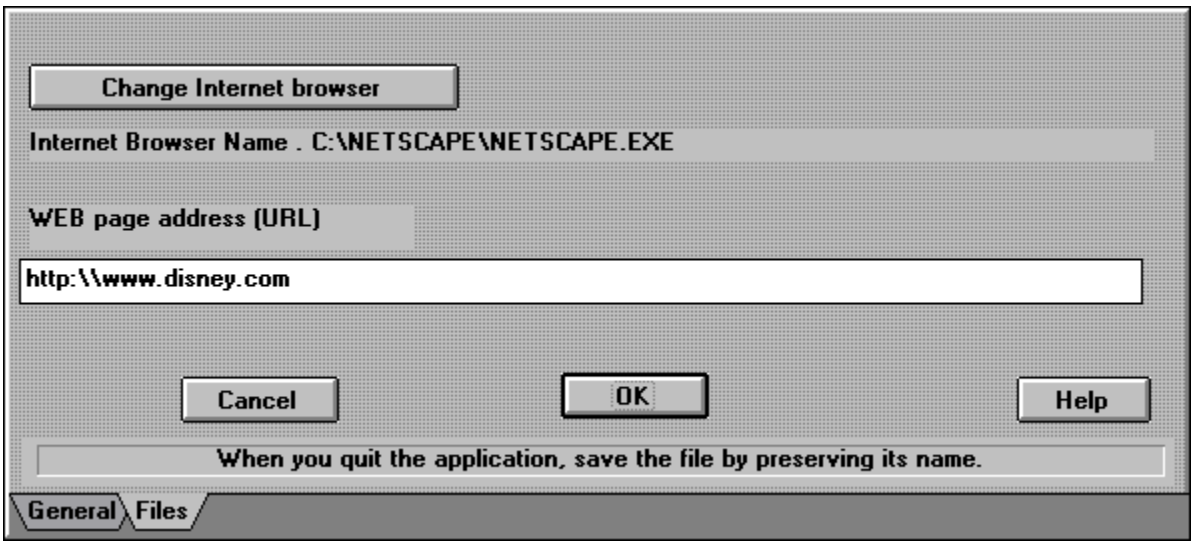
Command used to send mail
Init
Flow
Compress
Error
Nodialtone
Answer

Command used to receive mail
Init
Flow
Compress
Error
Nodialtone
Connect

Click the heading on which you want help







Click here to change the program or to select a new version of the program. (Usually it is not necessary because the new version often has the same name as the old one).

Click here to modify the name of the computer file used by Visual Office.

Normally, all data files are stored in a Visual Office's directory. In some case, it may be more interesting to store them in an other directory. For example in a shared directory on the server to share data to other persons, or to put data on a floppy and then store the floppy in a safe place to "physically" protect access to confidential data.

Click here to select a new browser.

If your WEB page has moved, enter its new URL address.

Fill in the name of the receiver. Click on "Phone book" to copy the name (phone number and serial number) from the phone book. You can leave this field blank. (if there is no receiver and serial number, anyone can read this mail)

This field contents the serial number of the copy used by the receiver. You can key in this serial number, but we suggest that you copy it from the phone book (click on "Phone book" for this purpose) When this field is filled, only the copy with this serial number can read the mail. It is a protection against unauthorised access when the mail is send on floppy.

If you enter a value for this field, Visual Office can dial for you.

imag modem directory

Click on this tab to send mail by floppy or to put mail in a directory (to be sent later by other means).

Click here if you want to dial yourself or if you are already connected to the phone.

Click here to make a backup of the item on a floppy. Selective backup is mail that you send on floppy to yourself. To restore use the command "Retreive mail from floppy".

Select the port where your modem is connected.

Select the maximum speed between your modem and the serial port. (Usually, it is higher than the maximum speed of your modem).

Correct your telephone number if you find an error

Select the type of dial tone on your phone.

If you need to dial a prefix to reach an outside line, enter the prefix above. If you need to wait for another dial tone after dialing this prefix, enter a "W" or a "," at the end of the prefix. In this case, Visual Office will pause for a few seconds before dialing the outside number.

Select the name of the modem from the list If you don't find the name of your modem in the list, select "HAYES COMPATIBLE STANDARD". .If you know the AT commands of your modem, you can enter the name and the AT commands.below.

Visual Office uses these AT commands for your modem. If you know the AT commands of your modem, you can modify them.

This label describes the task's status of completion.

Use this field to describe the result of the task.

If you want to add a detailed description of the task, enter it into this field.

Key in the start date (you can use the arrows to modify this date).

Fill in this field with the expected duration of the task. When this field is filled, the start date field will be displayed to enable you to key in the start date.

Enter the name of the task. You can leave this field blank (not recommanded).

To add a task to the to do list, you can either:
-double click on an unfilled row of the list
-double click on a filled row and then click on this button.

Click here to remove the task from the to do list.

Using folders (documents)

Folders store documents. Since a folder contains one and only one document, folder and document are interchangeable terms. Depending on the context, we will use the term “folder ” or “document” as appropriate.

Adding a new folder (document)

To add a new folder, drag the folder icon from the file turnstile and drop it onto the work area. Visual Office will display a dialog box which allows you choose the type of document you want:

1) a folder containing a new, blank document. To key in data, you must use Visual Office’s text editor.
2) a folder containing a text document copied from a text file (see Importing files). To modify or display the document, Visual Office will launch the text editor.
3) a folder containing a data file created by another software program (spreadsheet, word processor, etc...). When you open the folder, Visual Office will launch the associated software to let you work with the document (see Importing files)
4) a folder containing a shortcut to an **Internet WEB page**. You have to provide the URL of the page. When you open the folder, Visual Office will launch your browser (or your dialer and then your browser if you choose this option) and will load the page.
5) a folder containing an image or fax. Visual Office will use its viewer to display the image. To use your own viewer, create a folder containing a data file as in option 3 above.

Existing data files stored in the File manager or Windows Explorer may be easily added by dragging the folder into Visual Office (see Importing files). (cf_ Import files)

Basics

When you write a letter with your word processor, the PC file system that you use now stores it into a word processor directory along with hundreds of other unrelated word processor documents. To print this letter, you need to again access the wordprocessor directory. But with Visual Office, to print this letter, you simply label it and put a copy of it into a folder along with other documents you want to print, regardless of whether they were created by the word processor or by another program altogether.

With Visual Office, you store your documents this way, by subject or topic, not by the program used to create them.

Like standard filing systems, Visual Office stores documents in folders. Folders are stored in binders. Related binders and folders can be organized in a binder stack. And finally, folders, binders, and binder stacks can be contained in filing cabinets.

To make your task of storing and retrieving documents easier, Visual Office uses pictures of filing cabinets, binders, and folders. You can label them as you would do with real filing cabinet or folder. Then you store your documents according to the labels on the folders, binders, and filing cabinets.

Folders contain one document (one computer file). There are no limits to the number of folders you can put into a binder, the number of folders and binders

you can put into a binder stack, and the number of folders, binders, or binder stacks contained in filing cabinets.

At first, you may find Visual Office awkward since you are accustomed to the inconveniences and restrictions of the PC file system. In this case, just remember to use Visual Office just as you would real paper folders, paper binders, and steel filing cabinets. Because Visual Office is a computerized manual filing system, as long as you follow the basics of manual filing, you should have no problems experimenting with different ideas and applications.

Introduction

The PC become easier and easier to use. Software programs become more and more user-friendly (especially word processor and spreadsheet programs). And consequently, document processing becomes the primary function of the PC by far. The explosion of desktop documents has also spilled over onto servers and many of us are hooking up to the Internet where millions of more documents reside.

Given the importance of documents, the inadequacies of the PC file system are more and more apparent. The standard model of PC file systems, files arranged in rigid hierarchical directories, seems more computer-friendly than user-friendly (People are used to arranging their desktops in a certain way and clipping papers together in document in folders, binders, and stacks). With the PC file system, its too much trouble to create directories or structure files into folders which must be remembered for later access.

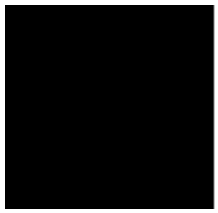
To enable you to easily manage thousands of documents, Visual Office creates a manual filing system on your PC consisting of familiar tools like filing cabinets, binders, folders, etc...

Adding a new folder containing customized template document

If your computer uses well-known software programs (WORD, EXCEL, WORDPERFECT, LOTUS 1-2-3 etc...), Visual Office will install a blank template document for each program in the file turnstile, under the filing cabinet icon. To add a new document, just drag the icon of the program from the turnstile and drop it onto the work area. For example, if you want to open a new EXCEL spreadsheet, just drag the EXCEL icon and drop it onto the work area and Visual Office will open a new folder with a blank (empty) EXCEL sheet inside.

You can easily install a customized template yourself. Double click on an empty button and select a blank data file created by the software to install (see Customize file turnstile).

Moving Folders



To move a folder, simply drag it to its destination.

To store a folder into a binder, binder stack, or filing cabinet, drag the folder and drop it onto the picture of the item in which you want to store it.

To take a folder out of a binder, binder stack, or filing cabinet, first double click on the picture to open it, then drag the folder and drop it onto the raised label of the binder at the top of the window.

Labeling

To open the label with a full-size window, double click on the balloon area.

To open the label with a half-size window, right click on the balloon area.

Opening

To open a folder, double click on its picture.

Copying

Drag the photocopier icon from the office turnstile and drop it onto the folder you want to copy.

Deleting

Drag the folder you want to delete onto the trash icon of the office turnstile. The folder will be deleted the next time Visual Office is started. In the meantime, if you change your mind, you may still recover it. Drag the trash icon onto the work area. You will see the deleted items in the trash icon's window. Drag the item to recover onto the work area. To close the trash window, drag the window back to the trash icon in the office turnstile.

Using binders (binder stacks or filing cabinets)

Features of binders, binder stacks, and filing cabinets are the same.

Adding a new binder

To add a new binder (binder stack or filing cabinet), drag its icon from the file turnstile and drop it onto the work area. Visual Office will open the label of the newly created item and allow you to name it.

Do the same for customized binder on a template.

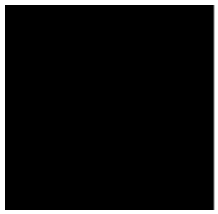
Moving a Binder

To move a folder, simply drag it to its destination..

To place a binder inside a binder stack or filing cabinet, drag the binder and drop it onto the picture of the item in which you want to store it.

To take binder out of a binder stack or filing cabinet, first double click on the picture of the binder stack or filing cabinet to open it, then drag the binder and drop it onto the raised label of the binder stack or filing cabinet at the top of the window.

Labeling



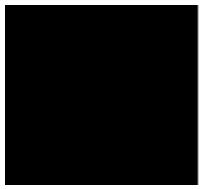
To open the label with a full-size window, double click on the balloon area.

To open the label with a half-size window, right click on the balloon area.

Opening

To open a binder, double click on its picture. The binder will open with a full-size window. To open it with a half-size window, right click on its picture.

Copying



Drag the photocopier icon from the office turnstile and drop it onto the binder you want to copy.

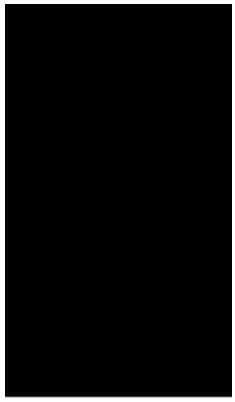
Deleting

Drag the binder you want to delete onto the trash icon of the office turnstile. The binder will be deleted the next time Visual Office is started. In the meantime, if you change your mind, you may still recover it. Drag the trash icon onto the work area. You will see the deleted items in the trash icon's window. Drag the item to recover onto the work area. To close the trash window, drag the window back to the trash icon in the office turnstile.

File turnstile

The file turnstile contains templates of the four basic storage devices (folder, binder, binder stack, etc.) and also templates of software programs. To add a new folder, binder, binder stack, or filing cabinet, drag the corresponding template from the file turnstile and drop it onto the work area.

Default setup file turnstile



The first four items are templates of the basic storage devices:

- folder
- binder
- binder stack
- filing cabinet

These templates cannot be renamed or deleted.

For each software program on your computer (WORD, EXCEL, WORDPERFECT etc...), Visual Office can install a default template folder containing a new, blank document for each program. For software which do not have a default template, you can easily install one yourself (see Customize file turnstile).

Customizing file turnstile

You can install a customized template item into each empty button on the file turnstile.

To install a customized template item, you must first create the data file which will be used as a template. If the template data file already exists in a Visual Office folder, simply drag and drop this folder onto an empty button. Otherwise, double click on an empty button of the turnstile. Visual Office will display a dialog box and will allow you to select the template data file.

To install a customized template binder (or binder stack or filing cabinet), you must first create the binder which will be used as a template and then drag and drop the binder onto an empty button.

To delete a template item, drag and drop it onto the trash icon of the office turnstile.

Stickies

Stickies are the equivalent of “Post-it” notes.

Drag and drop the stickies icon onto the item on which you want to attach the memo.

Office turnstile

The office turnstile contains the following office accessories:

- trash can
- photocopier
- mailbox (in and out)
- stickies
- briefcase etc...

Trash

Drag and drop the item you want to delete onto the trash icon. It will be deleted the next time Visual Office is started. In the meantime, if you want to recover the item:

1. Drag the trash icon and drop it on the work area to open the trash window.
2. Drag the item you want to recover and drop it onto the work area.
3. To close the trash window, drag it back to the trash icon on the office turnstile.

Search tool

The search tool lists all the items with uncompleted tasks lists. To launch the search tool, drag and drop its icon onto the work area.

If you want to limit the search to the contents of only one item (binders, binder stacks, etc.), drop the search icon onto the picture of this item.

Photocopier

Drag the photocopier icon and drop it onto the item you want to copy.

Briefcase

You can use the briefcase when you want to move an item to a destination that cannot be displayed alongside the window of its origin. For example, if you want to move a folder stored inside filing cabinet A, into filing cabinet B, you need you use the briefcase.

First, open filing cabinet A and drag the folder you want to move onto the briefcase icon. Next, close filing cabinet A and open filing cabinet B.

Then drag the briefcase icon onto the work area to open the briefcase window. Drag the folder icon inside the briefcase window onto the work area. And finally, drag the briefcase icon back to its icon on the office turnstile to close the briefcase window.

E-mail inbox

The E-mail inbox contains all mail received.

Drag the E-mail inbox icon onto the work area to make it display the list of received mail. Then drag the icon of the mail you want to read onto the work area.

E-mail outbox (MAPI compatible E-mail system)

This tool is available only for **Visual Office Professional Edition** or **Enterprise Edition**.

Drag and drop the item you want to send onto the E-mail outbox icon.

Then choose a way to send it:

- **Normal mail**. Your mail will be sent in a Visual Office format. Your correspondent will receive the same item (folder, binder, binder stack or filing cabinet) in his (her) E-mail inbox.
- **Sharing data**. If the computer file which contains the data of your document is stored on a shared directory, only the name of the file will be sent. Both your correspondent and you can then work on the same document.
- **Raw data**. Only the computer file which contains the data of your document is sent. Use this means of sending when your correspondent does not use Visual Office.

Send mail via modem, on floppy - Selective backup

Drag and drop the item you want to send onto the tool's icon. Then choose a way to send it:

- **By modem** (not available for **Visual Office Personal Edition**).
- **By floppy or directory**. The mail will be copied onto the selected floppy or directory.
- **Selective backup**. The mail will be copied onto a selected backup floppy (selective backup is mail that you sent to yourself).

Program bar

Drag and drop the icon of the program onto the work area and Visual Office will launch this program.

To install a program onto the program bar, double click on an empty button and follow the directions in the dialog box.

There is a more convenient way to install program in the program bar:

1) Click on the W button of the toolbar.
2) Drag and drop the selected program onto an empty button.

To remove an item from the program bar, drag and drop the program's icon onto the trash icon of the office turnstile.

Files

Importing files

The Import command is designed to enable you transfer existing files in the File Manager or Windows Explorer to a Visual Office folder.

Click on the Import button. Visual Office will launch the File Manager (or Windows Explorer). Then select the file(s) to import and drag your selection onto the work area. The file(s) will be imported (copied) into a Visual Office folder.

Making shortcuts to files

The Make Shortcut command is designed to enable you to easily access existing files through Visual Office's folders. You need to make shortcut to files instead of importing them when they are stored on floppy, CD ROM, or on a server.

Click on the Make Shortcut button. Visual Office will launch File Manager (or Windows Explorer). Then select file(s) for which you want to make a shortcut and drag the files onto the work area. Visual Office will create a folder with a shortcut to those files. You can access the file by simply opening the folder.

When the file is not stored in a Visual Office directory, a picture of the location next to the folder picture will remind you where it is stored.

in another directory | on a server directory | on floppy | on CD ROM | at an Internet Web site

WARNING: The Backup command backs up the folder containing a shortcut to a file, but not the file itself.

Renaming files

When you add a new folder, Visual Office creates a new computer file to store the data of your document. The computer file is named after the folder name. If you want to change this name, right click on the balloon, then click on the Files tab, and finally click on the “Rename Document file” button.

Moving files

When you add a new folder, Visual Office creates a new computer file to store data of your document. This computer file is stored in a Visual Office directory.

If you want to move the file to another location, right click on the balloon, then click on the Files tab, and finally click on the “Change Document File Path” button.

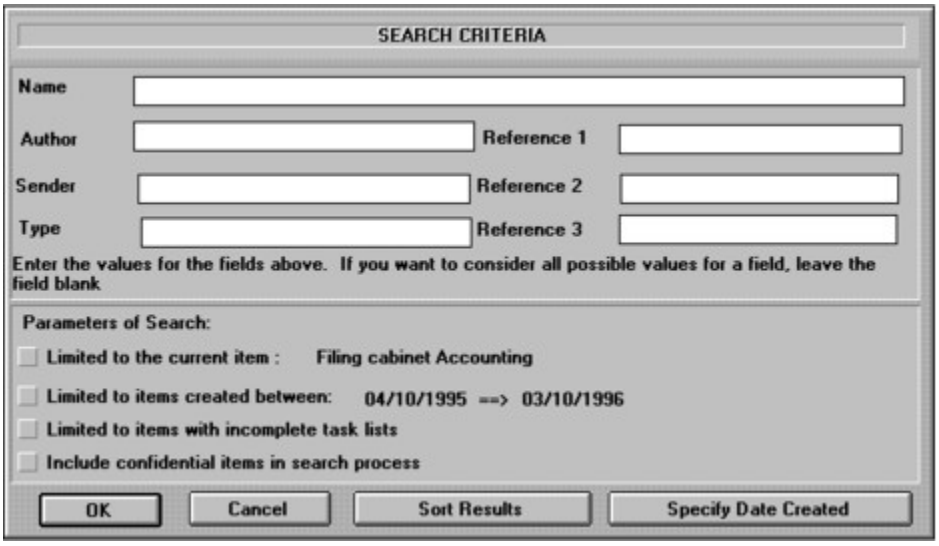
You can move the file into a server directory to share the file or you can move the file onto a floppy and then store the floppy in a safe place to physically protect access to your data.

Searching

Click on the search button of the tool bar. Then fill in the criteria of search.

You can search :

- by the name of the item
- by the name of the author
- by the name of the sender
- by the type of the item
- by the value in Reference 1
- by the value in Reference 2
- by the value in Reference 3



You can search with many criteria simultaneously.

You can limit the search to:

- the contents of the item
- items created during a certain time period
- items with uncompleted task lists

You can include confidential items in the search process.

Protection

Visual Office protects your data against unauthorized access. The protection features are based on the serial number and is available only to registered copies (Shareware copies have random serial numbers which may not be unique).

Access to your data

Visual Office put its serial number onto your data. Your data can only be read by a Visual Office copy with the same serial number. This prevents someone from copying computer files from your station and reading them at another station.

The default option does not protect access to computer files created by programs used to produce documents (word processor, spreadsheet etc...). To protect access to these files:

1. Right click on the balloon of the item.
2. Check “Protected Access” (if a document has “Confidential” or “not for redistribution” checked, access to its file is protected).

Access to your station

Access to your station is protected by your personal key. To allow other users to access your station:

1. Ask the other usersto put their keys onto a floppy (the command is in the menu bar under TOOL / OPERATIONS UPON KEY).
2. Insert the floppy containing the keys into your station and grant access rights.

There are 3 levels of access rights:

1. Standard Users who cannot read confidential items.
2. Authorized Users who can read confidential items.
3. Administrators who can read confidential items, grant access rights to other people, and change the key values. The access rights of the administrator cannot be suspended or deleted. Only the Administrator has control of his or her own access rights to your station.

Backup

Visual Office uses the backup program of your system:

- BACKUP (DOS program) if you are using WINDOWS 3.1 /MSDOS 5

- MSBACKUP if you are using WINDOWS3.1/MSDOS 6

- BACKUP if you are using WINDOWS 95.

Visual Office backs up all the files and subdirectories of :c\pim\i*.* (if Visual Office is installed in c:\pim).

The default option does not backup files stored in directories other than c:\pim\i . It does not backup files accessed throught a shortcut.

The default option is stored in the parameters files:

- c:\pim\VOFFICE.SET if you are using MSDOS 6 / WINDOWS 3.1

- c:\pim\OFFICE.SET if you are using WINDOWS 95.

When you backup the first time using BACKUP - WINDOWS95, Visual Office will launch BACKUP, but you have to select the files to backup (c:\pim\i*.*) and then save the backup options into file c:\pim\office.set.

If you want to change the default option:

- launch the backup program

- select files to backup and backup/restore options

Save your option as either VOFFICE.SET or OFFICE.SET depending on the system you are using.

Customized backup

To use another program to backup, edit the file c:\windows\pim.ini. (you can use Notepad to edit this file). Under the entry PROGRAM in the BACKUP section, give the executable file name of your backup program and under the entry PARAMETER, give the parameter file name (leave it blank if there is no parameter file).

Ex:

[BACKUP]

PROGRAM=c:\ex\backup.exe

PARAMETER=c:\pim\param.set

Choose this option only if your browser cannot automatically launch the dialer. In this case click on "Browse.." or "Program group" to select the dialer.