

# Shopping List Manager Help

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## Introduction to SLM

Shopping List Manager (SLM) is a flexible and time-saving tool for anyone who goes shopping in large stores. Because of the size of the modern supermarket, finding what you need can mean wasting a tremendous amount of time hunting down the particular items you seek. SLM was designed to save you this time. If you would rather be in and out of the supermarket in half the time, you need SLM!

SLM lets you conveniently store a "database" of all the items you ever buy in a particular store (or stores) and the aisles in which those items are located. While it will take a bit of effort to compile and enter this information, it will save you hundreds of hours in the long run.

Once you have your items entered, use SLM to make your shopping list before you leave for the store. SLM will print out for you a shopping list containing everything you need to buy, in the correct aisle order! That means no more wasting time wandering up and down aisles in which you need nothing. No more time wasted trying to find the items you do want.

Furthermore, SLM can note all the items for which you have coupons, the brand names, quantities for each item, and any other information that you feel will save you time while you are in the store. Best of all, most of these details can be entered by simply clicking your mouse!

Using the program is straightforward, and even fun. Press F1 any time to receive truly helpful context-sensitive online help. Take advantage of the online Help--it was designed to make it easy to find anything you want to know. Use the Search button to look up any topic by name. You may find this online Help among the best you've ever seen in a Windows application.


**See also:**  
[Tips for Using SLM](#)

## Tips for Using SLM

- Use the supplied Sample Store for playing with SLM and learning its functions.
- When creating your own store (use the Store Menu), start by entering the most common items you buy with an aisle of ?Unknown and print them out on your shopping list. Then, while you are in the store, mark down the aisle numbers on your shopping list as you find each item. When you get home, use SLM to add the aisle numbers to the items. If you continue doing this each time you go shopping, in only a few weeks, with only a modest amount of additional time spent, you will have a complete store entered.
- If you have a number of items that you purchase almost every time you go shopping, make a shopping list of those items and save the shopping list (use the List Menu). Then, each time you are ready to start your shopping list, begin by retrieving the saved list. SLM allows 100 saved lists!
- Make use of the special functions and keys in the SLM main window while preparing your shopping list. Using the Auto-comment toolbar and the right mouse button for noting coupons can really speed up making your list.
- Print out the entire master list of a store in alphabetical order and post it on the refrigerator between shopping trips. This way, anyone in the family wanting an item from the store can simply mark the item on the master list. Making the shopping list in SLM will be even faster and easier since the items will be indicated on the printed page in the same order they appear on-screen.
- Choose display options that allow you to see more items on the screen at once to prevent you from having to scroll through your master list. Maximize the SLM main window to use the whole screen. Use the Preferences window to choose a smaller font and/or narrower display columns.
- Keep a backup copy of your SLM files in case they are accidentally lost. These files include all the files in the SLM installation directory plus the file SLM31.INI located in your Windows directory. (Note: after installing SLM, don't move the files to another directory since SLM31.INI points to the files in the original installation directory).

## Using the SLM Main Window

The main window is where you prepare your shopping list before you go shopping. All SLM features are accessible from this window or its menus.

You may resize the window to any size that is convenient (by dragging the window's border outwards or using the maximize button  to use the entire screen). If you try to make the window too small, it will snap back to its smallest allowed size.

To learn how to go shopping, see [preparing your shopping list](#).

To learn more about any part of the main window, click on that part of the picture:



## Creating a New Store

When you want to use SLM for a store that is not yet in the system, you choose the Create a New Store menu command, located in the Store menu (or the Create Store toolbar button).

You may use SLM for as many different stores as you wish. Each one will have its own master list and there are no connections between different stores. After selecting Create a New Store from the Store menu, the New Store window opens asking for the following information:

Store Name: The actual name of the store.

Filename: A DOS filename. You will not need to remember this name for any reason.

Last Numbered Aisle: Enter the number of the last aisle in the store. If the last aisle is not a numbered aisle ("produce" for example), enter the number of the last aisle in the store that does have a number. You must enter a regular number here (10B, for example, is not valid -- you would enter 10 and create 10B as a defined aisle). The default is 30.

Make Default: If you want this new store to be the store that appears automatically each time you start SLM, click this check box. (You can always change the default store later using the Select a Store menu command.)

When you are finished entering the appropriate information, click OK. You will be presented with the Edit Store window and a message box explaining your next steps. You will now begin entering the items you buy in this store. (Note that the store begins with one Sample Item which you can either Replace with one of your own items or Remove after entering at least one of your own items; see Edit Store Window help for more information.)

Note: There is another way to create a new store, namely by importing store data from a text file. See Importing Store Data for more information.

## Editing a Store

To edit the current store, choose Edit the Current Store from the Store menu (or press Ctrl+E).

Editing a store means changing information about the store (the list of items, items' locations, defined aisles, store name, etc.).

To change the content of the master list of a particular store, you must first make that store the current store if it isn't already. The current store is the store currently displayed in the main window. You can do this by choosing the store's name from the list in the Select Store window.

**Note:** If you edit a store any time after you've saved a shopping list for that store, the saved shopping list may no longer be correct. For example, if you change the aisle number of "juice" from 2 to 4, it will still come up as 2 if you print the previously-saved shopping list. For more information on saving shopping lists, click saving a shopping list.

### See also:

[Edit Store window](#)

[Edit Store window procedures](#)

[Edit Store window tips](#)

[Creating a new store](#)

[Deleting a store](#)

## Defining Aisles

From the [Edit Store window](#), click the Define button to define aisles. If [Auto Aisle Define](#) is enabled (checked), you can also enter a new [defined aisle](#) automatically simply by entering its name in the Aisle box and clicking Add.

Defining aisles means adding, changing, or deleting the aisles that are found in a particular store. You can add, change, or delete any [defined aisles](#) for the store. You can also change the number of the [last numbered aisle](#) in the store,

For more information, see [Define Aisles window](#).

## Preparing your Shopping List

Most of the time you will spend with SLM will be preparing shopping lists. How and when you prepare your shopping list is up to you (a piece of paper on the refrigerator, for example). Before you go shopping you will use SLM to print a customized, ordered shopping list making your time spent in the store as short as possible.

When you start SLM, the default store is displayed in the main window. To select a different store with which to make your shopping list, use the Select Store window.

### Adding Items

To add an item to your shopping list, click on that item's name in the Master List area of the main window. The master list is displayed alphabetically, and may extend past the visible part of the window. If this is the case, use the scrollbar beneath the master list to slide the list left or right. After you click on an item, you will see it appear in the Shopping List area of the main window.

To add all the ingredients of a saved recipes, click on the recipe's name where it appears at the end of the Master List display. (If your recipes are not displayed, select this option in the Preferences window). You can also use the Select Recipes window to add recipes--there you can add a number of recipes at once.

### Adding Comments

Once an item is on the shopping list, you can add a comment to it. You do this by selecting (highlighting) the item on the shopping list and clicking the Comment button (shortcut: double-click the item).

**Tip:** To add an item to your shopping list with the comment [COUPON] automatically added, click on that item's name with the right mouse button instead of the left button (or hold down Ctrl while you click--Ctrl for Coupon).

**Tip:** To add an item to your shopping list and add any comment, double-click that item's name (or hold down shift while clicking). You will be presented with the Comment Entry window. (Note: to add a comment to all ingredients of a recipe, you must hold down Shift while clicking the recipe's name; double-clicking a recipe to add a comment is not available.)

**Tip:** You can use the Auto-comment toolbar to speed entry of numeric and other common comments.

### Removing Comments and Items

To remove a comment from an item on your shopping list, select (highlight) the item and click the Remove Com. button.

To remove an item from your shopping list, highlight the item and click the Remove Item button.

**Tip:** Adding/editing comments, removing comments, and removing items can be done with more than one item at a time. See Selecting Multiple Shopping List Items for details.

### Completing a Shopping List

When you are finished adding items from the master list to your shopping list, click the Done button.

Before the list is printed, you will be given the opportunity to add additional items that do



not appear on your master list (note: you can disable this feature using the [Preferences window](#)). See [adding additional items](#) for more information about this feature.

**See also:**

[Selecting Multiple Shopping List Items](#)

[Using the SLM Main Window](#)

[Printing your Shopping List](#)

[Tips for Using SLM](#)

## Printing your Shopping List

When you are finished preparing your shopping list, click the Done button, click the Print the List toolbar button, select Print the Current List from the List menu, or press Ctrl-D (all four actions accomplish the same thing).

You may choose to add additional items at this point (if this feature is enabled in the Preferences window).

Next, you will be presented with the Print Shopping List window. To print using the default settings and the default Windows printer, simply click OK.

To change the print settings, or to save the list to a file rather than print it, click Configure. For more information, see Print Shopping List window.

## Customizing SLM

To set your general SLM preferences, see [Preferences window](#).

To customize how you want your printed shopping lists to appear, click the Configure button in the [Print Shopping List window](#).

You can customize many aspects of SLM to suit your preferences or particular needs. For example, laptop computer users will appreciate the ability to display large fonts on the screen. Users in different countries will appreciate the ability to define the [Auto-comment toolbar](#) buttons in their own measurements such as kilos and grams or pounds and ounces. Many aspects of the main window can be turned "on" or "off" (such as toolbars, [Tooltips](#), [help line](#), etc.).

## File Menu

Click on a menu command to learn more about it:

- [Set Preferences](#)
- [Print Master List](#)
- [Print Setup](#)
- [Exit](#)

## Store Menu

Click on a menu command to learn more about it:

- [Edit the Current Store](#)
- [Select a Store](#)
- [Create a New Store](#)
- [Delete a Store](#)
- [Duplicate the Current Store](#)
- [Import Store Data](#)

## List Menu

Click on a menu command to learn more about it:

- [Save the Current List](#)
- [Clear the Current List](#)
- [Retrieve a Saved List](#)
- [Delete Saved Lists](#)
- [Print the Current List](#)

## Registering SLM and Contacting the Author

As shareware, you are entitled to use SLM for a limited time to determine if it is a product you would like to purchase. If you would like to continue using the program, you are required to register it with the author.

- Registration fee: US\$25.00.
- NJ residents must add \$1.50 sales tax.
- Canadian orders please add \$2.00 for shipping and an additional \$3.00 if sending a US dollar check drawn on a Canadian bank.
- Overseas orders please add \$4.00 for shipping (air mail). Funds must be payed in US dollars.

**Note:** The unregistered version limits shopping list printouts to ten items.

[Please register SLM by sending US\\$25 to:](#)

**Joel Rose  
185 Shelley Ave.  
Elizabeth, NJ 07208  
USA**

[Thank you.](#)

Registration entitles you to an original program disk, notices of future program upgrades, and free technical support directly from the author by mail, fax (1-908-353-6080), Internet (jrose@boscom.com), or CompuServe (INTERNET:jrose@boscom.com).

When ordering, please indicate how you acquired your demo copy of SLM.

I welcome all comments and suggestions -- that's the way SLM Version 3.1 became so good!

## **?Unknown**

This is an aisle name used for store items for which you haven't yet specified an aisle. This may also appear if you deleted aisles from your store (either by changing the store's Last Numbered Aisle or by deleting any defined aisles).

This aisle choice is useful when you want to enter items and you don't know what aisle they're in. Select **?Unknown** until you can fill in the actual aisle they are in.

### **See also:**

[Editing a Store](#)

[Defining Aisles](#)



## Defined Aisles

These are special aisles (other than regular numbers) that you may specify for a particular store. Examples are 10A, Deli, or Produce. See [defining aisles](#) for more information.

## Auto-comment

Auto-comment is a new feature in SLM Version 3 that has been designed to make preparation of your shopping lists faster and more convenient. To use Auto-comment, the **Display Auto-comment Toolbar** option must be checked in the [Preferences window](#).

An Auto-comment is a [comment](#) added to an item on a shopping list without using the keyboard. Mouse-click comment entry speeds preparation of your shopping lists. You can customize the last two buttons using the [Preferences window](#).

These are examples of Auto-comments:

10

3.5 Pounds

2 Bags

[Step 1](#): You create Auto-comments by clicking buttons on the [Auto-comment toolbar](#). An Auto-comment can be a number (with or without a decimal point), a custom comment, or a number followed by a custom comment. Custom comments are simply any comment you have assigned to one of the two customizable buttons on the toolbar. (SLM's default custom comments are Pounds and Ounces.) See [Preferences window](#) for more information on customizing the toolbar.

When you click buttons on the [Auto-comment toolbar](#) you are actually "typing" in your comment without using the keyboard. The current Auto-comment can be seen in the [store name panel](#) in the bottom left corner of the main window (where the store name usually appears).

When there is a current Auto-comment (i.e. one that you are entering), the mouse pointer changes to an up-arrow when over the shopping list and master list. This indicates that a click on an item in one of those lists will select the item and add the current Auto-comment.

[Clearing an Auto-comment](#): To reset the Auto-comment, simply click on the red X button next to where the current Auto-comment is displayed (in the [store name panel](#) at the bottom left corner of the main window, where the store name usually appears).

[Step 2](#): You assign the Auto-comment to an item by clicking on an item's name. If you click an item on the master list after creating an Auto-comment, that item will be added to the list with that comment (the Auto-comment is automatically reset). If you click on an item already on the shopping list, you will add the comment to the item.

### Notes:

- You can use Auto-comments in conjunction with modified clicks, i.e. a right-button click will add a comment including COUPON plus the Auto-comment, and a Shift+click will open the [Comment Entry window](#) with the Auto-comment already entered.
- You can add Auto-comments to items already on a shopping list by creating an Auto-comment and clicking on the item in the shopping list itself.
- You can add Auto-comments to items on a shopping list that already contain comments. The new comment will simply be added.
- If you attempt to enter an invalid Auto-comment, a beep will sound. You may not add to an Auto-comment after a custom comment (one of the two definable buttons on the toolbar) has already been entered. There is also a maximum length.
- Use the [Preferences window](#) to create custom comments. Generally, a custom comment will be something relating to a number such as Pounds (e.g. 4 Pounds). However, feel free to create custom comments that stand by themselves (e.g. "Large size" or "Only if on sale").



## Shopping List

A shopping list is a collection of items from a particular store's master list. Items may include comments. Shopping lists can be saved for later use, or printed once and discarded. Items on a shopping list are always printed in the order in which they appear in the store (i.e. in aisle order).

## Master List

The master list of a particular store is simply the list of all the items, and their aisle locations, that you ever buy in that store. The master list is displayed alphabetically in the one or more columns on the right side of the main window. You click on items in the displayed master list in order to [create a shopping list](#).

You can [edit a store's master list](#) (adding, changing, and deleting items) at any time. You can also [print a master list](#) to see all the items in a store and where they're located, to have a worksheet for finding item locations, or to use as a shopping list template (see [Tips for Using SLM](#)).

## **Remove Item Button**

Use this button, located in the Shopping List area of the main window, to remove one or more items from your shopping list.

First select (highlight) the item(s) you wish to remove and click Remove Item.

This button will not function if there are no items selected (highlighted) in the shopping list.

Note: the keyboard Del key is another way to remove selected items from the shopping list.

### **See also:**

Preparing your shopping list

Selecting Multiple Shopping List Items

## **Remove Comment Button**

Use this button, located in the [Shopping List](#) area of the main window, to remove a comment from one or more items on your shopping list.

First select (highlight) the item whose comment you wish to remove, and then click Remove Com. You may remove the comments from multiple items simultaneously by selecting more than one item and then clicking Remove Comment. See [Selecting Multiple Shopping List Items](#) for more information.

This button will not function if there are no items selected (highlighted) in the shopping list.

### **See also:**

[Comment Button](#)

[Auto-comment](#)

[Selecting Multiple Shopping List Items](#)

## Comment Button

Use this button, located in the Shopping List area of the main SLM window, to add comments to item(s) on your shopping list. This button is also used to edit an existing comment.

First select (highlight) the item(s) to which you would like to add a comment and click Comment. You will be presented with the Comment Entry window which you use to enter (or edit) a comment.

If multiple shopping list items are selected (highlighted), then the comment you enter will be applied to all the selected items. The initial comment displayed, if any, will be that of the first item in the list (the item nearest to the top).

**Important Note:** All selected items will receive the comment entered and any previously existing comment(s) will be lost.

This button will not function if there are no items selected (highlighted) in the shopping list.

Tip: A short-cut for adding a comment to one item is double-clicking the item (in the shopping list and not the master list).

### **See also:**

[Auto-comment](#)

[Comment Entry window](#)

[Remove Comment button](#)

[Remove Item button](#)

[Selecting Multiple Shopping List Items](#)



## **Done Button**

### **Print the Current List**

Click the Done button (located in the Shopping List area of the main window), or the Print the Current List menu choice (in the List menu) when you are finished adding items from the master list to your shopping list.

After asking for confirmation that you are finished adding items to your shopping list, SLM will ask you if you want to add any additional "one-time-only" items to the shopping list. This is useful for adding items that do not appear on the master list for the current store. For more information about this, see adding additional items.

**Note:** These questions will not appear if the relevant options are unchecked in the Options section of the Preferences window.

Next, you are presented with the Print Shopping List window. From here you can configure your shopping list print-out and print it.

After printing the shopping list, SLM gives you the choice to exit the program or to return to the main window.

#### **See also:**

Preparing your shopping list

Printing your shopping list

## Auto-comment Toolbar



The Auto-comment Toolbar is used for creating Auto-comments. It appears in the master list section of the main window.

You can choose to display or not to display the toolbar and you can customize its last two buttons to enter any comments you choose. See the Auto-comment section of the Preferences window for more information.

## Store Name Panel

This display panel, located in the bottom left corner of the main SLM window, shows the name of the store currently displayed.

While entering an Auto-comment, the Auto-comment is displayed here instead. A red **X** button will also appear. As soon as the Auto-comment is used or cleared, the store's name returns. You can click the red **X** button to clear the current Auto-comment.

## Total Items Panel

This display panel, located to the right of the store name panel at the bottom of the main window, shows the total number of items in the current store's master list. You may not be able to see all the items of the current list. In this case, use the scrollbar to see more items. Alternatively, you can use a smaller screen font to see more of the list at one time, if this is more convenient for you (see Preferences window).

## Shopping List Items Panel

This display panel, located to the left of the help line at the bottom of the main window, shows the total number of items on the current shopping list. When this number is red, it indicates that the current shopping list has not been saved.

**See also:**

[Saving a Shopping List](#)

## Help Line

This display panel, located at the bottom of the main window, Edit Store window, and Define Aisles window, displays helpful descriptions of the various parts of these windows. Use the mouse to point to any part of the windows (without pressing any buttons) and notice how the descriptions change as you move the mouse around.

This feature can be disabled by de-selecting Display Help Information Line in the Preferences window.

In the main window, the Help Line is also used to display error messages (in red). When an error message is displayed, the help function is temporarily disabled.

## **DOS Filename**

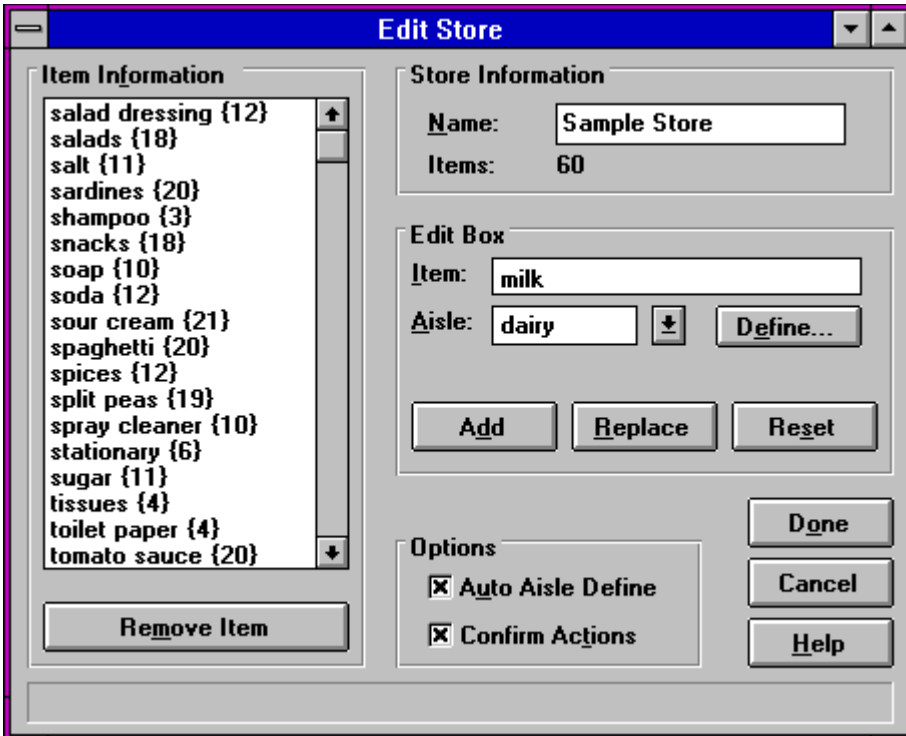
A DOS filename is the name used by DOS and Windows to save information, in the form of files, to disk. In SLM it may be up to eight letters or numbers. Spaces, commas, and periods are not allowed.

## Edit Store Window

You use the Edit Store window to add, change, and remove items on your master list. This window is accessible from the Edit the Current Store menu choice on the Store menu, the Edit Store toolbar button, or by pressing Ctrl+E.

Click [Edit Store Window Procedures](#) for step-by-step instructions.  
Click [Edit Store Window Tips](#) for helpful usage tips.

For more information about any part of the Edit Store window, click on that part of the picture:





## Select Store Window

You use the Select Store window, accessible from the Store menu (or Select Store toolbar button), to select another store to use with SLM--this will become the current store.

The master list of the store you select will be displayed allowing you to prepare a shopping list for that store. You may also edit a store once it is the current store, i.e. the one displayed in the main window.

All the available stores are listed with the number of items in each store's master list displayed in parentheses. To select one, click on its name and click OK. Double-clicking a name selects it immediately.

To make the store you select the default store, click the Make Default check box before clicking OK. The current default store is always first on the list.

## Define Aisles Window

The Define Aisles window is used to work with defined aisles. This window is only accessible from the Edit Store window, either by clicking Define or entering a new aisle name (with Auto Aisle Define enabled).

Any existing defined aisles are displayed in the list to the left.

To enter a new defined aisle: Type the new aisle's name into the Aisle Name box, use either the After Aisle or Before Aisle pull-down list to tell SLM where in the store it is located, and click Add.

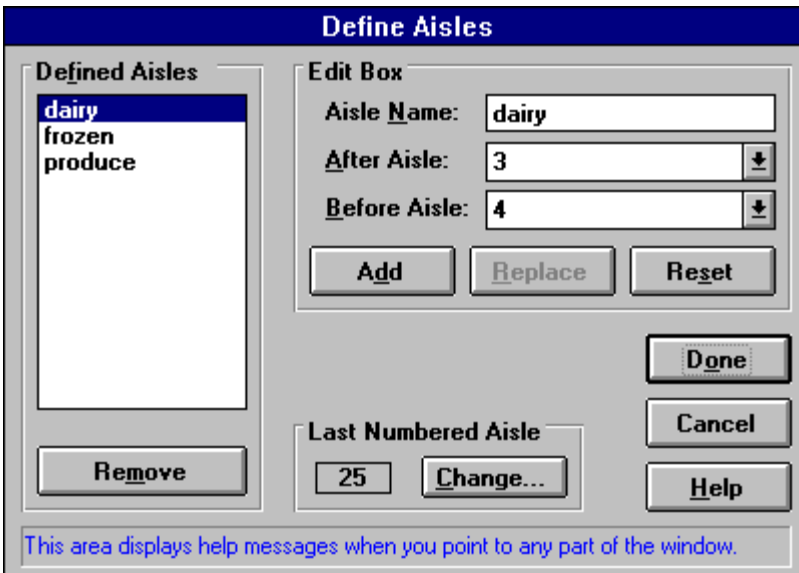
To remove a defined aisle: Click on the aisle's name in the list and click Remove.

**Important note**: Removing an aisle that is being used by any items in the store will cause those items to lose their aisle positions (and be left with ?Unknown instead).

To change a defined aisle: Click on the aisle's name in the list, make any changes to its name and location that you want, and click Replace.

**Important note**: Changing the name of an aisle that is being used by any items in the store will cause those items to lose their aisle positions (and be left with ?Unknown instead). SLM uses the aisle name to identify it so if you change its name, it is as if you deleted the aisle and added one with a different name.

For further details about any part of the Define Aisles window, click on that part of the picture:



## Auto Aisle Define

Auto Aisle Define is a feature available in the Edit Store window. When this feature is enabled, you can quickly define new aisles in the store "on-the-fly". This feature can be enabled or disabled by checking or unchecking the Auto Define Aisle check box in the Option section of the Edit Store window.

### **Here's how Auto Define Aisle saves you time:**

You are adding a new item to the store's master list. It is located in the aisle named "Produce", but you haven't told SLM yet that there is an aisle named Produce in the store. If you try to add an item with an undefined aisle (such as Produce) without Auto Define enabled, you will get an error message saying that it can't be added. But with Auto Aisle Define enabled, you will instead be given the opportunity to add the "Produce" aisle to the store "on-the-fly". You can continue adding items without an interruption.

### **See also:**

Defining Aisles

## Default Store

The store that will appear automatically the next time you start SLM. Change the default store in the Select Store window. Only one store can be the default store, and there must always be a default store.

## Scrollbar

The horizontal bar, with arrows on either end, that may be visible beneath the master list display in the main window. (The scrollbar is only displayed if there is not enough room in the window to display the entire master list.) To see more items to the right, click the right-facing arrow. To see more items to the left, click the left-facing arrow. To quickly jump to the beginning or end of the list, click on the bar between the box and the arrow in the direction you want to go.

## **Selecting Multiple Shopping List Items**

You may select (highlight) more than one item at a time on your shopping list while working in the main window. This is useful for removing multiple items, or removing the comments from multiple items, in one step.

To select (highlight) more than one non-contiguous item, hold down Ctrl while clicking each additional item. To select all items between any two particular items, click the first item and then hold down Shift while clicking the last item you want to select. All the items in between will be selected (highlighted).

## Comment

Any notation you wish to see printed next to the name of an item when your shopping list is printed. Comments are always displayed in square brackets. Typical comments include, for example, [COUPON], [5], [5 pounds], and [COUPON, 3 bags]. An Auto-comment is a comment that can be entered without using the keyboard.

To add or change a comment to one or more items on your shopping list, select (highlight) the item(s) and click the Comment button.

To remove a comment from one or more items on your shopping list, select (highlight) the desired item(s) and click the Remove Item button.

### **See also:**

Selecting Multiple Shopping List Items

## Comment Entry Window

You use the Comment Entry window to enter a comment for a particular item (or items).

There are two ways to access this window:

[For an item already on your shopping list](#): Click on that item's name in the shopping list and then click on the Comment button (shortcut: double-click the item). If the item already had a comment from before, that comment will be presented for you to edit it, or to add to it.

[To add a comment while adding a new item to the shopping list](#): Hold down the Shift key while clicking on the item's name in the master list.

Enter the comment in the Comment box. The name of the item for which you are adding a comment is visible above the box.

Click OK to add the comment. Click COUPON to add the comment with the word "COUPON" added to it.

### [Adding a Comment for Multiple Items Simultaneously](#)

When multiple shopping list items are selected (highlighted):

- The comment entered in this window will become the comment for all the selected (highlighted) items
- All previously existing comments will be lost (so use this feature with caution)
- The initially displayed comment, if any, is that of the first selected (highlighted) item in the shopping list (the item closest to the top of the list)
- Instead of an item name, "(currently selected items)" appears in red to remind you that you have multiple items selected

### **See also:**

[Selecting Multiple Shopping List Items](#)



## Print Shopping List Window

This window is presented to you when you are about to print a shopping list (or master list). To print using the current settings, simply click OK. If you are printing the list to a printer (as opposed to saving it to disk), make sure your printer is ready (properly connected to the PC, plugged-in, turned on, and on-line) before clicking OK.

To abandon the printing operation, click Cancel. You will be given the choice to return to the main window or exit the program.

To customize the way your shopping list is printed, click Configure. This causes the window to expand downwards to reveal a number of options at your disposal. They are:

- Set the font style and size to use when printing the list to a printer
- Choose a printer to use and/or change its setup
- Print lines separating each aisle to make the list easier to read
- Print the list in reverse order (if you will be going through the store that way)
- Print the list in multiple columns and limit the number of columns
- Save the list to a text file for editing, printing later, or printing from a different PC

For more information on any part of the window, click on that part of the picture:



## Preferences Window

You use this window, accessible from the Set Preferences choice on the File menu or Preferences toolbar button, to customize a number of aspects of SLM. They are divided into the following six categories (click for more information):

- [Master List Display](#)
- [Shopping List Display](#)
- [Toolbar](#)
- [Auto-comment Toolbar](#)
- [Screen Font](#)
- [Options](#)

To change the settings of a particular category, click on that category's tab on the left and then make any changes to the settings displayed on the right. When you are finished making changes, click OK. To forget all changes made, click Cancel.

The tab of any category whose settings have been modified will be displayed in blue to remind you that changes have been made there.

If you return to this window during the current SLM session, the last category you selected will be the first displayed.

### [Save Current Window Position](#)

If you do not want to save the current main SLM window size and position, make sure to de-select Save Current Window Position before clicking OK. When the window position is saved, it will be the one used every time you start SLM (until it is changed again).

## Last Numbered Aisle

The aisle in the store with the largest aisle number. This is not necessarily the last aisle in the store because it must be a number. For example, if the last aisle in the store is 10B, but the last aisle with a regular number is 10 then the store's last numbered aisle is 10. To use aisle names that are not regular numbers, you must create defined aisles. The default last numbered aisle is 30.

## Importing Store Data

You can use the Import Store Data menu choice, on the Store menu, to bring item/aisle information from an external file into SLM. You can add the new information to an existing store, or create a new store from it.

### Main Purposes

1. More comfortable data entry. If you would prefer to type store information into any text editor or word processor instead of using SLM's Edit Store window, you may. Use either the Add Text File to Current Store or Create New Store from Text File option.
2. To use store files from versions 3 and 3.1 of SLM. Use the Create New Store from SLM Store File option. If you installed version 3.1 and chose not to upgrade your version 3 installation, you will need this operation in order to use version 3 store files with version 3.1. If something happens and you have to re-install SLM, you can use this option to continue using your version 3.1 stores as well.
3. To use store files from versions of SLM prior to version 3. You will have to use the Create New Store from Text File option, and because of the file format of the store files in previous versions, there will be an extraneous item in your store file (the name of the store and the number of items in the store). During the import operation this will most probably generate an error since the total number of items is generally a number higher than the store's last numbered aisle. You may simply choose to skip that item during the import to be left with a perfectly imported store. If that doesn't happen, use the Edit Store window to manually delete the extra item.
4. For importing items from one store file to another. Use the Print Master List option of the File menu to save a store file to a text file. You can then edit the resulting file to select the items you want to import and make it match the required source text file format criteria. Then, use that file as the source file for the import.

### Using the Import Store Data Window

1. Select the type of operation you would like to perform: Add Text File to Current Store, Create New Store from Text File, or Create New Store from SLM Store File.
2. Enter the name and path of the text file to read from into the Filename box. You can use the Browse button to find the file and select the file's name (the full name and path will be automatically entered).
- 3a. If you are adding the imported data to the current store, click OK. **Note:** Any items imported with aisle numbers greater than the current store's last numbered aisle will be listed with an aisle number of ?Unknown.
- 3b. If you are creating a new store, enter the required New Store Information (see Creating a New Store for more information about any of these items) and click OK. **Note:** When creating a new store from a text file, any items imported with aisle numbers greater than the specified Last Numbered Aisle will be listed with an aisle number of ?Unknown. When creating a new store from an SLM store file, the store's last numbered aisle will be the higher of the specified Last Numbered Aisle and the highest aisle number found in the store.
4. The import operation will immediately commence and each imported item will appear in the window as it is imported (this may be too fast to see). If there are no problems with the source file, you will be notified of the operation's successful completion. If there are problems found with the source file, you will be notified of the problems. In some circumstances, the operation will be abandoned. In other circumstances, you will be given the choice to continue with the operation anyway.

### **See also:**

Source text file format

## Saving a Shopping List

To save the current shopping list, select Save the Current Shopping List from the List menu, click the Save List toolbar button, or press Ctrl+S.

If a list has been recently saved or retrieved during the current SLM session, then that list is an active shopping list. If there exists an active list when Save the Current Shopping List is selected, you will be given a choice: to update the active list with the contents of the current shopping list, or to save the current list as a new list. If no list is currently active, you will only have the option to save a new list.

If there is an active list and you select Update this List, the active list will be replaced by the current shopping list.

Otherwise, you will be presented with the Save Shopping List window. Enter a descriptive name for the shopping list, or simply click OK to accept the default name (which includes the store name and the current date).

This menu choice is unavailable if the current shopping list is already saved or if there is no shopping list currently displayed.

[Saving a shopping list is useful if you want to:](#)

- make a "basic" shopping list which you can customize each time you go shopping
- use the same shopping list more than once
- continue working on a shopping list through more than one SLM session
- prepare the shopping list now and print it later

**Note:** If you edit a store any time after you've saved a shopping list for that store, the saved shopping list may no longer be correct. For example, if you change the aisle number of "juice" from 2 to 4, it will still come up as 2 if you print the previously-saved shopping list.

### **See also:**

[Retrieving a saved shopping list](#)

[Deleting a saved shopping list](#)

[Clearing a shopping list](#)

[Preparing a shopping list](#)

## Adding Additional Items

When you click the Done button in order to print a shopping list, SLM asks if you would like to add any additional items that are not included on your master list. If you answer Yes, you are presented with the Additional Items window.

In this window, you can add any items to the current shopping list that you haven't added to the store's master list yet, or any "one-time-only" items that you don't want to add to your master list.

You add items by typing them into the Enter Item Here box and clicking Add Item or pressing Enter. (You can't enter aisle numbers here.) You can continue entering as many items as you wish. When you are finished, click Done. To forget about adding any extra items to the list, click Cancel. Tip: For fastest entry of many items simply type each name and press Enter.

Enter Items Here: In this box, type the item name. Remember to click Add Item (or press Enter) to add it to the list.

Additional Item List: This is the list of items. To remove an item, select (highlight) it and click Remove Item.

Add Additional Items to Master List: If you check this option, the contents of the Additional Item List will be added to the current store's master list when you click Done (with aisle designations of ?Unknown).

## Printing a Master List

To print the entire master list of a particular store, make that store the current store (if it isn't already) and select Print Master List from the File menu. Choose one of the two sub-menu choices that appear:

[Alphabetically](#): Print the entire master list in alphabetical order.

[By Aisle](#): Print the entire master list in the order in which items appear in the store.

**Tip:** Print out the entire master list of a store in alphabetical order and post it on the fridge between shopping trips. This way, anyone in the family wanting an item from the store can simply mark the item on the master list. Making the shopping list in SLM will be even faster and easier since the items will be indicated on the printed page in the same order they appear on-screen.

**Tip:** You might also want to print out the entire master list of a store to help you make changes to that store on paper before entering the changes into SLM. This might be easier because you prefer to see the entire store in one list or because you want to take the list with you to the store to make aisle location corrections.

For more information on any part of the window, click on that part of the picture:



**Note:** If you choose to print the list Alphabetically, the Print Aisle Separator Lines option in the Options section of the Print Master List window has no effect.

## **Print Setup**

The standard Windows Print Setup dialog box is available by selecting Print Setup from the File menu or clicking the Setup button in the [Print Shopping List window](#).

You use this dialog box to choose the current Windows default printer and to configure the settings of that printer (such as paper size and print quality).

Please refer to your Microsoft Windows documentation for more information.



## Exiting SLM

You can exit SLM by choosing Exit from the File menu or double-clicking the main window's control box (which is to the left of the title bar).

If the current shopping list is unsaved, SLM gives you the opportunity to save the list before exiting (if so defined in the Preferences window). Clicking Cancel returns you to SLM.

After printing a shopping list, you are also given the choice to exit SLM.

## Deleting a Store

You can permanently erase a store file by choosing Delete a Store from the Store menu.

Click on the store you want to delete and then click Delete. You can't delete a store if it is the current store (the one displayed in the main SLM window) or the default store. To delete one of these stores, you must first select another store using the Select a Store choice on the Store menu.

**Important note:** Once you delete a store, there is no way to get it back. Even using an Undelete utility will not make the store available to SLM again. (If you do decide to Undelete a store after deleting it using SLM, you can use the Import Store Data procedure to make the store available to SLM again.)

**Note:** Please use this option to delete a store, and don't simply delete the file from your hard disk. If you delete a store file manually from your hard disk, it will still appear in SLM's list and this may cause errors. Deleting the store using SLM will delete the file from your hard disk as well.

**Note:** If you delete a store while there are any saved shopping lists for that store, those shopping lists will become useless. It is advisable to delete any saved shopping lists for a store at the same time you delete the store. It is not important if you delete the lists before or after you delete the store. See Deleting a Saved Shopping List for more information.

## Duplicating a Store

You can make a duplicate store file of an existing store using the Duplicate the Current Store choice on the Store menu.

The store you want to duplicate must be the current store. You will be presented with the Duplicate Store window where you must enter a descriptive name for the new store and a valid DOS filename. Use the Default Store check box to decide whether or not to make the new store the default store.

Although you can use the same descriptive name as the original store, it is advisable to use a different name to prevent confusion between the two. Even adding a 2 (such as Foodmart 2) will be enough to distinguish it.

### You might want to duplicate a store because:

- you want to keep two versions of the same store used for different purposes (e.g. a "camping" version with just the items you need every time you go shopping for your monthly camping trip, or for different family members who use the same store, but want different master lists)
- you want to do heavy editing on a store, but you want to keep the original intact
- you want to keep a backup of a store "just in case" (never a bad idea)

### **See also:**

[Creating a new store](#)

[Deleting a store](#)

[Importing store data](#)

## Clearing a Shopping List

You can erase the shopping list you are currently working and start again by choosing Clear the Current Shopping List from the List menu, or clicking the Clear List toolbar button. You will be given the chance to save the list if it hasn't been saved (if Display Warning Questions is selected in the Preferences window).

This menu option is unavailable if there currently is no shopping list displayed in the main window.

### **See also:**

[Deleting a saved shopping list](#)

[Preparing your shopping list](#)

[Saving a shopping list](#)

## Retrieving a Saved Shopping List

You can retrieve a shopping list that has been saved by choosing Retrieve a Saved Shopping List from the List menu or clicking the Save List [toolbar](#) button.

You will be presented with the Retrieve Shopping List window where you will see a list of all your saved shopping lists' descriptions. Below the list you can see the details of the highlighted shopping list, including the number of items on the list, the store it was made for, and the date it was made. Select a list and click OK.

If you choose to retrieve a list for a store other than the current store (the one displayed in the main window), you are given the chance to load the list and the store (from which it was prepared) together.

**Note:** A retrieved shopping list will always be displayed in the order (by aisle or alphabetically) currently selected in [Preferences](#), even if it was saved in the other order.

### **See also:**

[Saving a shopping list](#)

[Deleting a saved shopping list](#)

[Clearing a shopping list](#)

[Preparing a shopping list](#)

## Deleting Saved Shopping Lists

You can permanently erase a [shopping list](#) that you have previously saved by choosing Delete a Saved Shopping List from the List menu.

You will be presented with the Delete Shopping List window where you will see a list of all your saved shopping lists' descriptions. Below the list you can see the details of the highlighted shopping list, including number of items on the list, the store it was made for, and the date it was made.

You can select one or more lists to delete. (To select (highlight) multiple lists, hold down Ctrl while clicking each additional list. To select all the lists between two particular ones, click the first one and then hold down Shift while clicking the last list you want to select. All the lists in between will be selected.)

After selecting (highlighting) the list or lists you want to delete, click Delete.

**Important note:** After you've deleted a saved shopping list, you will not be able to retrieve it.

### **See also:**

[Retrieving a saved shopping list](#)

[Saving a shopping list](#)

[Clearing a shopping list](#)

[Preparing a shopping list](#)

## Item List

This area lists all the items in the store's master list along with the aisle each item is in. Aisle names appear in curly brackets. If the list is too long to fit in the display area, a scrollbar appears at the right of the list. You can move up or down through the list by clicking on the arrows in the scrollbar.

Click on an item to select it for editing or removal.

## Edit Box (Edit Store Window)

You perform all actual item editing in the Edit Box. To place an existing item from the list into the Edit Box for editing, click on that item in the Item Information list.

**Item:** Type the name of the item you are working with (quotation marks ", curly brackets { }, and square brackets [ ] may not be used in item names).

**Aisle:** Click on the down-arrow to see a list of all the aisles in the current store, in the order in which they appear in the store. You can click on an aisle to select it or you can simply type the aisle in the edit area.

**Define:** Click this button to open the Define Aisles window. There, you can work with the defined aisles for this store.

**Add:** Add the item/aisle in the Edit Box to the list.

**Replace:** Replace the item/aisle that is currently selected in the Item Information list with the item/aisle shown in the Edit Box.

**Reset:** Forget all editing to the item/aisle in the Edit Box and reset it to the item currently selected (highlighted) in the Item Information list.

### **See also:**

Edit Store window tips



## **Remove Item Button**

Click on this button to delete the item(s) currently selected (highlighted) in the list.

## Options

Auto Aisle Define: If you try to Add or Replace an item with an unrecognized aisle name, you will normally receive an error message from SLM. With Auto Aisle Define checked, however, you will be given the opportunity to create a new defined aisle "on-the-fly".

Confirm Actions: When checked, SLM will ask you to confirm the following actions: Remove Item, Replace Item, Add Duplicate Copy (adding an item that has not been modified), and Auto Aisle Define. To prevent being asked for confirmation for many actions, make sure Confirm Actions is not checked. This will prevent unwanted delays, but may allow unwanted actions to be performed.

## **Done/Cancel Buttons**

Done: Save all changes you've made since entering the Edit Store window and return to the main SLM window..

Cancel: Forget all changes you've made since entering the Edit Store window and return to the main SLM window.

## Store Information

Name: The descriptive name of the store you are working on. You may change the name of the store if you wish. Note, however, that any saved shopping lists will still use the old name. (They will still refer to the correct store, however, and need not be changed.)

Items: The number of items currently on the store's master list, including all changes you've made in this window.

## **Defined Aisles List**

Any defined aisles in the store will appear here. If the list is too long to fit in the display area, a scrollbar appears at the right of the list. You can move up or down through the list by clicking on the arrows in the scrollbar.

Click on an aisle to select it for editing or removal.

## **Remove Button**

Click on this button to delete the aisle currently selected (highlighted) in the list. This button will be unavailable if there is no aisle selected.

## Last Numbered Aisle

The number in the box shows the highest numbered aisle in the store. This is not necessarily the store's last aisle because you can add defined aisles that come after this aisle.

To change the store's last numbered aisle, click the Change button.

## Edit Box (Define Aisles Window)

You perform all actual aisle editing in the Edit Box. To place an existing aisle from the list into the Edit Box for editing, click on that aisle in the Defined Aisles list.

**Aisle Name:** Enter or edit the name of the aisle as it will appear on your shopping lists.

**After Aisle:** Use this pull-down list (or the Before Aisle pull-down list) to tell SLM where in the store the aisle named in the Aisle Name area is located. For example, if you are defining the Produce aisle and Produce comes between aisles five and six, you would choose 5 in the After Aisle list since Produce comes immediately after five. You would read this as, "Produce is After Aisle 5".

**Before Aisle:** Use this pull-down list (or the After Aisle pull-down list) to tell SLM where in the store the aisle named in the Aisle Name area is located. For example, if you are defining the Produce aisle and Produce comes between aisles five and six, you would choose 6 in the After Aisle list since Produce comes immediately before six. You would read this as, "Produce is Before Aisle 6".

**Add:** Add the aisle in the Edit Box to the list.

**Replace:** Replace the aisle that is currently selected in the Defined Aisles list with the aisle shown in the Edit Box. This button is unavailable if no changes have been made to the aisle in the Edit Box.

**Reset:** Forget all editing to the aisle in the Edit Box and reset it to the one currently selected in the Defined Aisles list.

### **Important Notes:**

- Aisle names must be unique. If you try to add an aisle name that has already been entered, you will receive an error message. The same is true for a normal aisle number that exists in the store.
- The After Aisle and Before Aisle lists are connected. Thus, you may use either one to select the new aisle's location and the other one will be automatically set accordingly.



## Save Configuration Button

Clicking Save Configuration causes SLM to save the current font and selected options as defaults. The next time you want to print a shopping list (or a master list), the current options will still be active.

**Note:** One exception is the Printer Setup. The current printer selection and setup is determined by Windows and can be changed by other applications.

**Note:** The printing preferences saved with this button are shared by the Print Shopping List and Print Master List operations. When you change the settings in one, it will affect the other (except Print Aisle Names/Numbers which only applies to printing a master list).

## Printer

[Font](#): Select the font style you would like your list to be printed in. All the fonts available to Windows for your currently selected printer driver are available.

[Font Size](#): Select the font size you would like your list to be printed in.

[Setup](#): See [Print Setup](#).

### **Important Notes:**

- Font style and size are ignored if you select Print to File.
- Set the Font style before setting Font Size since the Font Sizes available are dependant on the font you choose.
- If no default printer is defined in the Windows Control Panel, these settings will be unavailable.
- SLM saves these settings each time you change them and will use them as default settings the next time you print.

## Print Options

**Print Aisle Separator Lines:** When this option is checked, each aisle name/number in the shopping list will be printed only once and all items for each aisle will be printed between two lines. When this option is not checked, each item on the shopping list will be printed with its aisle. Which way you print your list is completely a matter of preference.

**Reverse List Order:** When this option is checked, the list will be printed backwards, i.e. the last aisles in the store will be printed first. This is convenient if you walk through your store in descending aisle number order.

**Print Multiple Columns:** When this option is checked, SLM will print your shopping list in two or more columns on the page, space permitting. When the accompanying list box selection is Auto, SLM will print as many columns as will fit on the page (while always completing one column before starting the next. You can force SLM to limit the number of columns to print by selecting a specific number of columns from the list box.

### **Multiple Column Notes:**

- SLM calculates the number of columns to print by dividing the available page width by the widest item in the current shopping list. (An item includes all comments associated with it.)
- All columns are of equal width.
- The full page length will always be used before starting a new column.
- If a specific maximum number of columns is selected, SLM will never print more than that number of columns on any given page.
- When Print Aisle Separator Lines is checked and a column break occurs within a column, the column number/name will have a plus sign (+) next to it at the start of the new column to indicate "continued".
- The largest possible number of columns per page is eight.

**Print to File:** When this option is checked, you are presented with an area to enter a filename. It must be a valid DOS filename and may include a path. This will create a text file of the shopping list which can be edited or printed using any text editor or word processor. This feature may be useful for printing the list using a different PC. Simply print the list to a floppy disk and print it from another PC.

**Note:** When Print to File is selected, Print Multiple Columns becomes unavailable. Printing to a file is only available in one column.

### **See also:**

Save Configuration

## Master List Display

The master list display in the main window can contain between one and four columns of items, depending on the number of items in the store, the size of the window, the font name and size being used, and the width of each column. Changing the following two settings here allows you to customize the appearance of the master list display.

[Minimum Column Width](#): Choose one of these three settings to set the smallest column width that SLM will use. If Adjust Columns to Fit Window is checked then the columns can be wider than the minimum width, depending on the window size and the number of items in the store.

A narrower column width allows you to see more columns in the window, but with less of each item visible (words may be cut off). If all of your items have short names, this is the ideal setting. A wider column width allows you to see more of each item, but there may be room for fewer columns.

[Adjust Columns to Fit Window](#): When this option is checked, SLM will widen columns beyond the minimum size set, in order to use all the available width in the window. If this option is unchecked, the columns will always be the width selected by Minimum Column Width.

If the changing widths annoys you, leave this item unchecked. If you would rather see wider columns than empty window space, then select this option.

[Display Recipes in Master List](#): You can opt to have all your saved recipes displayed at the end of the master list. This allows you to add all of a recipe's ingredients to your shopping list by simply clicking on the recipe's name.

## **Screen Font**

You may select the font used in the lists displayed in the main window. All fonts available in Windows are available for SLM. Select the Font name before the Font Size since the Font Sizes available sometimes depends on the Font name you've chosen.

A smaller font will allow more of your lists to be visible on-screen at once. A larger font will be more readable on small displays.

## Options

[Display Help Information Line](#): When this option is checked, the [Help Line](#) is active. Uncheck it if you don't want to see Help Line help messages.

[Display Warning Questions](#): Many actions in SLM may result in the loss of the current shopping list if the list is not saved before continuing. Examples include exiting the program and using the Edit Store Window. By default, SLM will remind you each time an unsaved shopping list will be lost. If this feature annoys you, uncheck this option: your shopping lists will be discarded without a warning message, for example when exiting the program. Other warning questions are also affected by this option: the "Are you sure you're done?" questions after making a shopping list and after [adding additional items](#).

[Prompt for Additional Items](#): When this option is checked, you will be asked if you'd like to add any [additional items](#) not included in your master list after completing a current shopping list. If you never add any additional items and you don't want to be bothered with this question, de-select this option.

## **Shopping List Display**

You can select to view the shopping list you are currently working on sorted alphabetically or sorted by aisle. Choose whichever is more convenient for you. If you change this option while working on a shopping list, the list will be re-sorted and will immediately appear in the order you specify. All new items will be added in their appropriate places on the list.

If a saved shopping list is retrieved, it will be displayed in the currently selected order, even if it was saved in the other order.

## Auto-comment Customization

See [Auto-comment](#) for details on using this feature.

[Display Auto-comment Toolbar](#): When this option is checked, the Auto-comment toolbar will appear in the main window above the master list display. If you don't wish to use the Auto-comment feature, unchecking this option will provide a bit more room in the window for the master list display.

[Customize Buttons](#): For each of the two buttons, you may enter both an actual comment and the text to place on the button. Sample buttons are provided simply to show how they will appear on the toolbar. This is useful to see if your button text will fit nicely on the button.

The comment text can be any length and will appear on the printed shopping list exactly as entered. The Button Appearance text will never appear anywhere except on the Auto-comment toolbar buttons. Generally, a custom comment will be something relating to a number such as Pounds (e.g. 4 Pounds). However, feel free to create custom comments that stand by themselves (e.g. "Large size" or "Only if on sale").



## Edit Store Window Procedures

### [To enter a new item into the store:](#)

1. Type the item's name into the Item area of the Edit Box.
- 2a. Select the aisle that the item is in by clicking the down-arrow next to the Aisle area of the edit box and choosing one, or
- 2b. Type the name of the aisle into the Aisle area.
4. Click Add.

### [To enter a new item with an aisle name that is not yet in the store:](#)

1. Type the item's name into the Item area of the Edit Box.
2. Type the name of the aisle into the Aisle area.
3. Make sure that Auto Aisle Define is checked (in the Options area).
4. Click Add.
5. Answer Yes to the question, Do you want to define the aisle. (This question will only appear if Confirm Actions, in the Options area, is checked.)
6. In the Auto Define Aisle window, use the Before Aisle or After Aisle lists to select the location of the new aisle. (See Defining Aisles for more information.)
7. Click Done.

### [To remove an item from the list:](#)

1. Click on the item in the Item Information list.
2. Click Remove Item.

### [To edit an item already on the list:](#)

1. Click on the item in the Item Information list.
2. Make any changes to the item name in the Item area of the Edit Box.
3. Make any changes to the aisle in the Aisle area of the Edit Box.
4. Click Replace.

### [To undo changes to the item you are currently editing:](#)

Click Reset.

### [To work with Defined Aisles:](#)

Click Define.

### [To change the name of the store:](#)

Edit the store name in the Name area of the Store Information box.

### [To save all the changes you've made and close the window:](#)

Click Done.

### [To forget all the changes you've made and close the window:](#)

Click Cancel.

### **See also:**

Edit Store window tips

## Edit Store Window Tips

- To rapidly enter many items, type in the name, then Enter, the aisle name or number, then Enter, and repeat. The Enter key will correctly jump you from item to aisle to Add and back to item.
- To see more of the Item Information list (more items or more of each item), drag the borders of the window to enlarge the window's size. The window will expand vertically to the height of your screen, but will only expand to a maximum size horizontally.
- To prevent an error message when entering new aisle names, make sure Auto Aisle Define is checked. This will allow you to create new aisles "on-the-fly".
- To prevent SLM from asking for confirmation for many actions, make sure Confirm Actions is not checked. This will prevent unwanted delays, but may allow unwanted actions to be performed. Actions that SLM will confirm if this is checked are Remove Item, Replace Item, Add Duplicate Copy (adding an item that has not been modified), and Auto Aisle Define.
- To define many new aisles at once, click Define and enter them all in one shot. This will prevent delays when you want to add many items without interruption. (See Defining Aisles for more information.)

## SLM Errors

SLM's error messages attempt to be clear and to the point, especially when explaining a user action that is not permitted. Try understand the message and see if it helps you to overcome the problem.

In the event that you receive a system error that forces SLM to stop working, try to rule out the possibility of external system problems such as:

- low Windows memory
- low Windows resources
- low free disk space
- moved, renamed, or deleted files
- conflicting software running simultaneously
- printer setup problems

SLM Version 3.1 was thoroughly checked for problems before it was released, but it is impossible to ensure that there are no problems with the program that will occur in certain circumstances. The author will be happy to help registered users solve any difficulties that may arise during the use of SLM.

If you can't solve a problem, and you have a registered version of SLM, please contact the author for assistance. See [Registering SLM and Contacting the Author](#) for how to get in touch.

## Change Last Numbered Aisle Window

This window, accessible from the Change button in the Define Aisles window, allows you to change the store's last numbered aisle.

**Use this window with caution.** Read the warning notice carefully to prevent the possible loss of defined aisles and aisle designations of individual items in the store. It is best to enter the correct number when creating a new store so that you don't have to change this number later.

If you must change this number, simply type in the new number. Click OK when done.

## **Edit Store Maximize and Minimize Buttons**

The Edit Store Window uses non-standard maximize and minimize buttons:

[Maximize](#): expands the window to its largest allowed size

[Minimize](#): shrinks the window to its smallest allowed size

(Normally in Windows, the maximize button makes the window fill the screen and the minimize button makes the window into an icon.)

## Print Master List Options

**Print Aisle Names/Numbers:** When this option is checked, the master list will be printed in a similar fashion to a regular shopping list. When this option is not checked, however, the master list printout will contain only the item names without aisle identifiers. This is useful for easy list creation between SLM sessions (see Tips for Using SLM).

**Note:** When this option is checked, Print Aisle Separator Lines will be unavailable.

**Print Aisle Separator Lines:** When this option is checked, each aisle name/number in the shopping list will be printed only once and all items for each aisle will be printed between two lines. When this option is not checked, each item on the shopping list will be printed with its aisle. Which way you print your list is completely a matter of preference.

**Reverse List Order:** When this option is checked, the list will be printed backwards, i.e. the last aisles in the store will be printed first. This is convenient if you travel through your store in descending aisle number order.

**Print Multiple Columns:** When this option is checked, SLM will print your shopping list in two or more columns on the page, space permitting. When the accompanying list box selection is Auto, SLM will print as many columns as will fit on the page (when needed). You can force SLM to limit the number columns to print by selecting a specific number of columns from the list box.

### **Multiple Column Notes:**

- SLM calculates the number of columns to print by dividing the available page width by the widest item in the current master list.
- All columns are of equal width.
- The full page length will always be used before starting a new column.
- If a specific maximum number of columns is selected, SLM will never print more than that number of columns.
- When Print Aisle Separator Lines is checked and a column break occurs within a column, the column number/name will have a plus sign (+) next to it at the start of the new column to indicate "continued".
- The largest possible number of columns per page is eight.

**Print to File:** When this option is checked, you are presented with an area to enter a filename. It must be a valid DOS filename and may include a path. This will create a text file of the master list which can be edited or printed using any text editor or word processor.

**Note:** When Print to File is selected, Print Multiple Columns becomes unavailable. Printing to a file is only available in one column.

### **See also:**

Saving print configuration

## Recipe Menu

Click on a menu command to learn more about it:

- [Save a Recipe](#)
- [Delete Saved Recipes](#)
- [Select Recipes](#)

## Save a Recipe

To save the current shopping list as a recipe, select Save a Recipe from the Recipe menu and select a method, or click the Save Recipe toolbar button.

Method 1: Entire Current List. This will save a recipe which includes all the items in the current shopping list.

Method 2: Selected Items Only. This will save a recipe which includes only the selected (highlighted) items in the current shopping list. (This option will only be available if two or more items are currently selected.)

**Note:** The Save Recipe toolbar button automatically selects the method for you. If more than one item is selected (highlighted), it will assume you want to make a recipe of the selected items only.

If a recipe has been recently saved or added during the current SLM session, you will be given a choice: to update the last saved/added recipe with the current contents of the shopping list, or to save the current list as a new recipe. For further details, see Saving a Recipe.

This menu choice is unavailable if the current shopping list is empty.

### **See also:**

Saving a Recipe



## Deleting Saved Recipes

You can permanently erase recipes that you have previously saved by choosing Delete Saved Recipes from the Recipe menu in the main SLM window.

You will be presented with the Delete Recipes window where you will see a list of all your saved recipes.

Select one or more recipes to delete. (To select (highlight) multiple recipes, hold down Ctrl while clicking each additional recipe. To select all the recipes between two particular ones, click the first one and then hold down Shift while clicking the last recipe you want to select. All the recipes in between will be selected.) The total number of ingredients contained in the currently selected recipes is displayed below the list.

After selecting (highlighting) the recipe(s) you want to delete, click Delete.

**Important note:** After you've deleted a saved recipe, you will not be able to retrieve it.

**See also:**

[Saving a recipe](#)

## Selecting Recipes

To add the ingredients of one or more recipes to your current shopping list, select Select Recipes from the Recipe menu or click the Select Recipes toolbar button.

You will be presented with the Select Recipes window, where all the recipes that were saved using the current store are displayed. The short name associated with each recipe is displayed in parentheses. (The short name is automatically included as a comment with each of the recipe's items to differentiate it from normal list items.)

Select one or more recipes which have ingredients you wish to add to your shopping list and click OK. (To select multiple recipes, hold down Ctrl while clicking each additional recipe. To select all the recipes between two particular ones, click the first one and then hold down Shift while clicking the last recipe you want to select. All the recipes in between will be selected.)

The total number of ingredients contained in the currently selected recipes is displayed below the list.

### Displaying Recipes in the Master List

A faster way to add individual recipes to your shopping list (without opening this window) is to click their names in the Master List display. If they are not displayed, you can use the Preferences window to select this option.

Tip: You can add a "multiplier" to all the ingredients in a recipe if you want to double or triple it, for example. Use the Auto-comment toolbar to select a multiplier, such as 2, and then click the recipe's name. A x2 will be added to the comment of all items contained in the recipe.

Tip: Any other comment can also be added to each ingredient of a recipe as you select it: hold down shift while you click its name. The comment you enter in the Comment Entry window will be added to all the items.

## Saving Recipes

Saving a set of ingredients that comprises a dish, recipe, meal, or menu can be extremely convenient. Instead of having to look up or remember the ingredients and quantities needed each time you want to prepare a particular recipe, you can simply select the recipe by name and add all of its "ingredients" to a shopping list. You may, of course, include quantities and other information as well, in the form of comments.

If you add a recipe and happen not to need all of the ingredients on your shopping trip, simply remove from the list those items you already have in the house. What could be easier!

### To save a new recipe:

1. Clear the current shopping list.
2. Add the recipe's ingredients as if you were preparing a shopping list. Include any relevant comments (such as amounts).
3. Select Save a Recipe from the Recipe menu and then Entire Current List, or click the Save Recipe toolbar button.
4. You will be presented with the Save Recipe window. Enter a descriptive name and a short name for the recipe.
5. Click OK.

### To update (modify) a recipe that has already been saved:

1. Clear the current shopping list.
2. Select Select Recipes from the Recipe menu or click the Select Recipes toolbar button.
3. Select the recipe you want to update and click OK.
4. Make any changes to the recipe (that now appears as a shopping list).
5. Select Save a Recipe from the Recipe menu and then Entire Current List, or click the Save Recipe toolbar button.
6. Click Update this Recipe.

**Note:** Recipes can be used only with the store they were made with. To use the same recipe in multiple stores, you must create and save the recipe in each store you want to use it with. This is because saved recipes contain item and aisle information that differs from store to store.

**Note:** If you edit a store any time after you've saved a recipe for that store, the saved recipe may no longer be correct. For example, if you change the aisle number of "juice" from 2 to 4, it will still come up as 2 if you print the previously-saved recipe.

### **See also:**

Selecting Recipes

Deleting Saved Recipes

## Recipe

A recipe is a set of items and related comments that comprise a dish, recipe, meal, or menu. Once a recipe is saved, its "ingredients" can easily be added to a shopping list.

**Note:** Recipes can be used only with the store they were made with. To use the same recipe in multiple stores, you must create and save the recipe in each store you want to use it with. This is because saved recipes contain item and aisle information that differs from store to store.

## **Active List**

The last shopping list saved or retrieved is considered the active list (until the current shopping list is cleared). The active list can be updated (modified) with the contents of the current shopping list (see [saving shopping lists](#)).

## Source Text File Format

When importing a text file, the format of the source file is very important. It must be a standard text file containing alternating items and aisles. Each item name must be followed by an aisle number. (Non-numbered aisles are not permitted and may only be created after the import operation by using the Edit Store window.) Items and aisles may be separated with line breaks, tabs, or commas. If you want to include a comma in an item's name (e.g. fish, tuna), you must enclose the item's name in quotation marks (e.g. "fish, tuna").

Valid source file formats include:

potatoes, 10  
oranges, 6  
"fish, tuna", 4

potatoes, 10, oranges, 6, "fish, tuna", 4

Invalid source file entries include:

potatoes, produce

**(non-numbered aisle)**

oranges 6

**(no line break, tab, or comma separating the item and aisle)**

fish, tuna, 4

**(the first comma will tell SLM that "tuna" is a non-numbered aisle)**

## **Add Text File to Current Store**

This option allows you to add store items to the current store by reading them from a text file. The text file may be an SLM version 1 or 2 file, or any user-created text file in the required source text file format.

## Create New Store from Text File

This option allows you to create a new store from items located in a text file. The text file may be an SLM version 1 or 2 file, or any user-created text file in the required source text file format.



## **Create New Store from SLM Store File**

This option allows you to use an SLM version 3 or 3.1 store file that is, for whatever reason, not included in SLM's list of available stores.

## Save Recipe

The displayed recipe is the last one you saved or added. You have two options:

[Update this Recipe:](#) Replace the displayed recipe with the contents of the current shopping list.

[Save as New Recipe:](#) Ignore the displayed recipe and save the contents of the current shopping list as a brand new recipe.

**See also:**

[Saving Recipes](#)

## Save List

The displayed shopping list is currently active. You have two options:

[Update this List](#): Replace the active list with the current shopping list.

[Save as New List](#): Ignore the active list and save the current shopping list as a brand new list.

### **See also:**

[Saving Shopping Lists](#)

## Save Recipe

When saving a recipe, two names are requested:

Descriptive Name: This will be the name you use to refer to the recipe when using SLM (required). Maximum 25 characters.

Short Name: This name will be automatically included in the comment of every item in the recipe. It is best to use a short code. This will help you to identify the ingredients for recipes when they are scattered in your shopping lists. If you don't want to use this feature, leave the short name blank. Maximum 10 characters.

**See also:**

[Saving Recipes](#)

## Save Shopping List

You must enter a name for the shopping list you are saving.

Enter a descriptive name for the shopping list, or simply click OK to accept the default name (which includes the store name and the current date).

**See also:**

[Saving a shopping list](#)

## Toolbar

The main program Toolbar provides shortcuts to various program functions. You can choose whether or not the toolbar is displayed, and whether or not Tooltips are displayed, in the Preferences window.

Click on a toolbar button to learn more about it:



Select Store



Edit Store



Create Store



Save List



Retrieve List



Clear List



Save Recipe



Use Recipes



Preferences



Print the List



Help

## **Tooltips**

Tooltips are the little yellow notes that pop up when you leave the mouse pointer over a toolbar button for a moment. They serve as reminders as to the function that each button performs.

## Toolbar

You have three choices regarding the main SLM window's toolbar:

Display Toolbar: If this is selected, the main toolbar will be displayed. If the toolbar is not displayed you will gain a bit more room on the screen to display your shopping list and master list.

Space Buttons Evenly: When this is selected, the toolbar buttons will be spread evenly across the available width of the main SLM window (more buttons will be visible when using a narrow window width). When not selected, the buttons will group themselves according to function.

Display Tooltips: If you want Tooltips to be displayed, select this option. Some people find Tooltips annoying, especially after learning the functions of all the buttons. This option allows you to eliminate them. Note that this option applies to Tooltips displayed for the Auto-comment toolbar as well.



## What's New in Version 3.1

User input has certainly shaped version 3.1... Please keep the suggestions coming!

### Major Changes

- Multiple Column printing for lists
- Updating saved shopping lists
- Saving and updating recipes, and including recipes in Master List display
- Toolbar with Tooltips
- Ability to add "additional items" to the master list "on-the-fly"
- Printing master lists with or without aisle names/numbers
- Ability to add a comment to multiple shopping list items simultaneously
- Importing of version 3.x SLM store files
- Two new preference options: choose to receive "discard list" warnings and choose whether or not to be asked if you want to add additional items
- Smart Setup: can automatically upgrade a previous installation and creates a Program Manager icon

### Minor Changes

- Additional keyboard support in the Main Window (and removal of support for the auto-comment toolbar), including Del key for removing an item from the Shopping List
- Double-clicking an item goes straight into the Comment Entry window
- Preferences dialog box is now a tabbed dialog box
- Edit Store Window minimize, maximize, and control box buttons
- New store default last numbered aisle changed from 10 to 30
- Slightly different process for creating a new store
- Printing options not automatically saved as defaults (Save Configuration button instead)
- Print List menu option added to the List menu; same as clicking the DONE button
- Shortened menu option names and changed shortcut keys (Ctrl+S now for Save List instead of Select Store; Ctrl+L now for Retrieve List)
- A retrieved list is now always sorted according to the current preferences
- More robust error recovery (e.g. printer problem, file retrieval problem)
- Beeps removed from message boxes, except in certain instances
- All dialog boxes now have thick borders
- If the default store file cannot be loaded, the user may select another store, if available

### Bug Fixes

- In the Edit Store Window, (1) replacing an item was not considered modifying the store, and (2) going into Define Aisles discarded all changes made in the Edit Store Window
- Quotation marks used in an item name corrupted the store file (now they may not be entered)
- When printing in reverse aisle order, the status bar counted from 100% to 0% instead of 0 to 100

