VB Escort

For Visual Basic 2.0 and 3.0

Version 1.0

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IMPORTANT NOTICE
This version of VB ESCORT is the shareware version of a commercial product. It is fully operable in every way. No part of this program has been hindered in any manner. There are brief periodic notices to remind you that this is a shareware version of a commercial product. If you decide you would like to use VB Escort on a regular basis, then you should order the program from Full Sail Software. You will receive the latest version of the program minus the reminders, a manual fully documenting the program, technical support and notices of future upgrades. To order your copy of VB Escort, click on TO ORDER on VB Escort's button bar. Answer the questions presented and an order form will be automatically composed and printed on your printer. (Printer required.) Mail it along with you check or money order to the address presented on the form.

Introduction

VB Escort is an essential tool for working in the Visual Basic programming enviroment. VB Escort will log your time that you spend on each project and create billing reports to submit to clients, supervisors or for personal record keeping. VB Escort also has a multiple item clipboard function to make copying code from project to project or to various .Frm and .Bas files a snap. And you can view and print the clipped items any time. It also has a user defineable code library where you can save subroutines and short pieces of code for immediate access in future projects. Use VB Escort to back up all of a projects files including (optionally) .VBX files. VB Escort also includes instant access to frequently used menu commands from Visual Basic such as Save Project, Add File and more. And, two buttons not included with Visual Basic, a Save & Run button to insure that you always have the latest version saved and an Add VBX file button for instant access to hard to locate .VBX files.

What you will need to run VB Escort.

You will need a computer running Microsoft Windows 3.1, Microsoft Visual Basic 2.0 or 3.0, a hard drive and VGA monitor. VB Escort was written with Microsoft's Visual Basic Version 2.0 and therefore you will need to have at least one copy of the file VBRUN200.DLL in a directory that is in your path.

Also available soon from Full Sail Software: **The Software Author's Assistant** - a business management system for software authors. Provides a convenient method to keep records of registered users, vendors, expenses, income and more. Prints envelopes, disk labels, post cards, various list, many financial reports and a large array of graphs. Being developed with Sheridan Software's 3d Widgets for a great look and superior user interface. Windows 3.1 and VBRUN200.DLL required.

Installation

From the File Manager, run the program SETUP.EXE. It will ask you to confirm the source directory and destination directories. Once you have the required information entered, click on "Continue". The installation program will next ask you to enter the path to Visual Basic. Enter the full path and executable, usually "C:\VB\VB.EXE". Click on OK and the program will copy and install the files into to the destination directory and create a new group in your Program Manager called VB ESCORT with VB Escort's icon in it. Double clicking on this icon will run VB Escort and load Visual Basic. If you are using a Program Manager replacement, you may get an error during installation but VB Escort's files have been installed on your hard drive and all you need to do is to follow your shell's instructions on how to add a program to it. The main executable program for VB Escort is VBESCORT.EXE.

Attention Sheridan Software 3D Widgets Users.

 VB Escort was developed with Sheridan Software's 3D Widgets. The run time VBX files are included and copied to the directory where you install VB Escort. If you are developing projects with Sheridan Software's 3D controls, when VB Escort loads, it will load the run time VBX files into memory. When you load your project with the design time VBX files in it, your program will not load the design time vbx's because the run time version are already loaded preventing your program from running. To overcome this problem, copy or move your design time 3D VBX files (SS3D.VBX, SS3D2.VBX and/or SS3D3.VBX if you have purchsed all three) into your Windows\System directory and delete the MATCHING files from the VB Escort directory. PLEASE NOTE, if you have only purchased one or two of Sheridan Software's 3D VBX files, then only delete the MATCHING files.

Getting Started

Click on the icon created during the installation in your Program Manager. If you provided a path to Visual Basic, it will be loaded with VB Escort. Click on the OPEN button and locate the project file (*.MAK) you wish to work on. It will be loaded into Visual Basic and the time you spend working on the project will be logged automatically. Click on the various buttons to explore VB Escort's features.

Configuring VB Escort

Click on the CONFIGURE and VB Escort's configuration screen will be displayed. Here you can change your settings. The first box allows you to enter the path to Visual Basic or any other program that will in turn load Visual Basic. There are several shareware programs available that load and work with Visual Basic. This will allow you to continue to use your favorite add-on.

The next entry is the hourly rate that you charge, wish you made or what you really get paid. Your choice. Enter the amount and VB Escort will use that figure to compute your billing statements. Use this rate to help you estimate program development cost. Since you will now know the cost of developing a program, you can get a better estimate on what your rate of return needs to be for program pricing and adjust the selling price accordingly.

The next entry allows you to enter the name of the log file for tracking your time. A default file will be used initially. You may enter a new file if wish. You may want to enter a new file each month, each year, or if you start a new major project.

There is an option button labeled "Always on Top". This may be toggled on or off. When checked on, VB Escort will always remain the top most window keeping it readily accesssible. If you prefer to not have VB Escort remain on top, click the feature to the off state.

These features will be saved when the SAVE button is clicked. If you decide not to change any settings, click on CANCEL.

One last item in the configuration, SAVE POSITION allows you to have VB Escort remember it's last screen position. Click on SAVE POSITION and VB Escort will always return to the saved position at start up. After clicking on SAVE POSITION, then a confirmation will be presented to let you know the positon was recorded.

Logging Your Time

Starting the Clock

Use VB Escort to log the time you spend on your projects by clicking on OPEN to load a MAK file. Please note: if you use Visual Basic's FILE - OPEN dialog box, you're time will not be logged therefore create the habit of using VB Escort to open your projects. After opening your project, the name of the file will be added to VB Escort's title bar and the PAUSE CLOCK button is enabled. This let's you verify that the time is being logged. and what project your time is logged to. It is possible to log your time on one project and work on another. This is done by first using VB Escort to open a project and then use Visual Basic's FILE - OPEN to open another project. VB Escort is not informed when you change projects in this manner. This comes in handy when you need to copy code from one project and place it into another.

Pausing the Clock

While logging time to a project, the PAUSE CLOCK button will be enabled. If you find you need to pause the clock while you take a break or work on something else, then click on the PAUSE CLOCK button. The timer will be closed and the button caption will change to UNPAUSE. When you return to work on your project, click on UNPAUSE and the timer will be re-opened.

Closing the Clock

To stop timing a project, click on PAUSE as just described, or click on EXIT. EXIT will present you with three options, CLOSE VB ESCORT ONLY or CLOSE VB ESCORT AND VISUAL BASIC. and CANCEL. When closing VB Escort only, then you log will be closed and Visual Basic will remain open. Choosing to close VB Escort and Visual Basic will close your log and both programs. The last option, CANCEL, will abort exiting.

Quick Access Features

There are several buttons on VB Escort that give you quick access to many items buried within Visual Basic's menus. They are:

SAVE FILE - saves the file you are currently working on.

SAVE FILE AS - saves the current file under a new name.

ADD FILE - calls the File Add dialog box.

SAVE PROJECT - Saves the project you are currently working on.

MAKE EXE - Calls the Make Exe dialog box.

Not included in Visual Basic but should have been:

ADD VBX - provides an instant list of the VBX files in your \Windows\Sytem Directory. For this feature to have it's full effect, you should move all of your Design time VBX files to this directory. Your run time VBX files should be stored in another directory not in your path and copied to your distributed disk when your projects are complete.
 To use the ADD VBX feature, click on ADD VBX and a list of all of your VBX files will be presented, double click on the file you want and it will be added to your project.

SAVE & RUN - this feature combines Save Project and Run into one button. This saves your project before it is run therefore avoiding the possiblilty of locking up your system and losing the past four hours of work! It also is useful for regularly sving your work as you test your program.

Using the Multiple Clipboard Feature

Everytime you copy text from your code VB Escort keeps a copy. At the bottom of VB Escort's button bar, there is a combo box that contains the first line of code identifying each clipped item. As an example of how to use this, let's say you want to copy several subroutines from another project into the current project. First load the original project and find the routine you want to copy. Highlight the text and click on Visual Basic's EDIT then COPY menu buttons. The subroutine will be copied to the clipboard and automatically to VB Escort's list. Continue to copy each subroutine in this manner.
 Next, reload the new project. Find the location where you want to insert the routine. Now click on the down arrow button on VB Escort and select the clipped routine. Place your cursor where you want to insert the routine, click on Visual Basic's EDIT then PASTE menu buttons.
 Now click on the down arrow again to select the next routine. Find the location

where it is to be placed, place your cursor there and paste the new code as before. Pasting the code can also be done using the keyboard with SHIFT-INS.

Viewing the Clipped Item

To review the clipped code, click on VIEW CLIP. A window with the clipped code will be presented. There is a button to send the clipped code to the printer or exit which just closes the viewing window. You may also without closing the window select another clip by clicking on the down arrow. The new current clip will be copied to the view window.

Printing the Clipped Code

To print a routine or any other code segment, copy the code to the clipboard and then click on PRINT CLIP. The code will be sent to the Print Manager for printing.

Archiving Projects

VB Escort will back up your project files to any drive or directory you specify. Click on the ARCHIVE button. A Dialog box will appear. The Left side identifies the source Mak file. The right side identifies the destination directory. Use the left sides drive, directory and file boxes to locate the Mak file you wish to copy. Use the right side to locate a destination for your files. If you want to also backup your VBX files, then click on the INCLUDE VBX FILES option button. Double clicking on the source's MAK file or clicking on the COPY button will cause VB Escort to copy ALL files that make up a project (and optionally, a project's VBX files) to the destination specified.

If you want VB Escort to create a new directory, enter a directory name in the text box under MAKE DIRECTORY. The current location will be ready for you to append the directory name. Enter the eight character or less name, press Enter or click on CREATE and the directory will be created.

Using the Code Library

VB Escort can be used to create a library of subroutines, functions, or any clip of code you would like to save for later use. To use this feature, first highlight and

copy to the clipboard any code segment in the standard method using Visual Basic's EDIT - COPY commands. Next, click on the CODE LIBRARY button. A new window will appear with your code listed in a text box. If you want to make any changes to the code, you may do so. You may also add more code to the text box by clicking back on a Visual Basic form, copying more code, then click on the CODE LIBRARY again. Now you can use VB Escort's COPY, CUT and PASTE buttons to add, delete or change the code. The next step is to enter a description of your code segment in the Description box. Click on SAVE to save your code or CANCEL to abandon the operation.

To print the code that is in the text window, click on PRINT, confirm or cancel the print command, and your text will be sent to the printer.

To Retrieve Your Code

To retrieve saved code segments, first click on CODE LIBRARY, then click on RETRIEVE. A list of the descriptions entered will be presented (listed in alphabetical order). Click on the item you want to use and it will be automatically copied to the clipboard. Click on Cancel to close the Code Library window and locate in you program where you want to place your code segment and use Visual Basic's EDIT commands to paste the code. If you want to verify that the code you wanted was retrieved, you can click on PASTE and the text will be copied to the text window.

Retrieving API Constants and Declarations

When you need to declare a Windows API function or define an API Constant, use VB Escort for an easy method of pasting the constants or declarations you need. To do this, first click on CODE LIBRARY, then either click on API CONSTANTS or API DECLARATIONS. A listing of the type chosen will be presented. From the list, click on as many declarations or constants you need. Then click on ADD. This moves the items selected to an active list. Add as many as you need. Next, click on COPY. This copies the declarations or constants to the clipboard from the active list ready for pasting into your code. If you find you have "added" the wrong items, you can click on the unwanted declaration or constant and click on REMOVE. This removes the unwanted items from the list. Again, if you want to verify that the code you wanted was retrieved, you can click on PASTE and the text will be copied to the text window.

Using VB Escort's Reports

VB Escort can print several time related reports for yourself, supervisors or

clients. Click on REPORTS and a control box will be presented. The FROM box contains the date for the first entry in your log file. The THROUGH box contains the date for the last entry in your log file. These may be changed to any date you choose. Use this feature to control the time reporting periods for you reports. Just below these text boxes are three buttons labeled THIS WEEK, THIS MONTH and THIS YEAR. These buttons give you quick access to frequently used reporting periods. THIS WEEK calculates the week as Sunday through Saturday.
 Below these buttons is a combination text/list box that will list each project you have time logged to with the inclusion of ALL PROJECTS. If you select ALL PROJECTS (default value), then the report generated will include each project you have logged time to. If you select a single project, then the report will only include time from that project.

 You can have VB Escort generate and send a billing statement directly to your printer or you can have VB Escort send it to the notepad. This will allow you to modify the text as you need, save it for later use and/or copy it to the clipboard for pasting into your own documents. Below is a sample of a billing statement.

```
                       TIME REPORT
             04-26-1993   Through   07-05-1993


Billed to:
Address  :
City, State Zip :

STARTXT.MAK                04-26-1993      00:10
VBESCORT.MAK               04-27-1993      01:10
VBESCORT.MAK               04-30-1993      02:00
VBESCORT.MAK               04-30-1993      00:14
VBESCORT.MAK               04-30-1993      00:43
VBESCORT.MAK               05-01-1993      00:10
VBESCORT.MAK               05-01-1993      00:00
VBESCORT.MAK               05-01-1993      00:41
VBESCORT.MAK               05-03-1993      00:32
VBESCORT.MAK               05-04-1993      00:08
SAA.MAK                    05-13-1993      01:56
VBESCORT.MAK               06-23-1993      00:02
STARTXT.MAK                06-26-1993      00:13
VBESCORT.MAK               06-26-1993      03:01
VBESCORT.MAK               06-26-1993      00:31
VBESCORT.MAK               06-27-1993      00:02
STARTXT.MAK                07-04-1993      01:05
```

```
SAA.MAK                    07-05-1993      00:39
```
_____

```
                    Total Time =  13.28 Hours

        Billed at $25.00 per hour =  $332.08

                    Tax _____

            Amount Due _____
```

Payable to:

Also available are GENERAL REPORT and DETAILED REPORT. These reports are presented more for inhouse use although they could be included with a billing statement if your client or supervisor wanted to know the exact time you worked on a project or projects.
 To view a General Report, first select the the project for the report or use ALL PROJECTS. Next click on GENERAL REPORT. A listing of the total time spent on you project(s) will be presented.
 To view a Detailed Report, first select the the project for the report or use ALL PROJECTS. Next click on DETAILED REPORT. A listing of the total time spent on your project(s) will be presented.
 While viewing either report, you can click on PRINT to send the report to the printer. To copy the report to the clipboard. This will allow you to paste the report into any document you create or you can paste it to the notepad and save the report for later use.
 Clicking on EXIT closes the report view.

Sample General Report

```
GENERAL TIME REPORT

04-26-1993 Through 07-05-1993

STARTXT.MAK                1.47 Hours
VBESCORT.MAK               9.23 Hours
SAA.MAK                    2.58 Hours


-------------------------------------------
        Total Time =  13.28 Hours
```

```
Billed at $25.00 per hour = $332.08
```

Sample Detailed Report

```
DETAILED TIME REPORT

04-26-1993 Through 07-05-1993

STARTXT.MAK     04-26-1993    14:58    15:08    00:10
VBESCORT.MAK    04-27-1993    20:14    21:11    01:10
VBESCORT.MAK    04-30-1993    19:12    21:12    02:00
VBESCORT.MAK    04-30-1993    21:12    21:26    00:14
VBESCORT.MAK    04-30-1993    21:26    22:09    00:43
VBESCORT.MAK    05-01-1993    08:36    08:46    00:10
VBESCORT.MAK    05-01-1993    08:47    08:47    00:00
VBESCORT.MAK    05-01-1993    08:50    21:54    00:41
VBESCORT.MAK    05-03-1993    17:08    17:40    00:32
VBESCORT.MAK    05-04-1993    20:14    20:22    00:08
SAA.MAK         05-13-1993    19:38    20:07    01:56
VBESCORT.MAK    06-23-1993    21:04    21:06    00:02
STARTXT.MAK     06-26-1993    09:41    09:54    00:13
VBESCORT.MAK    06-26-1993    07:00    10:01    03:01
VBESCORT.MAK    06-26-1993    14:55    14:26    00:31
VBESCORT.MAK    06-27-1993    22:06    22:08    00:02
STARTXT.MAK     07-04-1993    22:31    23:36    01:05
SAA.MAK         07-05-1993    20:27    21:06    00:39
-------------------------------------------------------
                Total Time (hrs.tenths) =  13.28

Billed at $25.00 per hour = $332.08
```

If you have any comments, suggestions or ideas for future versions,

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Shareware Concepts

I encourage you to freely copy and distribute the shareware version of VB ESCORT provided that:

     1. No fee beyond normal media, duplication, and shipping costs may be charged.

     2. Shareware vendors and computer user groups who charge less than $7.00 per disk may distribute VB ESCORT.

     3. Others may only distribute VB Escort with the written permission of Full Sail Software. In all cases, it must be clearly stated to the purchaser that he or she is receiving an unregistered copy of a shareware product.

     4. The distribution files must be distributed in their original forms. The registered version may not be distributed.

If you received VB Escort as shareware (i.e. you downloaded from a bulletin board, you received it from a friend, it came with some hardware you purchased, or you bought a disk from a software library), you should register the program using the accompanying order form.

For ordering information please click on TO ORDER on VB Escort's button bar.

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