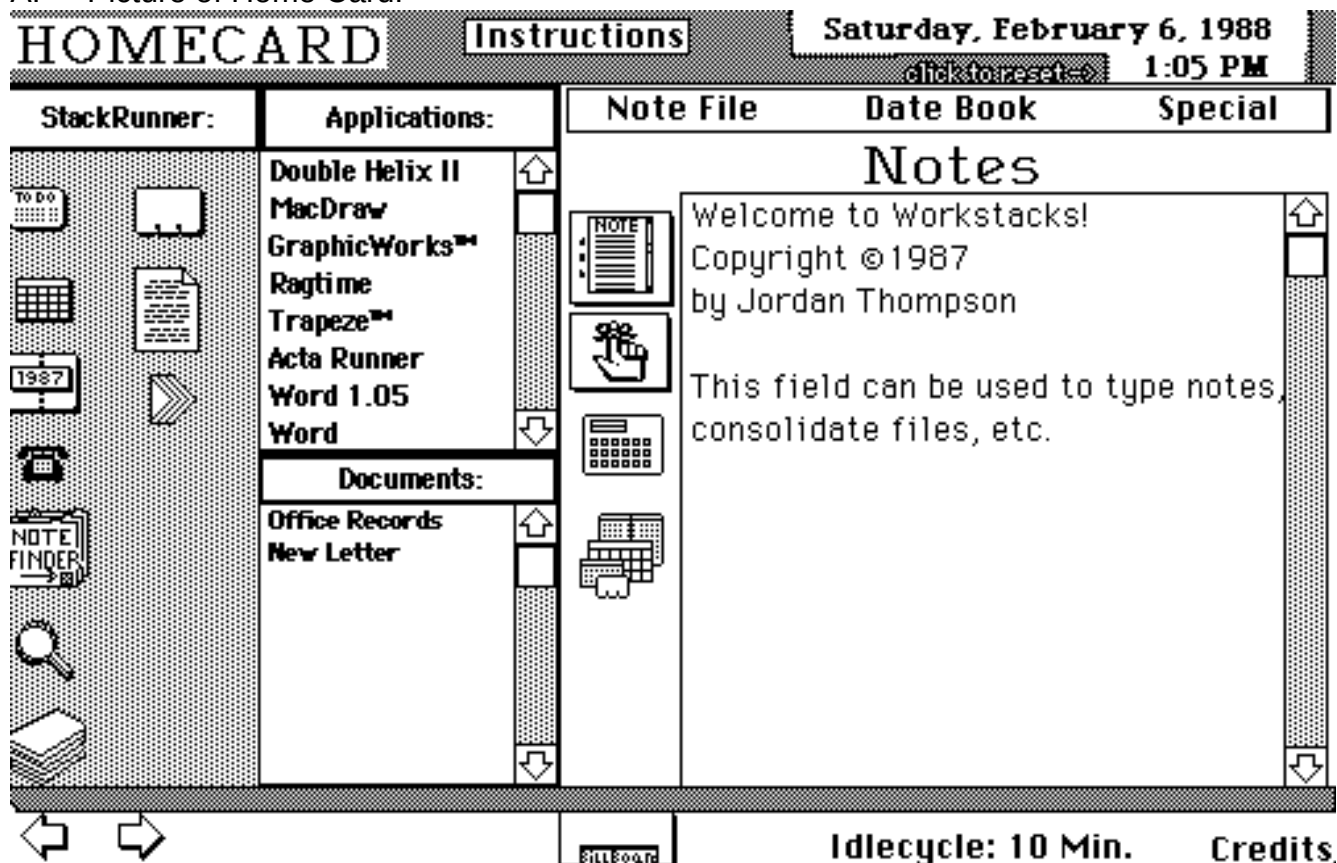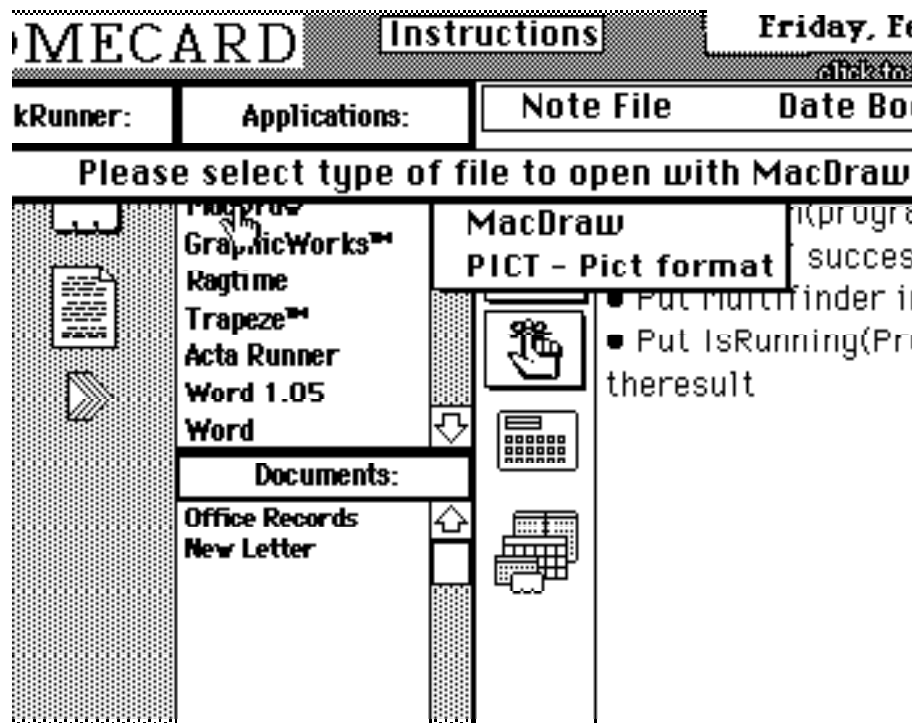Brief Instructions for Workstacks

I. Instructions for Home card:

A. Picture of Home Card:

B. Instructions for Application Column:

1. Picture of Working Application Column:

1. MouseDown on application name to bring up type of file to open.

2. Click on Application Name to bring up list of standard application files.

3. Shift click on application name to open new file with application

4. Shift-Option click on Application name to delete from list.

5. MouseDown on Title ("Applications") to open/add application to list.

6. This column saves only the Application Name and not the path so it is not very efficient for floppy drive systems (You will be swapping disks alot).

7. Application Names must fit on one line of list or errors will occur. If Application Name added extends over two lines, delete, quit to finder and rename application to shorten name and add renamed application to list. You can resize text size of field if you want to minimize/aggravate this problem. Or you can get fancy by inserting a name shortening algorithem (recommend one based on textsize) for the name that appears in list (card field "AppList") in the column(field) script.
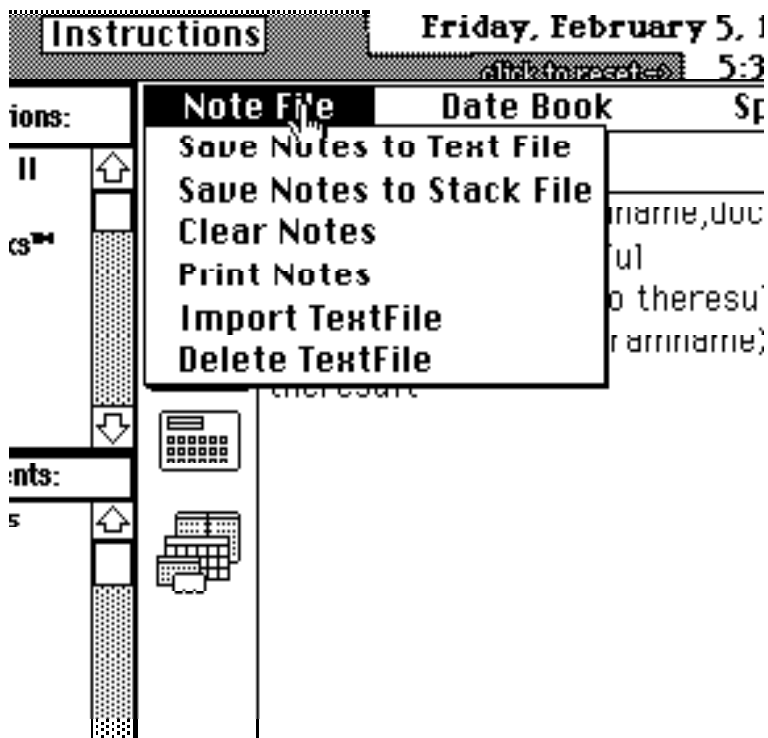
C.   Instructions for Documents Column:
        1.   Picture of Working Document: Button

D. Instructions for Note System:
1. Picture of Working Note Button:

```
ions:                 Note File      Date Book        Sp
                   Save Notes to Text File
  II        ⬆       Save Notes to Stack File    iname,duc
                    Clear Notes                  ul
  cs        ◄       Print Notes                  o theresu
                    Import TextFile              arriname)
                    Delete TextFile
           ⬇
                      ▦
  nts:
  s         ⬆
```

2. Menus (Hold mouse down on item to bring up selection)

1. Note File:

A. Save Notes
Save Sheet or selected entry to: Text File or Stack
(SuperNote Stack or DayNote in day card in Stack DBII).

B. Clear Notes clears Sheet of entry.

C. Print Notes
Print Sheet or selection (you will be asked to select text printing application).

D. Import TextFile
Grabs from text and MSWord files and puts it before other entries in Note Sheet.

E. Delete TextFile
Deletes selected text file document.

2. Date Book:

A. Set Reminder
Sets first line of Reminder field as a reminder for day and time selected. Format for date and time is "1/1/90" or "4 days"(ahead) or "2 weeks"   (ahead). Asks for Entry if Reminder field is empty.

B. Load Billboard

Loads all reminders and KeyNote and billboard entries and events (which have been

previously set for day in day card of stack DBII) into billboard field which continuously cycles (with idle routine). Click on this field to hide it and restore idle cycle to cycle set by Idlecycle button on bottom right of card.

C. Show Appointments

Shows all appointments and comments previously set in day card of stack DBII. Click on field displayed to hide. click on Date Book button to show again.

D. Print Day

Prints Reminders, Appointments, etc. set on Day card of stack DBII. (You will be asked for method of printing, if you choose "PMWord" you will need the print merge document "calendar" supplied, and will have to select "Print Merge" from menu when in Microsoft Word to print correctly

3. Misc.:

A. Make Call:

Asks for Number/Name,Searches Address Stack for number if you type a name, then logs call with time, number(and name, if found) in phone log in Day card in DBII Stack.

B. Log Call:

Logs incoming call in Phone Log of Day card in Stack DBII.

C. Shutdown

Performs Shutdown ala Finder.

Buttons:

1. Note button (uses card field "Sheet") make scratch notes on pad and then archive in SuperNotes Stack using Note File menu;

You can also select entry and search (using "Note Finder" (or StackRunner With OptionKey) Button).

2. Reminder button (uses field "Remind",stack DBII, and Reminder system in card User Preferences)
   - sits in Home stack script and works autoreminders periodically
   - can turn on or off
   - can adjust cycle and scope of search time each way (bracket)
   - can set auto reminders automatically or manually

(searches day's To Do list and permanent reminder card in Stack DBII, click on time to set reminder in To Do card)
   - System takes about 4 seconds to search each cycle on my system. you can adjust cycle to avoid having system steal the cursor too often for too long.

3. "Calc" button

- finds the "value" of an expression typed into the ask box (using standard Hypercard syntax) and puts to the message box. You may chain calc, as the button uses 1. the selection and 2. the message as its initial imput in the ask box.

4. "Calendar calc" button

- click on "calendar calc" button to calculate dates and convert date to long date, will accept,

e.g. "[-]2 d{ays}" or "[-]10 w{eeks}" and return day and date in message which is that many days or weeks from 1. the "selected" date, 2. the date shown in the (visible) message box, 3. the current date. Then you may use month button or "to do" button to move to month or date shown in message box. You may also chain calc by typing a date in the calc box, hitting the calc button again, and typing, e.g. "-2 w" to find the date 2 weeks prior to the first date you entered.

Home Stack also has:
- a Zoom Region in scrolling Note field, command click in upper right corner of field to make bigger, command click again to shrink.
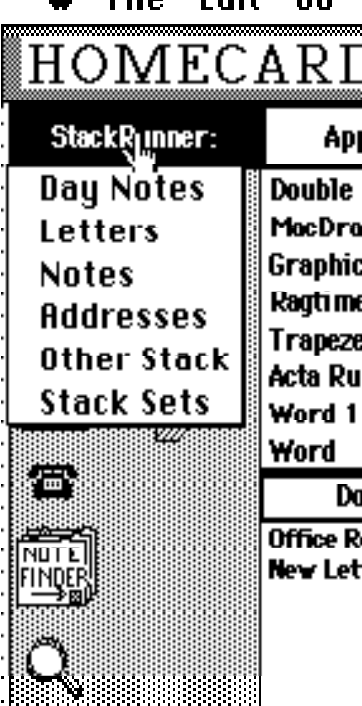Size of big Window set on
"User Preference" card.
Field will auto shrink on closeField, but that is not called unless you change the contents of the field. Origional window size is kept in hidden field on same card, so if you zoom a bkgd field and then leave that card without changing field contents, you have to return to that card to shrink back --- unless you are lucky enough to try shrinking on another card where you have previously zoomed the same field.

2.   StackRunner Button:

        Picture of Working Stackrunner Button:

Mouse Down to bring up list of stacks to search.
(Will grab selection to use if available.)
You may then go to any card in index list by selecting it.

You may search for "char" or "word" types if you use the format:
 word (or char) "searchphrase"
at the "search for what" prompt (use the quotemarks or it won't work) .

If you select "Stack Sets" you will be presented with a list of Multiple stacks to search for search phrase you select.

Hold shift key down while mousedown will result in an index of the selected stack.

Note: If you copy this button to other stacks be aware that it uses the following resources/objects installed in this Home stack/card:
XCMD "DoList"
XFCN "PopUpMenu"
Card Field "Prompt"
Card Field "Sheet"
DLOG/DITL "Card Index"

Stack Buttons:

1. To Do,Calendar,1987 Buttons all go to different Backgrounds of DBII Stack, an Appointment/Reminder/At A Glance Stack which is bundled with the Workstacks Home Stack (and must be present to use this home stack).

2. Phone Button goes to Phone Stack and dials.

3. Note Finder Button goes to SuperNotes Stack and asks you for reference to find.

4. Spy Glass takes selection (or asks for card reference) and goes to it, should be of type: "card id ..." to use efficiently (but will search if another phrase is requested). Prompts for stack name.
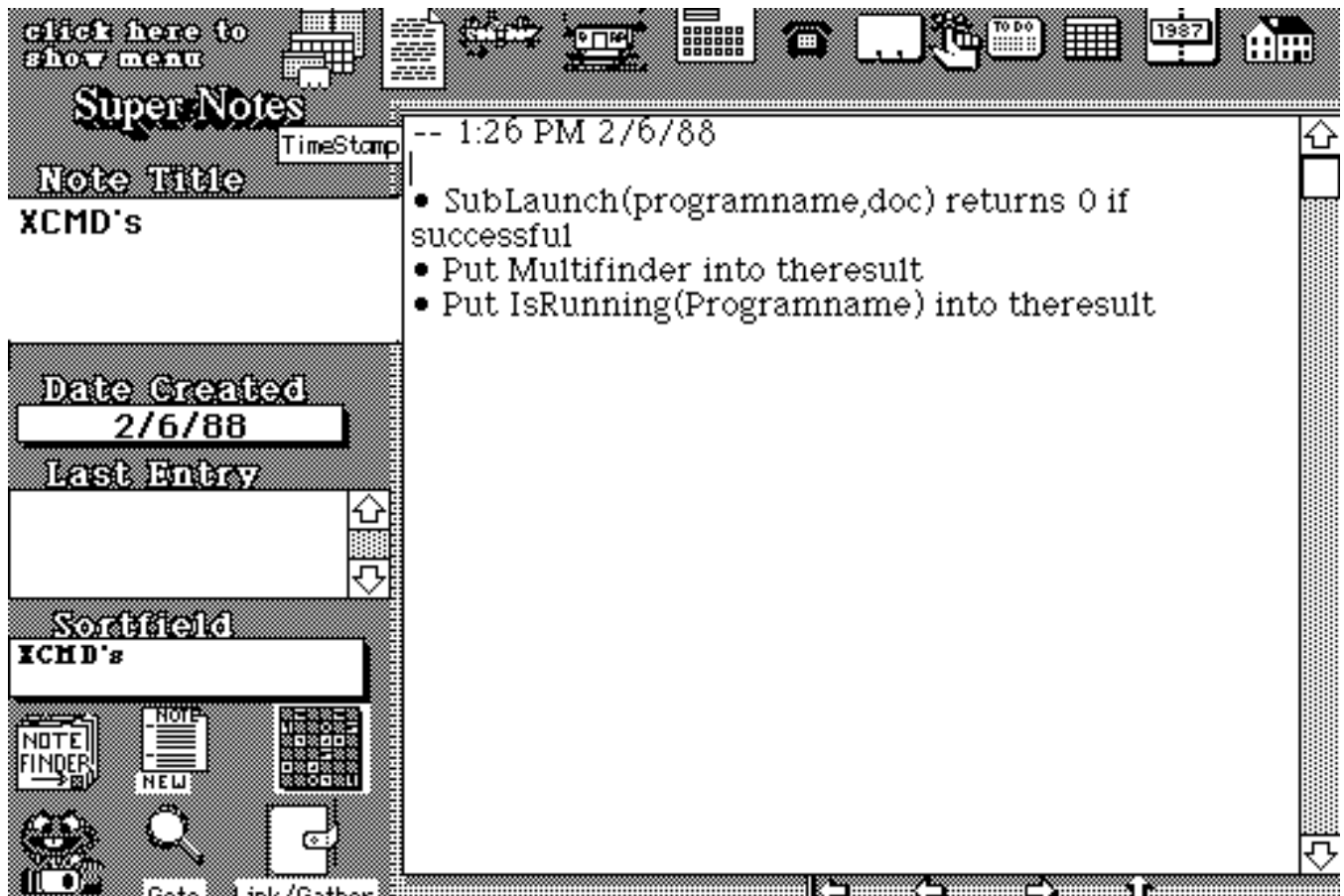
5. Stack Button does an "open stack".

6. Address card Button goes to Address Stack and asks for search reference.

7. Letter Button will go to Letter Stack which is used to create simple format letters, memos and envelopes and "prints" them to a data file for print merge in Microsoft Word. (Requires print merge documents supplied with Letter Stack.) I will make this stack available when the kinks are worked out.

8. Chevron Button Goes to Recon™Stack which is used to find multiple references of chosen search phrase in Selected Stack or Stacks...and the permits you to tour the cards found in search and collect information from them. I uploaded an early version of this stack on GENIE, and will make a revised version available when the kinks are worked out.

II.   Instructions for SuperNotes Stack:
    A.   Picture of SuperNotes Card:

B.   Click on Note Field to Type in field for corrections.

Click on TimeStamp button to stamp "--" & time and date at beginning of field and start new entry

On closefield, card will update last entry field to show every line beginning with "--".

Click on new note button to create note card. Button will insert the current date in Date Created field and prompt for a note title.
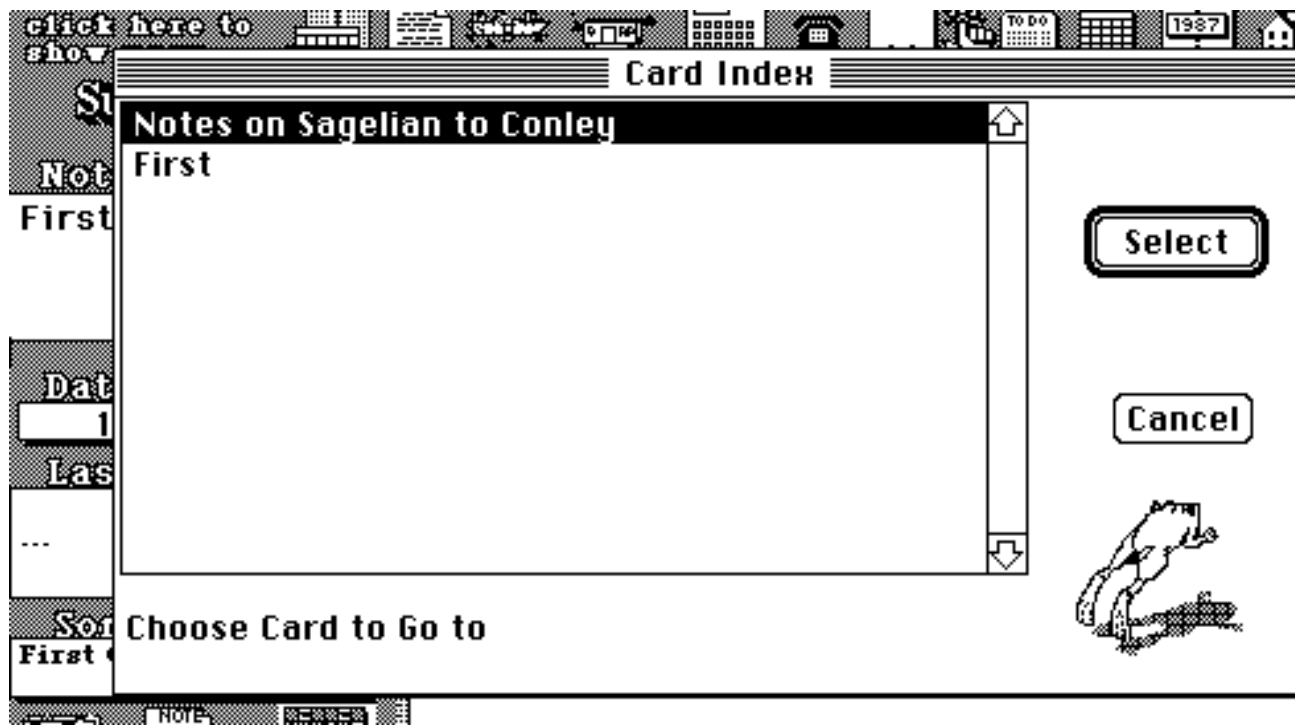
On closecard, name of card will be set to Note Title field. (for indexing and searching purposes).

Buttons in lower left portion of SuperNotes card:

1. Note Finder:
        Prompts for search phrase, then creates list of cards with search match, then you may go
            to card on list by selecting it.
        1.   Picture of Note Index Procedure

Card Index

Notes on Sagelian to Conley
First

Select

Cancel

Choose Card to Go to

2. New Note:
Creates New Card (see above for routine).

3. Puzzle Button:
Reorders the Note field back to front in text blocks starting with "--". You create a text block, and start a new note entry by pushing the TimeStamp button on top of sheet.

4. Oscar Button:
Deletes card

5. Goto Button:
Goes to card in stack using a prompt.

6. Link/Gather Button:
Indexes or searches stack for a common phrase you select and produces list allowing you to select (Shift click on names desired) card in list you want to link/gather. If you link, cards will have same entry in hidden field "Gather" which will be indicated by the presence of an "up" button at bottom of card. Pushing this button will result in a search for the next card in stack with same hidden field entry, thus linking these cards in a string. If you select gather, the proceedure will copy the selected cards to a separate stack, and delete origionals, if you desire.

III. Instructions for Stack DBII:

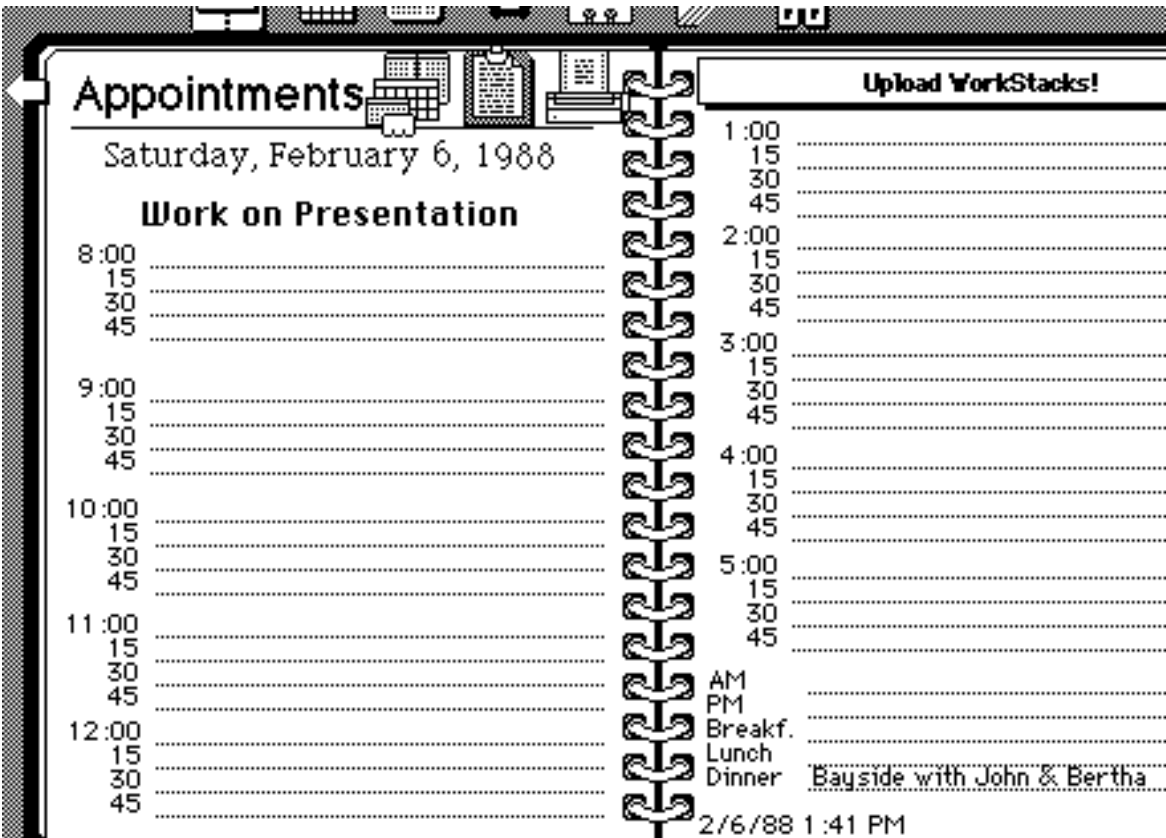A. The three hilited buttons to the left will send you to various backgrounds in this date stack.

Instructions for use in the Monthly and Daily Backgrounds may be accessed by pushing on the "Tell about" balloon button in those stacks.

The extend button of the last card in the Sixmonthly background will extend the sixmonthly

background and the monthly background six more months.

B. Instructions for Appointment/Activities Cards:
      1. Picture of Appointment Card:

2. If in day card, click on time slot or entry to bring up modification fields to modify appointments, comments, and reminders for that slot. Modify and click on title of any modification field to enter modifications.(There is no undo). Comments will only show in modification mode.

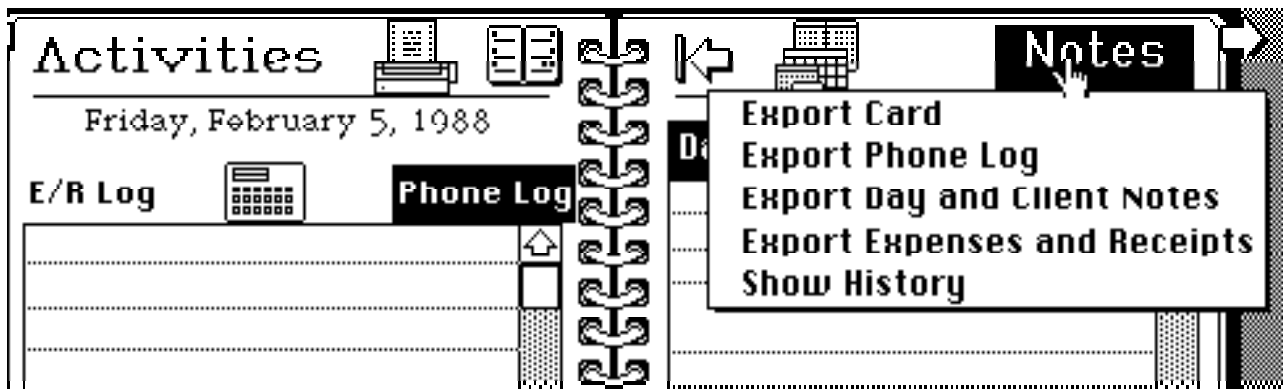If in permanent card, click on time slot to set permanent reminders for that slot.

Reminders set will be picked up on reminder cycle and prompted at time set as long as you are in Hypercard where the idle message is passed to home stack. (Unlike this card where idle is not passed).

If you set day keynote (by clicking on date), or a meal, program will update monthly card to reflect the entry.

You may also set important messages on billboard which plays on idle.
Keynote, billboard,and day's reminders will be shown on billboard field of Home card if you select "... Billboard" from "DateBook" menu.

Appointments will be updated in home card if you select "...Appointments" from "DateBook" menu in home card.

      3. Picture of Activities Card:

4. Click on clipboard to go to "Activities" card containing Phone log and day notes for the day. Phone Log auto stamps time elapsed from an open card message at end of field on close field.

You may print either card by clicking on printer button. If you select text print you will be asked what application to use to print.

Calendar calc and calc buttons are explained in Home card instructions.

Monthly and to do buttons go to monthly and day cards respectively, using the message box (and in the case of the monthly button, the date field of the day card) as the initial imput in the ask prompt.

C. Instructions for monthly card:
   1. Picture of operating Month card:

- Double click on day to go to "Appointment" day card
- click on day to abstract day card, non-appointment information will be gathered from appropriate day card and listed in abstract window which will appear.
- click on hilited day to go to day card for that day.
- click on abstract window to hide it.
- mousedown on abstract window title (actually a separate button) and drag to move it to

another location. A quick double click on the title will also move you to the day card
- click on "calendar calc" button to calculate dates and convert date to long date, will accept, e.g. "[-]2 d{ays}" or "[-]10 w{eeks}" and return day and date in message which is that many days or weeks from hilited date (or 1st of month, if no hilite) then you may use month button or "to do" button to move to month or date shown in message box. You may also chain calc by typing a date in the calc box, hitting the calc button again, and typing, e.g. "-2 w" to find the date 2 weeks prior to the first date you entered. (If you want to use this type button in another stack, I suggest you copy the calender calc button from the Home card which is generic, using only the selection, the message and the ask box for its imput.)

- This card shows "at a glance" keynote for day and breakfast, lunch and dinner engagements for each day of the month. Use day card to update month info - try it by going to day card and clicking on the date field or the break,lunch,or dinner fields and entering info in top box which appears.