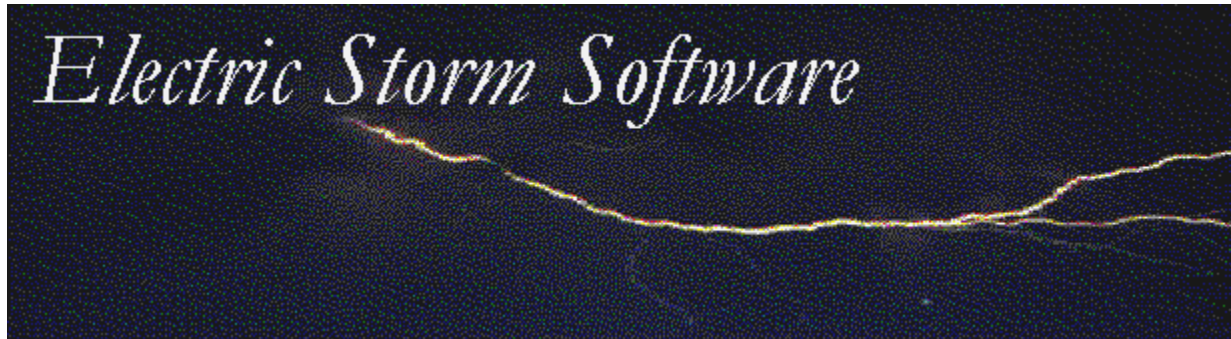


## DocMan



There are many new and exciting features to be found in Windows 95, but perhaps the most exciting feature is the automatic recording of all the documents you access so that they can be located and opened at a later time with a single mouse click. The need to search through a complex -- and often confusing -- file system for frequently used files is now a part of the past. Unfortunately, during the implementation of this feature, several important details seem to have been neglected. People who take advantage of this wonderful feature are usually people who tend to use *many* documents. The list very quickly becomes crowded with documents no sane person would want recorded for later use. How many times, after all, do you want to read "BBS\_ADD.TXT"?

DocMan allows you to easily maintain a clear and coherent document list in the following ways:

- \* You can remove one, some, or all documents from the document list.
- \* You can add documents to the document list without launching the application associated with the document.
- \* You can automatically remove unwanted documents (or document groups) from the document list.
- \* You can automatically clear the document list when your system is started (if desired).
- \* You can protect documents, thus ensuring that they are not removed from the document list by DocMan.
- \* You can save and restore complete document lists, which is especially useful if there are multiple users on one system (without a network) or there are multiple document lists being used by one user.
- \* You can control how documents are displayed in the document list.
- \* You can automatically ensure the integrity of each document link when your system is started..

DocMan is ideally suited to novice users and expert users alike. When a command that will have a permanent effect is about to be undertaken, DocMan can be instructed to ask for confirmation. Users who are experts may elect to disable the confirmations, which may be done on an individual basis, to improve productivity.



### General Information

[Electric Storm Software](#)

[Registration](#)

[Registration Form](#)

[Site License Registration](#)



### Using DocMan

Multiple Users

Selecting Documents

The Document List

The Context Menu



## **Appendices**

System Requirements

Disclaimer

Distribution

WINUSER Pick Of The Week (Sunday, December 17, 1995): DocMan

For information about WUGNET & WINUSER, please click [here](#).

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Electric Storm Software***

## ELECTRIC STORM SOFTWARE

Programming & Design: **Michel Forget**  
Design & Testing: **Mike Bublitz**

If you would like to contact Electric Storm Software, please send an electronic mail message to [mforget@planet.eon.net](mailto:mforget@planet.eon.net), [mbublitz@agt.net](mailto:mbublitz@agt.net), or [M\\_Bublitz@msn.com](mailto:M_Bublitz@msn.com) -- your message will be answered promptly. If you would like to contact Electric Storm Software in writing, either for the purposes of registration or to offer comments or suggestions, please write to:

**Michel Forget (RE: DocMan)**  
**12209 Dovercourt Avenue**  
**Edmonton, Alberta**  
**CANADA**  
**T5L 4E1**

## REGISTRATION

OR: Is this program worth \$15.00 to me?

If you feel that DocMan is a quality product and would like to receive a key for the registered version of the software, please send \$15 (US/CDN) to:

**Michel Forget (RE: DocMan)**  
**12209 Dovercourt Avenue**  
**Edmonton, Alberta**  
**CANADA**  
**T5L 4E1**

If you send a cheque to the address listed above, please make it payable to Michel Forget.

If you do not live in North America (and you are writing to this address instead of the address for users in the United Kingdom), please send an international money order or the equivalent of \$15 in your own currency. Please do not send a personal cheque unless you live in North America.

For your convenience, we have included a [registration form](#) which can be printed for more reliable service.

If you live in the United Kingdom, you can send your registration (10 UKP) to:

**ESS-PC (c/o Denesh Bhabuta)**  
**203 Parr Lane**  
**Unsworth**  
**Bury**  
**Lancashire**  
**BL9 8JW**

**If you send a cheque to the address listed above, please make it payable to Denesh Bhabuta.**

For your convenience, we have included a [registration form](#) for those who live in the United Kingdom.

## REGISTRATION FORM (Version ID: 2.0, NA)

*You do not need to print this form to register. It is provided for your convenience only. If you do not have a printer, or simply do not wish to print this form, simply send your name, address, and registration fee to the address listed below.*

**TO: Michel Forget (RE: DocMan)**  
**12209 Dovercourt Avenue**  
**Edmonton, Alberta**  
**CANADA**  
**T5L 4E1**

**Dear Michel,**

**I am sending you \$15.00 (US/CDN) as my registration fee for DocMan. Please send me a key that I can use to unlock all current and future versions of DocMan.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If you supply an Internet electronic mail address, your key will be sent to you by electronic mail (if possible) in addition to being sent through normal mail channels.*

**E-Mail:** [Internet]

\_\_\_\_\_

[Other]

\_\_\_\_\_

[ ] Please send a note to my Internet electronic mail address when new versions of this application are released.

**If you send a check, please make it payable to Michel Forget.**

**Please feel free to use the space provided below to record your comments, suggestions, or bug reports (if any):**

## DISCLAIMER

DOCMAN ("THE SOFTWARE") DOES NOT COME WITH ANY WARRANTY, EXPRESS OR IMPLIED. IF YOU MAKE USE OF THE SOFTWARE, PLEASE BE AWARE THAT **YOU DO SO AT YOUR OWN RISK**. NEITHER THE AUTHOR OF THE SOFTWARE (MICHEL FORGET) NOR ANY OTHER PARTY WILL ACCEPT RESPONSIBILITY FOR ANY DATA LOSS, EQUIPMENT DAMAGE, OR OTHER UNFORESEEN CONSEQUENCES OR DAMAGES THAT ARISE AS A RESULT OF THE USE OR MISUSE OF THE SOFTWARE.

## DISTRIBUTION

The **unregistered** version of DocMan may be distributed with the following limitations:



### GENERAL

DocMan may be distributed free of charge; there can be no fee charged for the distribution of DocMan other than reasonable media charges. DocMan may only be distributed in its entirety -- the archive format may be changed, but all of the files in the original archive must be included in the new archive.



### MAGAZINES

DocMan may be included on disks or CD-ROMs included with (or sold by) magazines without permission, providing that a courtesy copy of the magazine (and media) is sent to Electric Storm Software and all other rules of distribution are adhered to.



### CD-ROM SOFTWARE COLLECTIONS

DocMan may be included on CD-ROM collections, providing that all rules of distribution are adhered to. A courtesy copy of the media would be sincerely appreciated, but is not mandatory.

The limitations specified in this section are not designed to interfere with you; they are designed to protect the interests of Electric Storm Software. If there are any questions about these limitations, please *do not hesitate* to contact Electric Storm Software.

## SYSTEM REQUIREMENTS

DocMan is ***not*** an application that will devour your system resources. If you would like to use DocMan on your system, you should have a system with the following components/capabilities:



386/486/Pentium/P6 Processor



Windows 95



VGA ( $\geq$ 16 Colors)



## OPTIONS

The options dialog box allows you to set various levels of confirmation before commands that are considered permanent are performed on the document list. For novice users, it is advisable to enable all of the confirmations. As users gain experience with DocMan, confirmations can be disabled individually or as a group.



### ***Ask for confirmation before removing all documents from the document list.***

If this confirmation is enabled, DocMan will display a message box asking for confirmation before the contents of the document list is erased. This action, once taken, is irrevocable.



### ***Ask for confirmation before removing one or more documents from the document list.***

If this confirmation is enabled, DocMan will display a message box asking for confirmation before a set of documents (selected by the user) is removed from the document list.



### ***Ask for confirmation before removing a protected document from the document list.***

Documents that have been protected by the user should not be removed from the document list. If this confirmation is enabled, DocMan will display a message box asking for confirmation before a protected document is removed from the document list. If more than one protected document is to be removed, DocMan will ask for confirmation for each document.



### ***Use a non-destructive method of restoring document lists.***

This option prevents the previous index of a document list from being destroyed when a document list is restored. This ensures that any documents currently in the document list are still available after the document list is restored. This mode can be thought of as "merge" mode, whereas the default mode can be thought of as "replace" mode.



### ***Show Document Case As***

This option allows you to determine how documents from the document list are shown in the DocMan document list. You can show documents as all uppercase, all lowercase, or unchanged. The default is "unchanged".



### ***Open Document Window Immediately***

This option allows you to have the document window open immediately after DocMan is started. This option is for users who prefer to use DocMan as a stand-alone application instead of a resident tray application. The normal (default) behavior is for the document window to be hidden until called by left-clicking the icon in the system tray.



### ***Clear Document List On Startup***

This option allows you to clear the document list each time your system is started. The purpose of this option is to enable those with security concerns to prevent others from using the document list to gain access to private documents. If you do not have security considerations, you should not use this option.



### ***AutoRemove***

There are certain documents (or groups of documents) that you might never want to have in your document list. DocMan allows you to eliminate these documents automatically using a feature called AutoRemove. To use this feature, simply enter the names of the unwanted documents in the space provided using the following format:

name1.ext, name2.ext, name3.ext, name4.ext, [...]

Example: \*.bat, \*.txt, \*.hlp, file\_id.diz, \*.gid, \*.fts

DocMan will remove these documents from the document list each time the system is started, and once every several seconds while the system is operating.

## THE DOCUMENT LIST

The document list is the heart of DocMan. It consists of a single window pane showing the documents currently in your document list and a row of quick access buttons above the window pane.

The document list is shown by clicking once with the left mouse button on the document icon in the system tray (the area of the taskbar where the time is shown). To hide the document window again, click the "Close" button inside the document window. It is important that you do not select "Exit DocMan" from the menu as doing so will cause DocMan to terminate until you restart your system.

The purpose of each of the commands available in DocMan is explained below:



### File Menu



#### Open Document(s)

This command allows you to open a document (or more than one document) listed in the document list. Simply select the document(s) you would like to open, then click "Open Document(s)". The application associated with the document will be opened and the document will be shown.



#### New Shortcut

This command allows you to manually add a document to the document list without actually launching the application associated with the document.



#### Close Document Window

This command will exit the Document Window. It does not exit DocMan, though, so the document window can be opened again using the icon in the system tray.



#### Exit DocMan

This command will exit DocMan. If you select this command, the icon in the system tray will be removed and the only way to activate DocMan again will be to restart your computer.



### View Menu



#### Refresh

This command is used to update the document list. If new documents are added to the list while DocMan is being used, clicking this button will add them to the document list.



#### Options

This command will allow you to set the various options available in DocMan. To obtain more information about the options that can be changed, please read the next section of this manual.



### Document Menu



#### Protect Document(s)

There are documents that are accessed so frequently that they should be protected from accidental removal from the document list. If there are such documents on your system, you can protect them by selecting each document and then selecting this command. When an attempt is made to remove a protected document from the document list (and the appropriate option is enabled) you will be asked for

confirmation before the document is removed.

NOTE: This command will only prevent DocMan from removing the document. If you delete the document from the list using any other method (such as the Explorer or the Windows 95 "Clear" feature) the document will be removed.

#### Remove Document(s)

If you decide that one or more documents are no longer needed in the document list, select them using the mouse and then select this command. The selected documents will be removed from the document list immediately.

#### Remove All Documents

If you want to remove all documents from the document list, select this command.

#### Save Document List

If there is more than one user using a computer (but you do not want to install all of the networking drivers and software) you can create a document list for each user using this command. It is also a useful feature for systems where there is one user with a need for more than one specialized document list.

#### Restore Document List

This command allows you to restore a previously saved document list. When a document list is restored, the previous index of the document list is destroyed by default. If you do not want the previous index of the document list to be destroyed, there is an appropriate option available to disable this feature.

#### Help Menu

#### Help Topics

This command allows you to find out more information about DocMan and how to use it effectively.

#### About DocMan

This command allows you to find out more information about DocMan. This is also the dialog box in which registered users can enter their personalized keys.

## SITE LICENSE REGISTRATION (Version ID: 2.0, SITE)

*You do not need to print this form to register. It is provided for your convenience only. If you do not have a printer, or simply do not wish to print this form, simply send your name, address, and registration fee to the address listed below.*

**TO: Michel Forget (RE: DocMan)**  
**12209 Dovercourt Avenue**  
**Edmonton, Alberta**  
**CANADA**  
**T5L 4E1**

**Dear Michel,**

**I am sending you \$100.00 (US/CDN) as the site license registration fee for DocMan. Please send a single key that can be used to unlock DocMan on an unlimited number of computers within my organization. It is my understanding that the key sent will be capable of unlocking all current and future versions of DocMan.**

**Name:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If you supply an Internet electronic mail address, the key will be sent to you by electronic mail (if possible) in addition to being sent through normal mail channels.*

**E-Mail:** [Internet] \_\_\_\_\_  
[Other] \_\_\_\_\_

[ ] Please send a note to the above Internet electronic mail address when new versions of this application are released.

**Approximately how many computers will DocMan be used on?** \_\_\_\_\_

**If you send a check, please make it payable to Michel Forget.**

**Please feel free to use the space provided below to record your comments, suggestions, or bug reports:**

## MULTIPLE USERS

Windows 95 allows many users to use the same computer while still maintaining individual desktop settings, document list settings, and user preferences. Since DocMan is a Windows 95 application, it makes full use of this ability to transparently allow multiple users to use DocMan on the same system. DocMan will save options, document lists, and other settings in such a way that they are specific to the current user.

## CLEARING THE DOCUMENT LIST ON SYSTEM STARTUP

If a computer is being used by many people, there are several security issues to consider. If you would prefer the document list to be empty every time the system is started, which prevents casual users from tracking the movements of previous users, the following procedure can be used:

- 1) Select the "Taskbar..." entry from the "Settings" folder of the "Start" button.
- 2) Select the "Start Menu Programs" tab.
- 3) Click "Add...".
- 4) Click the "Browse" button, then locate "DocMan.EXE".
- 5) On the command line, after the filename, type a space followed by:

**REMOVEALL**

- 6) Click "Next".
- 7) When asked which folder to place the new shortcut in, select "Startup".
- 8) When asked to name the new shortcut, type "AutoClear", then click "Finish".

The next time your system is started, and every time thereafter, DocMan will clear the entire document list.

## U.K. Registration Form (Version ID: 2.0, UK, NA)

*You do not need to print this form to register. It is provided for your convenience only. If you do not have a printer, or simply do not wish to print this form, simply send your name, address, and registration fee to the address listed below.*

**TO: ESS-PC (c/o Denesh Bhabuta)**  
**203 Parr Lane**  
**Unsworth**  
**Bury**  
**Lancashire**  
**BL9 8JW**

**Dear Denesh,**

**I am sending you 10 UKP as my registration fee for DocMan. Please send me a key that I can use to unlock all current and future versions of DocMan.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you supply an Internet electronic mail address, your key will be sent to you by electronic mail (in addition to being sent through normal paper-mail).**

**[Internet Electronic Mail Address]**

\_\_\_\_\_

**[Other Electronic Mail Address]**

\_\_\_\_\_

**[ ] Please send a note to my Internet electronic mail address when new versions of DocMan are released.**

**If you send a check, please make it payable to Michel Forget.**

**Please feel free to use the space provided below to record your comments, suggestions, or bug reports (if any): Your comments will be forwarded to Electric Storm Software.**



## REMOVING UNWANTED DOCUMENTS AUTOMATICALLY

DocMan has the ability to remove unwanted documents from your document list automatically). This is convenient for many situations, since there are some documents that you only want to use once or never want added to your document list.

To add a document (or group of documents) to the list of unwanted documents, select “Options...” and enter the name of the document(s) in the space provided using the following format:

\*.doc, \*.txt  
name1.ext, name2.ext, name3.ext, name4.ext, [...]

DocMan will remove unwanted documents each time it is started, and every several seconds while it is in use. If documents are removed while DocMan is in use, the document list will be refreshed.

## Selecting Documents

The document list can contain many documents, so knowing the different ways you can select document is essential. If you want to select more than one document for removal or protection, you can do so by holding down the control key and selecting each document individually. If you want to select a range of documents, you can do so by holding down the shift key, clicking on the first document, and then clicking on the last document.

## The Context Menu

As with other Windows 95 applications, you can right-click the document icon in the system tray (the area of the taskbar where the time is shown) to perform common operations on the document list through a context menu. There is not always a need to open the document list.

## **WUGNET & WINUSER Information**

The Windows Users Group Network (WUGNET), operators of the oldest and largest independent support resource forum (WINUSER) for Windows Users on CIS with nearly 1,000,000 active members is recognized in the press, user groups, developers, and Microsoft as the foremost resource for shareware publishers on CompuServe and the Internet.

