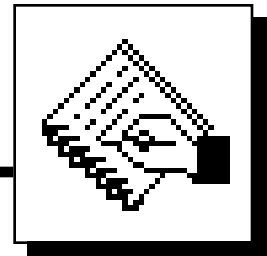


Be Wise — Organize

Spiral, an Electronic Notebook



Do you ever think you could be more organized? I sure do. I often make notes and then forget where I put them. That's when I wish I had an electronic notebook where I could put my memos in some kind of order, whether it is by subject matter, or alphabetically. The Note Pad in the Apple menu is useless for sorting anything, and it's only eight small pages! Therefore I was glad to have the chance to review an electronic notebook called Spiral. This small program comes with so many different features it could almost be called a database application. It is an application and not a desk accessory, and although it does not sort material for you, it does let you put your data into whatever logical order you desire. So, let's look at what you can do with Spiral.

I'll be referring to the graphic of a notebook on this page, so please take a quick look at it. The notebook could cover any subject, but in this case it lists the cost basis of different common stocks. This is the kind of record you want to keep for tax purposes and as time goes by you may want to change the basis when a stock is split, or when you buy additional stock and you need to average your purchases. As we will see, Spiral will let you do all of these things, and more.

You will notice that the program lets you list about 11 subjects on the right-hand side of the notebook. Each notebook can be set up into sections, and these tabs take you to a particular section. They also show up on the navigational bar at the bottom of the graphic. This is a "Page Navigator," and it is one of several methods for moving through the pages of your notebook. For example, Purina is the second from the bottom of the tabs. You can go directly to Ralston Purina by clicking on the tab, or you can move two places from right to left on the Page Navigator and click to open the Purina section. The greater distance on the Page Navigator between Purina and Southern tells me that I have several pages in the notebook on the Purina subject. Thus the Page Navigator gives you an idea of the relative sizes of the different sections. You can move backward and forward, one page at a time, by using the Page Navigator's arrows, and you can use the tabs on the navigator to move from section to section. These are two methods for moving around in the notebook, but there are also other ways.

There are seven subjects listed on top of the notebook. These are called Bookmarks, and they let you designate places in your notebook which you may use frequently. When you click on the Bookmark of your choice, the program takes you to that place. Bookmarks can be inserted wherever you think they may be needed, and they can also be removed with a "Remove Bookmark" command.

There are two other ways of navigating in the notebook. The first is a "find" feature, where you can search for a word or phrase of text, or search for pages which have been changed before or after a particular date. The second way of moving through the notebook is by using the keyboard commands for going backward and forward, one page at a time, such as holding down the control key while using the right-hand and left-hand arrow keys. I got ahead of myself, but I wanted to discuss the different ways of finding things in the notebook. Now, we will go back to the sections.

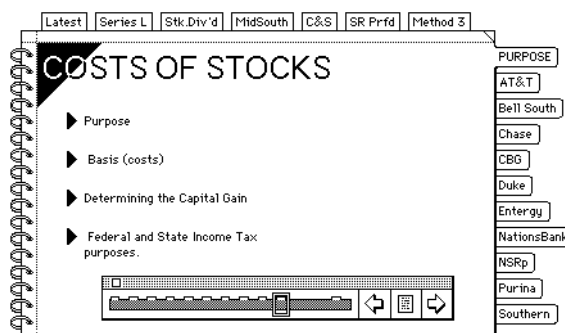
Every section of the notebook consists of a section contents page and then as many note pages as required for that section. The section contents page is what you see in the graphic below. In this example, I used the first section to explain the purpose of the notebook. The subjects listed on the contents page were put there by "linking." When you are making notes in a section of the notebook and you want some key words or a phrase to show up on the contents page, you merely select those words and choose

"Link to Section Page" in the menu, or use the keyboard command. This is one of the beneficial attributes of the Spiral program. It lets you make a handy index to each section without typing, or cutting and pasting....just select what you want linked and use Command-L. You can add or delete pages from your notebook at

any time. Also, you can move pages around by cutting and pasting. And you can delete linked words from a Section's contents page and move them to another Section of your notebook.

Another excellent feature of Spiral gives you the ability to add a graphic to the notebook page. In the illustration shown on the next page, I have started a notebook on Animals, and the graphic used is a picture of the Gopher Frog. The underlining in the title shows that these words have been linked to the contents page of this section. In fact the entire notebook will be one section, entitled Animals, and each animal will have its own tab. Regardless of the size of the original graphic, it will be reduced to a standard size and placed in the center of the notebook page. It cannot be moved, and text will not fit on either side of the graphic. If you move a page with both a picture and text, you must cut and paste them separately. In other words, you cannot cut and paste the graphic and the text simultaneously. This is a little cumbersome, but I don't find it to be all that bothersome.

You will see, on the notebook page with the frog that I have added something at the top of the page. Spiral Preferences lets you designate whether you want it to automatically add the date you created the page and the date it was last modified. Under Preferences, you can also have the program save your work when you close



continued →

Spiral (continued)

the file, or you can have it remind you to save your work every so many minutes. While we are on the subject of the Preferences file, there are two other features that should be mentioned. First, you can set up your notebook in three different sizes: large, medium, or small. The large size is too large for my SE/30 screen. It might be convenient for the larger monitors. The medium size is just right for me. It fits the 9" screen. The small size might be useful if you like "little." You must select the correct size in the beginning because the program does not let you change the size once you have started your notebook. Secondly, the Preferences file lets you elect to protect your notebook with a password. When you do this, your notebook icon looks like the picture included here; i.e. it has a buckled belt to show that it is locked and you will need to give your password to open the notebook. This is a good feature in an office, or even at home, where somebody might get into your notebook and accidentally change it without your knowledge or consent and permission.



I like this program because it gives you considerable flexibility and allows you to use your imagination in making the kind of notebook you think will be best for your purposes. For example, look at the graphic above showing a notebook of prehistoric animals. In this notebook each section will include three letters of the alphabet. Those animals which I have included in the ABC section are shown on the contents page of the first section. This kind of notebook gives you the advantage of cross-indexing your material. For example, the *Basilosaurus* was a prehistoric whale; therefore, I put this animal under the Bs and also the Ws.

Two additional features of *Spiral* are the use of abbreviations and making calculations. If you are going to be repeating words like "Savannah, Georgia," in your notebook, *Spiral* lets you use an abbreviation, such as Sav. You type the abbreviation, and the full

text equivalent is inserted by the program. The program gives you abbreviations for inserting the day (Sunday, Monday, etc.), date, and time. *Spiral* will let you type out simple math problems in the notebook, and it will do the calculations. This is handy if you're keeping a notebook involving occasional addition, subtraction, multiplication, or division.

Now, a word or two about printing. I have not tried printing the large or small notebooks, but the medium size notebooks print out with two notebook pages to one 8½ x 11 page--one notebook page over the other. You can direct the outcome by selecting the pages you want printed. With this program you will want to put everything in a notebook, but they do recommend that you keep each notebook size to less than 200 pages.

by Ray VanHook

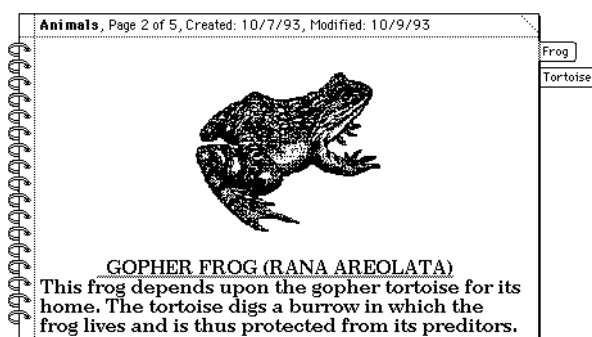
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Spiral

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WHEN COMPUTERS TALK BACK!

