inforecall ™

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Introduction

InfoRecall is a new type of Software, specifically made to store and find personal and business information fast and easy. InfoRecall ties all your information together, across all InfoRecall files and records with its powerful search features. Never again will you be looking all over for that important information.

Unlike some of the structured software programs, InfoRecall uses a free-form approach. A record page can have a few words of information up to 30,000 bytes of data. And you can link the information of one record to another record with the hypertext functions.

Clean up your desk, clear away the bits and pieces of information scattered all over the place and see how fast your productivity and decision making improves. Information is vital to success, getting easy access to the information you need is the key to your success. You deal with a tremendous amount of information, daily, but too often the information you need is not quickly accessible. Some times you can't find it at all. Information is power but not having it where you can find it, robs you of that power. A page here, a note there, bits of paper in file folders; that's just not good enough any more. If information is vital and quick access is the key to success then organization provides that key for you. InfoRecall will do that for you! Expand your productivity, take control of your information with InfoRecall! We makes it easy!

No programming necessary! Whether you are a business person, a professional or run a household, there is lots of information to organize:

- Pieces of Information, normally scatter stored
- Contracts, clauses, provisos and stipulations.
- Health and medical terms referenced and explained.
- Business terms, concepts, practices, policies, etc.
- Words and Terms
- Advertising, Slogans, Campaigns
- Words that Sell
- A collection of Letters
- Customer Records
- Client Lists
- Inventories
- Product Lists
- Membership Lists
- Obscure English words and terms
- Fitness
- All type of Lists
- Foreign Languages,
- Corporate training aid for all kinds of subjects.

Its use is limited only by your imagination.

Now with InfoRecall you can store it all, access it quickly, manipulate it, search through it, import text to it, export the whole thing or parts of it to other software, print it out, fax it and more. Use the power of the InfoRecall hypertext like functions to switch back and forth from one record to the next, and back by simply double clicking on a word. You can cross reference any word to any record and instantly access these records. Every piece of text, every word, can be treated as a linkable element of your information system.   Large amounts of data can be accessed and linked with a few key words or data associations.

InfoRecall supports not only links between text, but also between files in its hypertext like environment to provide a robust multi-file access medium. You only need to double click on a record that equals a file name and it will open for you, at once. You can get at the power of InfoRecall through the simplicity of its push buttons. Conveniently located, the push buttons give you immediate access to the power of InfoRecall. And you won't be stuck with our colors. You can customize your InfoRecall interface with the built in features that let you change the screen fonts, the screen font color and the screen background color, instantly.

InfoRecall is the most productive way to organize your information and it's so easy to learn, you'll probably never even have to look at the manual. It's guaranteed to help you increase your productivity.

Standard Windows Elements

When you start InfoRecall, you'll see the main window which contains the standard Windows control elements. In the upper left-hand corner, the Control Menu box button.
In the upper right-hand corner, the Maximize and Minimize and Restore buttons. The Title bar, with the InfoRecall label on it. If you're not too familiar with the operation of these standard Windows elements, you should read Chapter 2, Basics in your Windows manual.

The Menu Bar

The Menu Bar is located just below the title bar. When one of these menus is selected, a pull down menu will appear, containing further menu items. Some of the menus have three periods, indicating that if you select one of them, a dialog box will appear asking you for more information before proceeding.

A Function Key number (F3..) to the right of the menu item indicates that the function can be accomplished by pressing this Function Key or by selecting the menu item.
Some menu items may have a Check Mark to the left of them indicating that particular menu item is in use.Some letters of the menu items are underlined. This means that the menu item can also be selected by pressing the Alt key in combination with the underlined letter. As an example: To create a new file, press Alt-F-C. or to print a file, press Alt-F-P.

The Information Line

The Information Line is just below the Menu Bar. The first item on this line is the date followed by the time. Next to the time is the Drop-Down Files Box and on the right-hand side is Record Name Field.

The Drop-Down Files Box

The Drop-Down Files Box holds the names of all the files that have been established so far. By clicking on the arrow to the right of the Drop-Down Files Box, the box will open up and the file names will drop down.
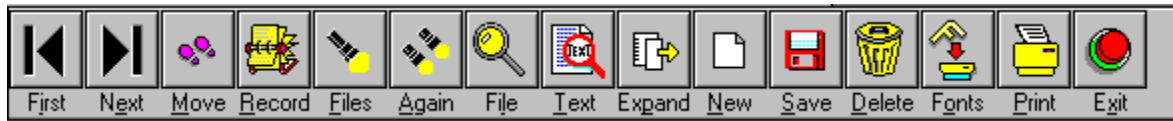
Click on a file name and InfoRecall will clear the file currently in use, if any, and load the new file you've selected. It's a quick and convenient way to open and load files.

Record Name Field

This field is used to established the names of new records. Whenever you want to add a new record to the file, you'll use this field to type in the record name. Press Enter or click on the text field and you are ready to enter text to the record.

The Tool Bar

InfoRecall tool-bar is conveniently located and affords you quick access to the most often used features. Please read the section on the File Menu Items for a more in depth
explanation of these features.

  Show First/Previous Record
A single click on this button will open the Record positioned just before the one currently open. If no Record is open then a single click will open the first Record.
Double on this button and it will select and show the first record in the opened file.

  Show Last/Next Record
A single click on this button will open the Record positioned just after the one currently open. If no Record is open then a single click will open the last Record. Double on this button and it will select and show the last record in the opened file.

  Move Back
Returns to the last open Record. Enables you to quickly move back and forth between the last two opened Records.

  Search Records Field
Quickly finds a Record in the Records Field. If found it will select that Record and display it.

  Search all Files
Search all InfoRecall Files in the current directory for any word or phrase.

 See Results Again

Access the results of the Search all Files again. The results of the initial search are stored in an array for fast repeats.

 Search currently open File

Search through the Records of the currently open File for a word or a phrase. F3 finds the subsequent occurrences. Searches the text of a currently open record for a word or a phrase and highlights it when found. F4 finds the next occurrence.

 Search Text

Searches the text of a currently open record for a word or a phrase and highlights it when found. F4 finds the next occurrence.

 Expand/Contract text Field

Enlarges the Text Field if it is in its regular state. When enlarged, the arrow points in the other direction. Clicking it again contracts it back to regular size.

 Enter New Record

Clears the Record Name Field and the Text Field, readying them for a new Record entry.

 Save Record

Saves a new Record to the File or saves changes to an existing Record.

 Delete a Record

Deletes a Record from the file.

Fonts   Select Printer Fonts

This feature enables you to select different printer fonts and font sizes.

Print   Print

Prints a Record to your printer.

Exit   Exit

Closes all Files and exits InfoRecall

The Records Field

This is the field on the left. It lists, in alphabetical order, all the Records that have been
establish within a File. At first you will not see the scroll bar to the right of it, only a line
separating the Records Field from the Text Field.   The <u>scroll bar</u> only becomes visible as you establish Records beyond the boundaries of the Record Field and all Records are no longer visible.

Scrolling through text
If your document fills more than one screen, you can use the <u>scroll bars</u> to scroll through the text to see more of it.

Unless you start InfoRecall with a File, the Records Field will be blank as you start InfoRecall. It'll be populated as soon as you open a File.

The Text Field

This is the large field to the right of the InfoRecall window. It will hold the text associated with your Records. The Text Field holds up to 32,000 bytes of information. As you type, the size of the text is shown in the Status bar under Record Size.

Scrolling through text
If your document fills more than one screen, you can use the <u>scroll bars</u> to scroll through the text to see more of it.

Unless you start InfoRecall with a File and a Record, the Text Field   will be blank as you start InfoRecall. It'll be populated as soon as you open a File.

The Status Bar

At the very bottom of InfoRecall is the Status Bar. It is a line reserved for messages. The Status bar contains the following information when a file is loaded.

- The name of the file currently in use
- The number of records contained in the file
- The Record size when a Record is displayed
- Help messages.

The record size is continually adjusted as text is added or deleted.

The help messages are directly related to the currently selected menu item or the Tool Bar button directly under the mouse pointer. Once you activate a menu and highlight a menu item, a short explanation of this feature appears in the Status Bar. This explanation also appears when you move the mouse pointer over a Tool Bar button.

Re-Sizing Window

InfoRecall will always start in the Maximized form. You can reduce the size by clicking on the down arrow of the button that has an up-arrow and a down-arrow. Once reduced in size, InfoRecall will be surrounded by a border which can be used to vary the size of the window both vertically and horizontally.

Technical

Database
A database is a set of interrelated data records stored in a direct access storage device in a data structure that is designed for easy access. The InfoRecall Data base is designed so that its size is variable, it allows for growth and change of records. InfoRecall uses a Indexed Sequential Access method to create and manage files.

Dataset
A dataset is a File that you have created and consists of 3 DOS files, thus, a set of files or dataset. These datasets contain your records and indexes, fast find tables and internal map tables. Their extensions are: .ISD, .ISF, and .ISM. The dataset are maintenance free. There is no need for any periodic File compacting or reorganization. Files are adjusted automatically for growth and change of records.

Files
A File consists of a dataset containing indexes and records. Every time a File is created, you will be asked to name the File. The File will be known to you by the name you've given it. The File can hold many thousands of records. InfoRecall efficiently manages files up to 512 megabytes.

Records
Records are what are stored in files.   A complete unit of information in a File is called a Record. A Record in InfoRecall is made up of the name of the Record and a text field that contains the text of the Record. The Record Name can be up to 26 characters long.   InfoRecall allows you to have variable length Records, from just a few bytes (characters) up to 32,000 bytes.

Network Version

Overview
The Network version of InfoRecall provides each user with full functionality of the stand alone version and, additionally, the capability of sharing Files with other users. All user can open the same File but only one user at a time can open and work on a Record. When a user opens a record, InfoRecall will lock that Record and access to all other users will be denied until the Record is closed.

To unlock a record, the user who opens it, must close it by either selecting another Record or by starting a new Record or opening another File. Every time a record is selected, it's locked and unlocked as soon as another is selected.

When a Record is in use and another user attempts to open it, InfoRecall will issue a warning message. When Okay is clicked, InfoRecall will move to the next available record.

Installation
Install the InfoRecall program and data files in the appropriate directory on the network server. Add the InfoRecall directory to you PATH in the AUTOEXEC.BAT file. The DOS utility SHARE must be loaded.

Start-Up

Starting InfoRecall
InfoRecall can be started like all other windows programs, from the Program Manager or whatever other means you've selected. In addition, InfoRecall can load a File upon starting. To do so, add the file name in the Program Manager. Form the Menu Bar, select the File Menu, click on Properties and the Program Item Properties dialog box will display.

Under Command Line and after C :\INFO\INFO.EXE, type the name of the File that you want to start with, like: C :\INFO\INFO.EXE sample
InfoRecall will start with the file Sample loaded automatically.

See also Starting InfoRecall with a File and a Record

The Default Settings for InfoRecall on Start-Up are set to:

- Screen Font Name: System
- Screen Font Size: 9.75
- Screen Font Colors: Black
- Screen Background Colors: White
- Printer Fonts: Courier
- Printer Font Size: 12
- Hypertext ON
- Toolbar ON
- Automatic Text Save OFF

These setting can be changed. To find how, please read the sections on Printer Fonts and Screen Settings.

Loading a File
InfoRecall files can be loaded (opened) four different ways.

1. Start InfoRecall with a file name specified as described in the above example.
2. From the File Menu select Open File and choose a file name.
3. From the Drop-Down File Box. Click the arrow and click on a File Name.
4. Hyper Load a File by double clicking on a Record Name that corresponds to a File
5. Please see the menu items for a more in depth explanation of these features
6. Read the section on Starting InfoRecall with a File and a Record

Hypertext

What is Hypertext
The term "hypertext" was coined in the mid-1960's by computer scientist Ted Nelson. The original idea of hypertext came from Vannevar Bush, President Roosevelt's wartime science advisor. He proposed a machine called the "Memex" in an Atlantic Monthly magazine article in July, 1945 titled "As We May Think".

The strict theoretical vision of hypertext proposes that every piece of text, every word, be treated as a linkable element of an information system.   Large amounts of data can be accessed and linked with a few key words or data associations. InfoRecall supports hypertext like functions. Simply capitalize the words that you want to cross reference. Establish Records with names that equal the capitalized words. Double click the capitalized word and you will immediately be moved to that Record.

Overview
A InfoRecall File can be made up of many Records that may be related in some ways. Because the records are related to each other in this way, it is useful to be able to
cross-reference words to Records.

Operation
As an example, a word is used in a Record Text that is more fully illustrated in another Record. Capitalize the word, and establish a Record by that name. Now, when you double click on the capitalized word, InfoRecall will jump to the Record of that name and display its content. If you use and capitalize the word from the previous Record as well as capitalizing other words and establishing Records for them, you can jump quickly from one Record to another to another yet and back again, to look up related words and terms or meanings.

You can practice this extremely useful feature with the Sample files that come with InfoRecall.

Hype File Loading

Hyper Loading
Eventually, you may have created many Files, some related in some ways. Similar to the above described Hyper Text Function that works with words and records, this function works with Record Names in the Records Field.

A File may contain Records that are related to another file. These Files can be cross-referenced so that if you double click on a Record that is also the name of a File, InfoRecall will load that File for your viewing. The previously loaded File will be unloaded.

Operation
As an example, a Record used in a File covers a certain subject, but the subject is broad and is covered in another File in much more detail. Still you want quick access to this information. Capitalize the Record Name, and establish a File by that name, if one does not already exist, and place in whatever Records that are required.

Now, when you double click on the capitalized Record Name, InfoRecall will unload the current File and load the File whose name equals the Record Name you just double clicked. You may want to   capitalize a Record Name that corresponds to the previous File as well as capitalizing other Record Names and establishing Files for them, so that you can move quickly between many Files.

The Sample files that come with InfoRecall, provide you with an opportunity to practice this important feature.

Open File

From the File menu select Open File and the Windows Open File dialog box will appear. The Directory shown will always be the directory in which the InfoRecall executable file is located.   Select a file by clicking on a file name and clicking OK or double clicking on a file name. InfoRecall will load the selected file. InfoRecall will display the File Name in the Drop-down   Files Box in the Information Line as well displaying file information in the Status Bar.

Create New File

Choose Create New File from the File Menu and a dialog box similar to the Windows Open File will appear. The File List Box will show all the files but the file names will be shaded. Type in the name of the file you want to create. You can type directly over the highlighted file extension (*.isd). It is not necessary to add the extension to the file name. InfoRecall will add it when it creates the File. Press enter or click OK and your new file will be created and immediately loaded into InfoRecall, ready for your use.

The file name must consist of 8 letters or less, not counting the file extension (isd). If it is longer, you will be informed that it is not a valid file name.If you click on a shaded file name, InfoRecall will assume that you want to replace an existing file and will issue the warning message, telling you that the file already exists and asking you if you want to replace it. If you click Yes, the existing file will be overwritten. All your data in that file will be destroyed!

It will help to organize your file names to reflect their subjects. For instance, if you want to store medical information, call the file MEDICAL. Other files may be BUSINESS or ENGLISH or LEGAL, NOTES, TRAVEL etc.

Delete File

Choose Delete File from the File Menu and a dialog box similar to the Windows Open File dialog box will be shown. All the current files will be displayed. Click on a file name and click OK, or double click on a file name and a warning message will ask you if you want to delete the file.

Clicking Yes will delete the file. All the data contained in the file will be destroyed. You can delete a file even if it is currently loaded and in use by InfoRecall. If you choose the name of a file currently in use by InfoRecall, a message will be displayed giving you a Yes or No choice. Clicking Yes will delete the file. All the data contained in the file will be destroyed. The file will be unloaded and any reference of it deleted.

You can delete other files. Choose a different file extension or choose All Files (*.*) and the Delete File dialog box will display the files with that meet the new file extension. Select a File and click OK to delete it.

Note: You can not Delete a File if it was secured by a Password unless you know the Password. Please read the section on Password for further details.

Import Text File

When you select Import Text File, another menu will pop up and give you a choice of importing as a New Record,   Prefix to Record or Append to Record. If you select New Record, all text will be cleared as InfoRecall will assume that this will be a new Record. If you select Prefix to Record, the imported file will be adding to the beginning of the existing Record, if you select Append to Record the imported file will be adding to the end of the existing Record.

A dialog box appear. The extension *.txt will be prompted in the File Name box and all the files that have this extension will be shown in the files list box. You can select the extensions of other files (*.doc;*.bat) or all files (*.*) by clicking on the arrow to the right of the 'List Files of Type' box.   If this is a new Record, the name of the imported file will be used as the Record name. Accept the name or change it and then save it, if you want to keep it as a record.

To select a file, click on a file name in the list box and click OK, or double click on a File name. InfoRecall will import the file and place it in the Text Field. Import Text File enables you to import and save any ASCII file up to 30,000 bytes long. Any ASCII file can be imported, regardless of the file extension. The   imported files are shown in the Text Field AS IS. Any formatting   has to be done manually.

Export Text File

You can export any record as an ASCII text file to be used with Word processor or any other software that can use ASCII files. When you select Export Text File, the export file dialog will appear. InfoRecall will suggest a name and displayed it in the File Name box. Accept or change the name or change it then press enter or click OK. It is not necessary to add a file extension (.ext). You can add any other extension, if no extension is added, InfoRecall will add (.txt) to the file name.

The file name must be made up of 8 characters or less. The total length of the name, including the extension .txt, must not exceed 12 characters. If you select a name from the files list box of the dialog box or if you have typed in a name of a file that already exists, InfoRecall will warn you and ask you if you want to overwrite this file. If you choose to overwrite the file, the previous text will be lost, and will be replaced with the new text.

Printer Fonts

When you choose Printer Fonts the Windows Font dialog box will come into view. The Printer Fonts feature enables you to select different printer fonts. The dialog box will show all the fonts available to you. Select a font and a font size and font style then click the OK button.

Printer Setup

The Windows Printer Setup dialog box will become visible. This is offers the full range of the Windows Printer Setup functions.

Print Full Text

Prints the Record. If you haven't selected a printer font and a font size, InfoRecall will print the record in its default setting. The default font is Courier and the default font size is 12. A message will tell you the number of pages required to print the full text and asks you to click Yes to continue printing or No to exit printing To print part of the text, see next section on Printing Selected Text. Text can be printed both in the Portrait or Landscape orientation. The amount of text that will be printed on a line will adjust to the paper orientation.

Print Selected Text

To print part of the text, hold the mouse button down and drag the mouse across the text you want to print, then click print. You can also select any text by placing the insertion point at one end of the text you want to print, then holding down the SHIFT key, and clicking the opposite end of the text.

To select multiple lines, drag the mouse down to the left of the lines. Text can be printed both in the Portrait or Landscape orientation. The amount of text that will be printed on a line will adjust to the paper orientation.

File Information

A Message box gives you information about the File that is currently in use. The file name along with the number of records the file contains and the total size of the file is given. It also tell you When that File was established and when and at what time it was updated and what Record was worked on last. If you have previously used a version that did not do Date/Time stamping of Files, InfoRecall will use today's date as the File Established date when you open and update a Record the next time.

Exit

Exit will close all files and exit you from InfoRecall, bringing you back to Windows. This command can be found on the menu and can be activated from the exit button. If the text has changed and has not been saved, InfoRecall will warn you and offer you an option of Yes or No or Cancel.

Undo

Reversing an action.

If you perform an action that produces an un wanted result, you can reverse or "undo" the action. If   new text has been typed and you choose Undo, InfoRecall restores the Text field to the its previous state by erasing the newly typed text. You can   reverse the erase and get the text back by choosing Undo again.

If you delete text, you can restore it with Undo.

Note: You must choose Undo before performing any other action. If you delete text with the Cut Full Text or Cut Selected Text menu items then use Paste to restore the text.

Copy Full Text

Copies the full text of a Record to the clipboard. It will be available from the clipboard to be pasted to this or any other program as needed. This feature is only enabled if a File with Records has been loaded.

Copy Selected Text

Copies the text chosen by you to the clipboard. It will be available from the clipboard to be pasted to this or any other program as needed. To copy part of the text, hold the mouse button down and drag the mouse across the text you want to copy then release the mouse button.

You can also select any text by placing the insertion point at one end of the text you want to copy, then holding down the SHIFT key, and   clicking the opposite end of the text.To select multiple lines, drag the mouse down to the left of the lines.

This feature is only enabled if a File with Records has been loaded.

Cut Full Text

Cuts all the text in the Text Field. The cut text is not lost, it is placed into the clipboard and can be pasted back to this or any other program. The status bar will adjust the record size to zero.

This feature is only enabled if a File with Records has been loaded.

Cut Selected Text

Cuts selected text. The cut text is not lost, it is placed into the clipboard and can be pasted back to this or any other program. The record size in the status bar will adjust to show the new record size. To cut part of the text, hold the mouse button down and drag the mouse across the text you want to cut then release the mouse button.

You can also select any text by placing the insertion point at one end of the text you want to cut, then holding down the SHIFT key, and   clicking the opposite end of the text.To select multiple lines, drag the mouse down to the left of the lines.

The status bar will display the adjusted record size.

This feature is only enabled if a file with records has been loaded.

Paste

Pastes text from the clipboard to the Text Field of InfoRecall. When you paste an addition to existing text, the status bar will display the new record size.

This feature is only enabled if a file with records has been loaded.

Font Types

You can quickly change the screen display Font Type by selecting one of the following Font Types from the Options Menu.

- Regular Fonts
- Regular Bold Fonts
- Regular Italic Fonts
- Bold Italic Fonts

A check mark will appear next to the selected Font Style so that you can tell at a glance which type is in use.

Changing Text Case

You can quickly change the case of your text without retyping, making all or part of your text lowercase or uppercase.

To change text case:

1. Choose Upper or Lower case from the Options Menu. All text will change.
2. Select the text for which you want to change the case then choose either Upper or Lower case from the Options Menu. The selected text will change.

Time/Date

You can use the Date and Time command to add the date or time to your Text. To add the Date or Time:

1.   Position the insertion point where you want   to add the date or time.
2From the Insert menu, choose Date And Time or ALT-E-D.
3.   From the dialog box, select the date or time format you want.
4.   Choose the OK button or press Enter.

You can use both the mouse or the cursor keys to make your selection.

New Record

This command clears the Record Name Field and the Record Field as well as the Text Field, readying them for a new record entry. If you attempt to enter a new record before the previous record has been saved, InfoRecall will warn you with a message that the text has changed and ask you if you want to clear it.

Click on the appropriate response button. This warning is for your safety. It can prevent the loss of important data if you choose this menu item and the record hasn't been saved.

Save Records

Saves the newly established record to the file and adds the record to the Record Field. Should you attempt to save a record that already exists, InfoRecall will display a message telling you that the record exists.

If this happens, simply change the Record Name and select Save Record again. Save Record Save changes to a Record.

If you make changes to a Record Text, select Save Records from the menu or click the Save Record   button and the changes will be saved. You can also change the Record Name, InfoRecall will replace the old Record Name with the new one and change the name in the Records Fieldas well.

If you change the Record Name to one that already exists, InfoRecall will caution you to change the name of the Record.

If this happens, change the Record Name and select Save Record again from the menu or click on the Save Record Button.

Loss of Text

InfoRecall will try very hard to prevent the loss of unsaved text. Whenever you try to select another Record from the Records Field or start a new Record or Choose any function or feature that would cause loss of unsaved text, InfoRecall will warn you with a message.

Choose Yes if you want to save your text. InfoRecall will automatically save it and then continue with whatever feature or function that you have selected before the message occurred.

Choose No to continue without saving your text.

WARNING: Your text will be lost!

Select Cancel to stay where you were before the message occurred. This will neither save or lose your text

In case Windows crashes for any reason, InfoRecall will attempt to write the most recent changes to your File.

Delete Record

Delete Record allows you to delete a record from the File. Place the cursor bar on the Record Name in the Records Field and press the delete button or the Delete Record Menu Item. InfoRecall will ask you if you want to delete the Record and present you with a choice of Yes or No in a message box.

If you choose Yes, the Record will be deleted!   InfoRecall will remove the Record Name from the Records Field.

Deleting a Record will destroy the Record and the Record Text. You can not undelete a Record!

First Record

This feature will select the first Record in the dataset of the loaded file. This Record may not correspond with the first Record shown in the Records Field as it is sorted alphabetically. Choose First Record from the Records menu or double click on the Previous/First Toolbar button.

Previous Record

Select Previous Record   from the menu or click on the Previous Record Button and InfoRecall will display the previous Record in the sequence. Choose Previous Record from the Records menu or double click on the Previous/First   Toolbar button.

Last Record

This feature will select the last record in the dataset of the loaded file. This record may not correspond with the last Record shown in the Records Field as it is sorted alphabetically. Choose Last Record from the Records menu or click on the First/Last Toolbar button. The buttons are sensitive. Be sure to let the buttons return fully before pressing them again or it will be interpreted as a double click.

Next Record

Choose Next Record   from the menu or click on the Next Record Button and InfoRecall will display the next Record in the sequence. Choose Next Record from the Records menu or click on the Next/Last Toolbar button. The buttons are sensitive. Be sure to let the buttons return fully before pressing them again or it will be interpreted as a double click.

When InfoRecall selects the Records as described above, the cursor bar in Records Field will be focused on the Record Name and the Record content will be displayed.

Move Back

InfoRecall keeps the previously closed Record in memory. This feature enables you to quickly move back and forth between the previously closed and the currently open Record. From the Records menu, choose Move Back or for a much faster way click on the Move Back Tool Button.

Opening a recently closed Record

InfoRecall lists the last four Records you closed at the bottom of the Records menu. You can return to a Record by choosing it from the menu.

To open a recently closed Record:

From the bottom of the Records menu, choose the name of the Record you want, either with your mouse or with the cursor keys. Click on the Record or press Enter and InfoRecall will open it.

Text Field   EXPAND/NORMAL

You can expand the InfoRecall Text Field by clicking   the Text Field Expand/Contract button on Toolbar or by choosing the Text Field Expand menu item. With the Text Field expanded, the menu item will read Text Filed EXPANDED.

If you want to choose another Record, you have to close the Text Field to normal size to enable you to see the Records Field. When you open a new File, InfoRecall automatically normalizes the Text Field.

To close the Text Field to normal size click the Text Field Expand/Contract button on Toolbar or choose the Text Field Expand menu item. With the Text Field normalized, the menu item will read Text Filed NORMAL.

Select Screen Fonts

This feature along with the ability to change the screen color enables you to customize InfoRecall to your liking. Choose Select Screen Fonts from the Options Menu. The Windows Font dialog box will appear that allows you to change the Font, the Font Style and the Font Size. You can see what the font looks like in the Sample box.

InfoRecall does not save your new Screen Font setting. You can do this by selecting Save Settings from the Options Menu.

Select Screen Color

For those of you who don't enjoy black text on a white background, InfoRecall enables you to achieve the color combination that suits you the best. Some stunning effects can be achieved by changing the Screen Color along with Screen Font Colors.

Choose Select Screen Color from the Screen Setting Menu and the color palette will come into view.

There are four check boxes:

1. Text Field
2. Records Field
3. Background Color
4. Foreground Color

Refer to the InfoRecall Window section for a refresher on Text and Records Fields. To change the background color in the Text Field,   click on the Text Field check box and Background Color check box. Now click on any color box and see the color change immediately.

To change the color of the text in the Text field, click on the Text Field check box and Foreground Color check box. Click on any color box and see the text color change.

To change the text and background   color of the records field, click on the Records Field check box then alternate between the Background Color check box to change the background color and the   Foreground Color check box to change the colors of the Record Names.

When done, click Okay and return to the main window.

InfoRecall does not save your new Screen Color setting. You can do this by selecting Save Settings from the Options Menu.

Password

You can secure a file with a Password. Once secured, access to that File will be restricted. Every time someone attempts to load the File, InfoRecall will insist on the correct Password. If the Password is not known, the File can not be opened.

As you type your Password, asterisks will appear for the characters typed.

Setting a Password
Loading a Secured File
Changing a Password
Removing a Password

Preferences

Preferences allows you to modify some of the InfoRecall settings as well as giving you the option to turn on the Automatic Text Save feature. From the Options menu, select Preferences and the Preferences dialog box will appear.

Hypertext
Toolbar
Automatic Text Save
Save Settings

Starting InfoRecall with a File or a Record

As well as being able to load InfoRecall the regular ways provided for by Windows and described in the Start-Up section, you can start InfoRecall with a File only or request that it starts with a File and open a Record too.

Starting with a File
Starting with a File and a Record
File does not exist
Change Starting Settings
Clear Starting Settings

Default Settings

The Default Setting will always change the Screen Fonts, Screen Font Color, Screen Color and other defaults to those set by InfoRecall. They are:

- Screen Font Name: System
- Screen Font Size: 9.75
- Screen Font Colors: Black
- Screen Background Colors: White
- Printer Font: Courier
- Printer Font Size: 12
- Hypertext: ON
- Toolbar: ON
- Automatic Text Save OFF

The default settings are set internally. There is no need to save them.

Restore Saved Settings

This feature restores InfoRecall to the Screen Fonts and Screen Font Color as well as the Screen Color   that were previously saved. This feature is for your onvenience, so that you can experiment with Options and always restore the screen after you're done.

Save Settings

After you have chosen a combination of Fonts and Font Color and Screen Color that pleases you, you can save these setting by choosing Save Settings from the Options menu. A dialog box will show and inform you that it is about to save your new setting and enable you to do so or cancel the procedure.

Once saved, InfoRecall will use this setting every time you start.

Setting a Password

A Password can only be set when a File is loaded. To set a Password, select Password from the Options Menu. The Password dialog box will be displayed.

The name of the File that you are securing is shown. Choose Cancel if you don't wish to proceed or type in your Password and click Okay or press Enter.   Another dialog box will appear, asking you to repeat the Password.

Type the Password again and click Okay or press Enter. If the Password matches the first entry, InfoRecall will secure that File. If it does not match a dialog box will give you another chance.

Click Retry to type the Password again. Click Cancel to abort the effort.

Loading a Secured File

When you load a file that is secured, InfoRecall will display a dialog box.

Type your Password and press Enter or Click Okay. If the Password is accepted, the File will be opened. If you have made a mistake or the Password was incorrect, then access will be denied and the a message will be displayed.

Type the Password again or click Cancel. The file will not be opened unless the correct Password is used. It may be a good idea to store your Password so that if you do forget, you can retrieve it.

Changing a Password

To change a Password, open the File that is Password protected, InfoRecall will ask you for the Password before it opens the File. Once the File is open, choose Password from the Options menu. The Set Password dialog box will appear.

Type the new Password click Okay or press Enter. The second dialog box will appear, asking you to Enter Password Again. Type the Password again and click Okay or press Enter. If the second entry of the Password does not matches the first, the Does not Match dialog box will be displayed. If the second entry of the Password matches the first, the File will be secured with the new Password.

The procedure is the same as that for Setting a Password, described earlier under Setting a Password.

Removing a Password

To remove a Password, open the File that is Password protected. InfoRecall will ask you for the Password before it opens the File. Once the File is opened, choose Password from the Options menu. The Set Password dialog box will appear. Do not type anything, leave the Password blank. Click Okay or press Enter. The second dialog box will appear, asking you to Enter Password Again. Once more, do not type anything, leave the Password blank. Click Okay or press Enter.

This will clear the File Password. The next time you open that file, it will no longer be secured. Other Password protected Files are not affected by this. Each File is protected separately and has to be cleared separately.

Hypertext

InfoRecall treats all capitalized words as potential Hypertext words, checking them against records to see whether a link exists. For instance, if you perform a search and InfoRecall finds a match that is capitalized, it may highlight the search word and immediately jump to the record that has a hypertext links to it. Searches and text editing may be easier with the Hypertext switched off.

When Hypertext is on, the Hypertext check box will show a X mark. To switch it off, click on the check box. When off, the X mark does not show. To switch it on, click on the check box.

Toolbar

InfoRecall enables you to turn the Toolbar display on and off. To switch it on or off, click on the Toolbar check box.

When Toolbar is displayed, the Toolbar check box will show a X mark. To switch it off, click on the Toolbar check box. The Toolbar will immediately disappear. When Toolbar is not displayed, the X mark does not show.

Automatic Text Save

The Automatic Text Save feature saves your text at a specified interval. To use the automatic save feature click on the Automatic Text Save check box. The X mark indicates that the Automatic Text Save is on. When you click the check box, InfoRecall will automatically select 5 minutes as the time interval. You can select a different time by clicking on the down arrow next to TIME to open the Minute box. Type or select how often (in minutes) you want InfoRecall to save your work. For example, to save every 15 minutes, type or click 15.

With   Automatic Text Save on, your text will be saved at the selected interval. Should that interval occur while your Record has not been named, or if the name is the same as an existing record, you will be informed to either name or rename the Record.

Save Settings

After you have set InfoRecall to your preference, you can save the settings by clicking on the Save Settings check box. An X mark indicates that this option has been selected. Next time you start InfoRecall, the new settings will be in effect. If the Save Settings has not been checked then the selected settings will only last while InfoRecall is on.

The next time you start, the old setting will be in effect.

Starting with a File

Start InfoRecall, load the File that you want InfoRecall to start with. Select Starting InfoRecall form the Options menu. A Dialog box will   appear showing you the name of the File. InfoRecall needs the full name including the path so that it can locate and load the File. Nothing appears under the heading Starting Record as in this case InfoRecall starts with a File only.

To accept the Starting File for loading when InfoRecall starts, Click Okay or Press Alt-O or simply press Enter.

Click Cancel or press Alt-C if you don't want to accept this selection. When you click Cancel InfoRecall will take you back to the main screen without making any adjustments.

Starting with a File and a Record

InfoRecall can be started with a File and have a Record opened within that file every time load InfoRecall.

Start InfoRecall, load the File that you want InfoRecall to start with and click open a Record. Select Starting InfoRecall form the Options menu. The same Dialog box will   appear, this time showing the name of the File and the Record.

InfoRecall needs the full name including the path so that it can locate and load the File. Under Starting Record: is the name of the Record. In the example above the Record name is Flexible Budgets. Click Okay or Press Alt-O or simply press Enter and next time you start, InfoRecall will load the File and open the Record for you.

Click Cancel or press Alt-C if you don't want to accept this selection. When you click Cancel InfoRecall will take you back to the main screen without making any adjustments.

File does not exist

If File or Record was deleted or has been moved to another directory or it does not exist for any other reason and you are trying to start InfoRecall with it, you will be informed with this message.

InfoRecall will still start but will not load a File or open a Record. Select Starting InfoRecall form the Options menu to either choose another file and Record or Click No File to clear the previous setting.

Change Starting Settings

You can change the starting settings at any time. Start InfoRecall, load the File that you want InfoRecall to start with and follow the procedure described in Starting with a File or Starting with a File and a Record.

Clear Starting Settings

To clear the starting settings and start InfoRecall without a File, choose Starting InfoRecall from the Options menu and click No File or press Alt-N. This will clear any previous setting and instruct InfoRecall not to load a File or a Record the next time you start.

Search Records Field

There are two ways to find a Record in the Records Field. An approximate match and an exact match. The default is the approximate match. In the dialog box, type in the name or the partial name of a Record. InfoRecall will find the first match of the name and display the Record and its content. The exact match, requires you to check off Exact in the dialog box. This method will look for the exact match and if found will display the Record and its content.

Search Records Field is not case sensitive.

Search all Files

Delete

InfoRecall ties all Files and all Records together through its ability to search for any word or phrase in all InfoRecall Files. This feature enables you to find any information, at any time, regardless of what InfoRecall File it was saved in.

Two types of searches are available.

A general search that does match whole words. This type of search picks up anything that matches the search parameters, whether it's a whole word or part of another.

A specific search that matches whole word or sentences. This type of search only finds text that matches the search parameter.

Searches are not case sensitive.

To search the files, type in the text to find. For a general search, press Enter or click Search. For a specific search click on Match Whole Word Only. An X mark indicates the feature is on. Press Enter or click Search.

The results list box will appear showing all the matches found.

Use the scroll bar on the bottom to scroll text to the right to see more of it. Use the scroll bar to the right to view results not currently visible.

When you find the instance of the word or phrase that meets your search requirements, place the mouse cursor on it or use the arrow cursor keys to select it, then double click or press Enter. InfoRecall will open the File, locate the Record, show the Record's text and highlight the word or phrase you searched for.

See Results Again

The Search all Files Result listing for the current search can be accessed as many times as you want to. The results of the search are stored in an array so that when you check the results again, you'll find it quite a bit faster than the original search. The results are retained until another search is attempted. From the Search menu, select See Results Again or click on the See Results Again Tool button.

Search File

This feature will permit you to search for a word or a phrase in the currently loaded File. It will start the search with the first record and proceed to the last record of the File. A dialog box will ask you to input your search requirement. Simply enter your word or phrase in the Search File dialog box and press enter or click on SEARCH .

 InfoRecall will go to the Record that contains your word or phrase and display its content and highlight the word or phrase it found. Another way to search is to highlight a word or phrase in the Text Field and choose Search File, the dialog box will show that word or phrase. Click SEARCH or press enter to start the search.

Search Records is not case sensitive.

Find Next   (F3)

Click the Find Next button or choose Find Next from the search menu or press the F3 key to find the next occurrence of the word or phrase you've previously chosen. InfoRecall will go to the occurrence of the word or phrase, highlight it and display its content. The next occurrence may take place in the same Record or if no more occurrences are found in one Record then the next Record will be searched and then the next until the last Record is reached. If no more occurrences are found, you'll be notified with a message.

Find Next is not case sensitive.

Find First   (F1)

Choose the Find First from the menu or press F1 to relocate the first occurrence of the word or phrase and again go to the Record that contains your word or phrase and highlight it and display its content.

Search Text

This feature will locate any word or phrase in the text of the record that is currently displayed. It will start the search with the first word of the text and proceed to the last word. The Search Text dialog box will be displayed and prompt you for information. Simply enter your word or phrase in the dialog box and press enter or click on FIND.

InfoRecall will highlight the word or phrase if it is found. Another way to search is to highlight it in the Text Field and choose Search Text, the dialog box will show that word or phrase. Click FIND or press enter to start the search.

Search Text is not case sensitive.

Find Next Text   (F4)

Choose the Find Next from the Search menu or press the F4 key to find the next occurrence of the word or phrase you've previously chosen. If found, InfoRecall will again highlight the word or phrase. This process can be repeated until InfoRecall reaches the end of the Records Text. If no more occurrences are found, you'll be notified with the above message.

Replace

You can replace any occurrence of a word or phrase with another word or phrase or blank space. Simply enter the word or phrase to replace in dialog box , then enter the word or phrase to replace it with and press enter or click on replace.

If you don't choose Global Replace, InfoRecall will replace the first instance that matches. If you choose global replace, InfoRecall will replace all occurrences with the new word or phrase. If you check start at the beginning, then replace will start at the very beginning of the text, otherwise it will start at the cursor position.

Check Verify if you want InfoRecall to ask you if a replace should take place. If verify is not checked,   InfoRecall will replace a matching occurrence without notifying you. When Verify is checked, InfoRecall will highlight the word
or phrase it found and then ask you if you want to replace it.

You can drag the message box around   to make it easier to read your text.

Click No and InfoRecall will look for the next match. If Yes was clicked, then that word or phrase will be replaced and InfoRecall will look for the next match. Click on Cancel and the procedure will be terminated.

Search & Replace is case sensitive.

Topic

Information in the Help Window. A Help topic usually begins with a title and contains information about a particular task, command or dialog box.

scroll bar

A bar that appears at the right and/or bottom of a window or list box whose contents are not completely visible. Each scroll bar contains two scroll arrows and a scroll box, which enable you to scroll through the contents of the window or list box.

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