



**Smith & Morita**

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Thanks for trying the "Docloger The documents manager".

The attached program is a fully functional program. As a new user you are granted with permission to use the program for a trial and testing period of one month, provided you comply with the attached agreement. To use for longer period you are required to register with Smith & Morita and pay the registration fee.

(See registration under the help menu.)

Brief Description.

The Docloger is a must tool for people who run their office out of their P.C. It enables fast creation of documents as well as immediate retrieval even among thousands of documents.

Docloger stores cards and folders in a data base.

**Folders** are containers for cards and other folders.

**cards** contains data referencing documents.

A **document** is a combination of data file and the application used to create and edit it.

Folders and cards can be created moved and copied freely using drag & drop. By creating a structure of folders you can zoom on your data. You can search the data base, using built in easy to use tools as well as the SQL query language.

You can use the Docloger as a replacement for your program manager. If your program manager is cluttered with too many folders and icons and

is troublesome to manage, you will find the Docloger useful as replacement. The applications and documents stored and activated by the program manager are automatically imported to your Docloger data base when you install the Docloger.

### Installation.

You will need about 1.2 MB of hard disk space for the program files and 1.2 MB for windows system files. It is recommended to keep free about 2 MB for the data base and its backup copy.

During the installation three sample folders will be created automatically.

1. Folder name "Correspondence" with a sample template of windows-write letter and this document.
2. Folder with documents imported from the program manager.
3. Folder with documents found in your windows directory and the directories under it.

### Fast Startup

Install the program using the setup utility on the distribution diskette.

Run the Docloger program using your program manager.

click the Correspondence folder to see its contents.

To see how a document is created . Use the following procedure to activate the letter template and create a new letter.

1. Click the correspondence folder.
2. Click the line of the red document icon (Template) to select it.
3. Click the Starter key button to activate the template.
4. Fill in the dialog box the title line of your document.

That is all. You have created your first document with the Docloger.

The following has happened automatically:

- A template file has been copied to create a new letter file.
- A new card referencing the new document has been created in the

Correspondence folder. The title of this card is the title you have keyed in.

- All of the reference data has been stored in the Objects DataBase.
- The Write Word Processing application program has been activated to edit the newly created letter file.
- The marker word "%Date%" has been searched on the new document and replaced with the current date. (This action has been performed by a macro attached to the template card.)
- The cursor has been placed after the "To" word.

Edit the document and save it and exit write.

To see all of the data related to the document you have created, click the document line created to select it and then click the cards button.

During the setup the "Docloger" prepared a folder which is containing the all the documents contained in your windows directory and under it. It is possible to heave other directories imported into the Docloger DataBase.

- First click the folder you want to contain the new data.
- Select the disk directory branch, under the "import" under the "Janitor" menu.
- Use the dialog to point to the directory you would like to import.

The rest will be done automatically by "Docloger"

Experiment with the rest of the buttons on the window, it should be all intuitive. For further help double-click the help button on the left upper side of the Docloger window or hit the F1 on the keyboard to see the situation sensitive help.

### **Hints:**

- On the various panels of the main screen, click the mouse right button while pointing to an item. A context sensitive menu will pop-up.
- When you use the search features of the Docloger use wild cards. When you search for text enclose it in asterisk "\*". The asterisk will allow for text preceding and following the text you are searching for. See below for more details.

● **Create your own Templates:**

1. Create a sample letter with your favorite word processor to use as a template file for other letters.
2. On the DOCLOGGER click the icon of Correspondence folder to see its contents and Select the template line (red icon).
2. Click the "Card View Button" to see the card-view window.
3. In the card-view window Click the New Card button to create a duplicate of the card on display.
4. Double-click inside the application frame and use the dialog box to point to your favorite word processing program.
5. Double-click inside the Data file name frame and use the dialog box to point to the file of the template letter you have prepared.
6. Click OK to exit the Card View window.

To create a new letter using your new template select the new template and click the "starter key" button.

**Wild-Card strings.**

"\*" (asterisk) will allow for any text of any length.

Sample: wh\* finds what, white, and why.

\*at finds cat, bat, and what.

"?" (Question mark) will allow for a single character.

Sample: b?ll finds ball, bell, and bill

"#" will allow for a single digit.

Sample: 1#3 finds 103, 113, 123,... ,...

[] Will allow single character enclosed in the brackets.

Sample: b[ae]ll finds ball and bell but not bill.

"!" Will negate the list of characters.

Sample: b[!ae]ll finds bill and bull but not bell

"-" Will allow for any character in the range of characters.

Sample: b[a-c]d finds bad, bbd, and bcd

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