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GENERAL INFORMATION

USING THE DOCUMENT LIST MANAGEMENT SYSTEM

Copyright 1995, Michel Forget
Electric Storm Software

ELECTRIC STORM SOFTWARE

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Design Testing: Mike Bublitz

      If you would like to contact Electric Storm Software, please send an electronic mail message to **mforget@worldgate.com** -- your message will be answered promptly.   If you would like to contact Electric Storm Software in writing, either for the purposes of <u>registration</u> or to offer comments or suggestions, please write to:

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

INTRODUCTION

There are many new and exciting features to be found in Windows95, 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"?

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

- You can remove all documents from the document list.
- You can remove one or more documents   from the document list.
- You can protect one or more documents, thus ensuring that they are not removed from the document list by the Document List Management System.
- 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.

The document list management system is ideally suited to novice users and expert users alike. When a command that will have a permanent effect is about to be undertaken, the document list management system 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.

The document list management system is a completely 32-BIT application written explicitly for Windows95.

REGISTRATION

OR: Is this program worth $15.00 to me?

If you feel that the document list management system is a quality product and would like to receive the registered version of the software, please send $15 (US/CDN) to:

Michel Forget (RE: DLMS)
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 <u>registration form</u> which can be printed for easier (and very likely quicker) service.

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

DLMS (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 <u>United Kingdom Registration Form</u> for those who live in the United Kingdom.

REGISTRATION FORM

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: DLMS)**
          12209 Dovercourt Avenue
          Edmonton, Alberta
          CANADA
          T5L 4E1

Dear Michel,

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

Name: **_____**
Address: **_____**

                _____

                _____

                _____

                _____

If you supply an Internet electronic mail address, your key will me 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.**

What is the name of the archive you downloaded/received?   _____

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

DISCLAIMER

THE DOCUMENT LIST MANAGEMENT SYSTEM (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 the document list management system may be distributed with the following limitations:

<u>GENERAL</u>

The document list management system may be distributed free of charge; there can be no fee charged for the distribution of the document list management system other than reasonable media charges.   The document list management system 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.

<u>MAGAZINES</u>

The document list management system 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.

<u>CD-ROM SOFTWARE COLLECTIONS</u>

The document list management system 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 <u>Electric Storm Software</u>.

UNITED KINGDOM REGISTRATION FORM

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: DLMS (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 the document list management system .
Please send me a key that I can use to unlock all current and future versions of this application.**

Name: _____

Address: _____

_____

_____

_____

_____

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

E-Mail: **[Internet]**

_____

[Other]

_____

**[_____]   Please send a note to my Internet electronic mail address when new versions of the
document list management system are released.**

What is the name of the archive you downloaded/received? _____

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.*

SYSTEM REQUIREMENTS

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

386/486/Pentium/P6 Processor
Windows95
VGA (>=16 Colours)

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 the document list management system, 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, the document list management system 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, the document list management system 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, the document list management system 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, the document list management system 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 though of as "merge" mode, whereas the default mode can be thought of as "replace" mode.

Display a summary after each command is completed.

This option provides extra information about each command that the document list management system performs on the document list. When removing documents, it summarizes the number of documents removed. When saving or restoring document lists, it summarizes the number of documents saved or restored.

THE DOCUMENT LIST

The document list is the heart of the document list management system.   It consists of a single pane showing the documents currently in your document list and a column of command buttons on the right edge of the dialog box.   The purpose of each command button is explained below:

Refresh Document List

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

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.

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.

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.

Options...

This command will allow you to set the various options available in the document list management system.   To obtain more information about the options that can be changed, select "Help" after entering the options dialog box.

About...

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

Help

This command allows you to find out more information about the document list management system and how to use it effectively.

Exit

This command will exit the document list management system.   You will not be asked for confirmation.