Introduction

What is WinPost?

WinPost provides an easy-to-use facility for managing reminder notes for Microsoft Windows 3.X environment. Up to 100 "notes" can be in use at any given time. WinPost will save the state of all notes upon program termination, so that next time the program is started, the notes will look exactly the same as when the program was exited.

Some of its many features include:

- OLE server support. This feature allows WinPost notes to be embedded into any OLE-compliant document (such as Word for Windows), just like a yellow sticky note. Makes for a great annotation tool!

- Hot key support provides easy access to WinPost from anywhere in Windows.

- Large number of configuration parameters, including note size, color, text font, etc.

- Each note provides a complete editing facility, including cut, copy and paste operations.

- Icon Tool Bar provides an easy access to common operations.

- Notes can be manipulated very easily through the use of mouse shortcuts and/or accelerator keys. Notes can be displayed, hidden, or arranged via a mouse operation or a keystroke.

- Print facility allows the user to print a single note or all notes.

- Alarm Note feature allows the user to set a note to be displayed at specified date/time, accompanied by an optional alarm tune.

- Search facility provides a way to sort through numerous notes rapidly.

- Layout feature allows the user to organize notes into various categories.

- Auto Saver feature saves all information to disk periodically so that not all data is lost in case of a Windows crash.

- Plus much, much more!

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Technical Support

Technical support for WinPost is available to all registered users. If you are not a registered user, we will provide limited assistance to help you install and become sufficiently proficient for proper evaluation. For all questions, problem reports, comments and suggestions, please contact:

> Eastern Mountain Software
> P.O. Box 6394
> Bellevue, WA 98008-0394
> (206) 562-1145
> CompuServe: 71570,533

Association of Shareware Professionals
What is ASP?

ASP, the Association of Shareware Professionals, was formed in April 1987 to strengthen the future of

shareware (user supported software) as an alternative to commercial software. Its members, all of whom are programmers who subscribe to a code of ethics or are non-programmers sincerely interested in the advancement of shareware, are committed to the concept of shareware as a method of marketing. ASP's primary goals are:

- To inform users about shareware programs and about shareware as a method of distributing and marketing software;

- To encourage broader distribution of shareware through user groups and disk dealers who agree to identify and explain the nature of shareware;

- To assist members in marketing their software;

- To provide a forum through which ASP members may communicate, share ideas, and learn from each other;

- To foster a high degree of professionalism among shareware authors by setting programming, marketing and support standards for ASP members to follow.

ASP Ombudsman Information

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

Installation

WinPost files come in compressed form, and they must be installed using the included Windows-hosted installation program.

IMPORTANT!!! If you decide to move WinPost files to another directory after the initial installation, you must use the installation program to reinstall. Simply moving the files to another directory will not update the necessary information in the OLE registration database.

If you received WinPost as an archived (.ZIP) file, unarchive it into a temporary directory. From within Windows, run SETUP.EXE to perform installation.

If you received WinPost on a diskette, simply run SETUP.EXE located on the diskette from within Windows.

Once this is accomplished, WinPost can be started by using one of several methods:

- WinPost can be started via the File Manager. Consult the documentation for Microsoft Windows File Manager for details on how to execute a program.

- WinPost can be started via the Program Manager by choosing "File...Run" from its menu.

- WinPost can be installed into a Program Manager application group by making use of click-and-drag method available to the File Manager or by creating a new Program Item by choosing "File...New" from its menu. Once installed, WinPost can be started just like any other Windows application.

- If you are running in Windows 3.0 environment, WinPost can be set up to start automatically when you bring up Windows by including it in the "LOAD=" line in Windows WIN.INI file. Edit the file WIN.INI in Windows directory using a text editor (Windows Notepad works well). Look for line "load=" under section "[windows]". Specify the WinPost .EXE file pathname (e.g., "load=\winapps\ winpost.exe"). Once completed, each time Windows is started, WinPost will be automatically started.

- If you are running in Windows 3.1 environment, WinPost can be set up to start automatically when you bring up Windows by including it in the STARTUP group. Consult the documentation for Microsoft Windows STARTUP group for details.

WinPost Basics

WinPost Windows and Dialogs

As with most other Windows applications, WinPost uses numerous windows and dialog boxes to interact with the user. This section describes the major windows and dialogs the user will interact with.

Controller Icon
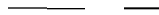
This is the icon that appears when WinPost is started. It provides functions dealing with configuration, creation of notes or operations applicable to all notes.

Note Window

Each note is represented by a window. A note window behaves exactly like any other window in that it can be resized (if Resizable Note option is on) or moved using the standard Windows conventions. The note window provides a full-feature editing facility, including cut, copy and paste operations.

Notes Icon
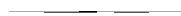
Whenever this icon appears, it shows that at least one note is hidden. Note that "hidden" means a note has been actively hidden via "Hide a Note" or "Hide All Notes" operation, rather than being covered up by another window. Notes icon title also shows the current Layout name.

Main Control Panel

Main Control Panel provides access to miscellaneous functions. This is a modeless dialog and can be left open indefinitely. It also can be iconized by performing a left click on the minimize box.

⇒ **Displaying Main Control Panel**

- Choose "Main Control Panel" from the Controller Icon menu

  - OR -

- Use the accelerator key Alt+Shift+C

⇒ **Closing Main Control Panel**

- Choose "Close" from the Main Control Panel menu

  - OR -

- Use the accelerator key Alt+F4

- OR -

● Press Escape key

Note Control Panel

Note Control Panel allows the user to change the configuration of a particular note. Anything from note window title to setting of the alarm can be accomplished through this dialog.

⇒ **Displaying Note Control Panel**

● Choose "Note Control Panel" from the note window system menu

- OR -

● Perform a left double click over the title caption of the note window

- OR -

● Use the accelerator key Alt+C

- OR -

● Click the Panel button of the Icon Tool Bar

Configuration Dialog

Configuration Dialog provides the user with options that can be modified to suit the needs of the user.

⇒ **Displaying Configuration Dialog**

● Choose "Configure" from the Controller Icon menu

Accelerator Keys

Most of the common operations available to WinPost can be accessed via accelerator keys. Accelerator keys are effective as long as the current active window is the Controller Icon, the Notes Icon or a note window. By convention, Alt+Shift+ accelerator keys refer to operations available from the Controller Icon menu, while Alt+ accelerator keys refer to operations available from a note window menu.

Basic Functions

Creating a Note

The user can create three different sizes of notes: 1.5"x2", 3"x3" and 3"x5" notes. Note size selected during the process of creating a note simply indicates its starting size -- the user is able to resize notes by turning on the Resizable Note option.

Up to 100 notes can be created. If the user attempts to create more than 100 notes, an error message box will be displayed.

When a note is created, it is assigned by default to the current Layout. If the current Layout is "All", the note will not be assigned to any Layout.

⇒ **To create a note:**

• Choose "Create a note" from the Controller Icon menu. This causes a cascading menu to be displayed. Simply choose the desired note size.

  - OR -

• Perform a left double click on the Controller Icon. This causes a default size note to be created.

  - OR -

• Use the accelerator key Alt+Shift+2 to create a 1.5"x2" note, Alt+Shift+3 to create a 3"x3" note, Alt+Shift+5 to create a 3"x5" note, or Alt+Shift+D to create a default size note.

  - OR -

• Use the hot key combination for "Create Note" from anywhere in Windows to create a default size note.

Editing a Note

Note window is a fully editable window with standard Windows editing conventions as described in Microsoft Windows User's Guide.

Undo, Cut, Copy and Paste operations are available through the note window system menu or the Icon Tool Bar. In addition, Copy All operation provides a shortcut by which all text in the note window is copied to the Clipboard.

Each note can contain up to about 60,000 characters of text. If this limit is exceeded, a warning dialog will appear and no further text insertion will be allowed.

Hiding a Note

⇒ **To hide a note:**

• Choose "Hide this note" from the note window system menu

  - OR -

• Perform a left click on the Minimize Box of the note window

- OR -

- Use the accelerator key Alt+H

Notes Icon will appear indicating the fact that there is at least one hidden note.

Hiding All Notes

⇒ **To hide all notes:**

- Choose "Hide all notes" from the Controller Icon menu

   - OR -

- Perform a right click on the Controller Icon

   - OR -

- Use the accelerator key Alt+Shift+H

Showing All Notes

⇒ **To show all notes:**

- Choose "Show all notes" from the Controller Icon menu

   - OR -

- Choose "Show all notes" from the Notes Icon menu

   - OR -

- Perform a left double click on the Notes Icon

   - OR -

- Use the accelerator key Alt+Shift+S

Cycling Through Notes

Cycling through notes will allow the user to view numerous notes one at a time.

⇒ **To cycle through notes:**

- Choose "Cycle through notes" from the Controller Icon menu

   - OR -

- Perform a right double click on the Controller Icon

  - OR -

- Use the accelerator key Alt+Shift+Y

Deleting a Note

⇒ **To delete a note:**

- Choose "Delete this note" from the note window system menu

  - OR -

- Perform a left double click on the note window system menu gadget

  - OR -

- Use the accelerator key Alt+F4

Arranging All Notes

Arrange All Notes operation arranges the notes so that they are stacked in a cascading fashion. All notes applicable to the current Layout, whether shown or hidden, will be arranged.

⇒ **To arrange all notes:**

- Choose "Arrange all notes" from the Controller Icon menu

  - OR -

- Use the accelerator key Alt+Shift+A

Printing

Content of the notes may be printed, either individually or all notes at one time. Print facility makes use of default printer font (typically Courier). Printer output contains the note title, date/time of last modification, date/time of alarm (if set), and the actual note text.

Printing a Note

⇒ **To print a note:**

- Choose "Print this note" from the note window system menu

  - OR -

- Use the accelerator key Alt+P

Printing All Notes

This operation prints all notes that are assigned to the current Layout and Alarm Notes that have expired. If the Show All Note option in the Configuration Dialog is turned on, unexpired notes are also printed.
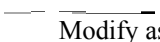
⇒ **To print all notes:**

- Press "Print" button of the Main Control Panel.

Setting Up Printers

The user may select the printer which WinPost will use to perform its print operations.

⇒ **To set up printers:**

1. Press "Setup" button of the Main Control Panel. The Printer Setup Dialog will appear.

2. Modify as desired.

3. Choose OK.

Saving Data to Disk

Data associated with all notes (size, position, configuration, edit window content) are saved automatically whenever WinPost is terminated or Windows session is terminated. However, the user may choose to save data to disk on demand to ensure that important changes are saved.

⇒ **To save data to disk:**

- Press "Save" button of the Main Control Panel.

Advanced Features

Layouts

Introduction

Layout feature is used to organize notes into various categories. This feature can be used to minimize the total number of notes on the screen at one time, thus making it easier to sort through notes.

A user may create up to 32 Layouts. A particular note can be assigned to one or more Layouts. Whenever the Current Layout is changed, those notes that are not assigned to the new Layout are hidden; they behave as though they do not exist.

For example, a Layout named "Word for Windows" can be created, and notes specific to Word for Windows can be assigned to it. Then, whenever reminder notes about it need to be displayed, simply selecting the Layout will display only those notes specific to Word for Windows.

Maintaining Layout Lists

List of Layouts is maintained through the Main Control Panel. The "Layout" section of the panel contains a list box showing available Layouts.

Adding a Layout

Up to 32 Layouts can be created. If the user attempts to create more than 32 layouts, an error message box will be displayed.

⇒ **To add a Layout:**

1. Press the "Add" button in the Layout group box. The Add Layout dialog box will appear.

2. Enter the new Layout name. Layout names can be up to 31 characters long. Layout name "All" is reserved, and therefore, cannot be used. Moreover, duplicate Layout names are not allowed.

3. Choose OK.

Editing a Layout Name

⇒ **To edit a Layout name:**

1. Select the desired Layout in the Layout list box.

2. Press the "Edit" button in the Layout group box. The Edit Layout dialog box will appear.

3.   Enter the new Layout name. Layout name "All" is reserved and cannot be used. Moreover, duplicate

Layout names are not allowed.

4. Choose OK.

Deleting a Layout

⇒   **To delete a Layout:**

1. Select the Layout to be deleted in the Layout list box.

2. Press the "Delete" button in the Layout group box. A confirmation message box will appear.

3. Choose OK.

Changing Layout Assignments for a Note

Layout assignments of notes are accomplished through the Note Control Panel. The "Layout" section of the panel contains a list box showing available Layouts. Those Layouts to which the note is assigned to are highlighted.

⇒   **To change Layout assignments for a note:**

1. Bring up the Note Control Panel.

2. Select the desired Layout(s) in the Layout list box. Pressing "All" button will select all Layouts while pressing "None" button will unselect all Layouts.

3. Choose OK.

Changing Current Layout

Layout which is currently in effect is highlighted in the Layout list box of the Main Control Panel. Only notes assigned to this Layout are available -- all other notes behave as though they do not exist. Layout "All" displays all notes regardless of layout assignments.

⇒   **To change current Layout:**

• Select the desired Layout in the Layout list box of the Main Control Panel.

    - OR -

• Select the desired Layout from the "Select Layout" sub menu of the Controller Icon menu.

Icon Tool Bar

Icon Tool Bar is a row of graphical buttons associated with note windows. They can be used to perform

common operations simply by clicking on them. They operate just like any other push button.
Operations associated with each button are as follows (from left to right):

- Cut

- Copy

- Paste

- Copy All

- Insert Date/Time Stamp

- Display Note Control Panel

- Copy Note to Clipboard

Toggling Icon Tool Bar Setting

Icon Tool Bar can be shown or hidden on per note basis.

⇒ **To toggle Icon Tool Bar setting for a note:**

1. Bring up the Note Control Panel.

2. Select the Tool Bar box in the Miscellaneous group box to display the Icon Tool Bar.

3. Choose OK.

⇒ **To toggle default Icon Tool Bar setting:**

1. Bring up the Configuration Dialog.

2. Select the Tool Bar box in the Default Note Config group box to display the Icon Tool Bar by default.

3. Choose OK.

Resizable Notes

A note window can be configured as resizable or fixed in size. Resizable notes have thick window frames that can be used to resize the window just like any other Windows application. Notes can be configured as resizable or fixed in size on an individual note window basis.

Toggling Resizable Note Setting

⇒ **To toggle resizable note setting for a note:**

1. Bring up the Note Control Panel.

2. Select the Resizable Note box in the Miscellaneous group box to make the note resizable.

3. Choose OK.

⇒ **To toggle default resizable note setting:**

1. Bring up the Configuration Dialog.

2. Select the Resizable Note box in the Default Note Config group box to make the note resizable by default.

3. Choose OK.

Always On Top Notes

Always On Top note will always rise to the top of a stack of windows so that it cannot be hidden. The only exception are screen saver window and windows, menus and dialog boxes associated with WinPost. Always On Top feature can be turned on or off on an individual note window basis. Note Control Panel contains a checkbox marked Always On Top that can be used to change the configuration. Also, the default configuration (i.e., configuration in effect when the note is created) is set in the Configuration Dialog.

Toggling Always On Top Setting

⇒ **To toggle Always On Top setting for a note:**

1. Bring up the Note Control Panel.

2. Select the Always On Top box in the Miscellaneous group box to configure the note to be always on top.

3. Choose OK.

⇒ **To toggle default Always On Top setting:**

1. Bring up the Configuration Dialog.

2. Select the Always On Top box in the Default Note Config group box to configure the note to be always on top by default.

3. Choose OK.

Color Settings

Note window text and background colors can be configured on per note basis. On a VGA or EGA system, the user has choice of 16 colors. On a monochrome system, the user is limited only to two colors (black

and white).

Changing Color Settings

⇒ **To change note text color:**

1. Bring up the Note Control Panel.

2. Press the "Text Color..." button. This brings up the color selection dialog.

3. Select the desired color.

4. Choose OK.

⇒ **To change note background color:**

1. Bring up the Note Control Panel.

2. Press the "Bkgrnd Color..." button. This brings up the color selection dialog.

3. Select the desired color.

4. Choose OK.

⇒ **To change default note text color:**

1. Bring up the Configuration Dialog.

2. Press the "Text Color..." button. This brings up the color selection dialog.

3. Select the desired color.

4. Choose OK.

⇒ **To change default note background color:**

1. Bring up the Configuration Dialog.

2. Press the "Bkgrnd Color..." button. This brings up the color selection dialog.

3. Select the desired color.

4. Choose OK.

Note Font

The user may select any font available to Windows for use in the note windows. Font selection can be made on per note basis. The ideal font seems to be 8-point bold Helv (Windows 3.0) or MS San Serif (Windows 3.1) font on a VGA system. Experiment to see what works best in your system.

⇒ **To change note font:**

1. Bring up the Note Control Panel.

2. Press the "Font..." button. This brings up the font selection dialog.

3. Select desired font, style and size.

4. Choose OK.

⇒ **To change default note font:**

1. Bring up the Configuration Dialog.

2. Press the "Font..." button. This brings up the font selection dialog.

3. Select desired font, style and size.

4. Choose OK.

Note Title Caption

Note title caption is the text that appears in the title bar of a note window. The text can be modified as desired.

⇒ **To change note title caption:**

1. Bring up the Note Control Panel.

2. Enter the desired text in the Note Window Title box.

3. Choose OK.

Note Tab Stop

Tab stop for note edit window is configurable on per note basis. For fixed fonts, tab stop is specified as number of characters each tab represents; for proportional fonts, tab stop is specified as a multiple of average character width.

Changing Note Tab Stop Setting

⇒ **To change note tab stop setting for a note:**

1. Bring up the Note Control Panel.

2. Enter the desired tab stop setting in the Tab Stop edit box.

3. Choose OK.

⇒ **To change default note tab stop:**

1. Bring up the Configuration Dialog.

2. Enter the default tab stop setting in the Tab Stop edit box.

3. Choose OK.

Alarm Note

Introduction

Alarm Note is a note that is set to appear at a particular date/time. This feature is useful for reminders such as appointments, meetings, etc. Alarm Notes are hidden until the alarm expires at which point the note will pop up and an optional alarm tune will play to notify the user.

Characteristics

Alarm Notes have a slightly different appearance. They have a line just below the note caption showing the alarm date/time. In addition, Alarm Notes are configured to be Always On Top. Layout assignments are not applicable to Alarm Notes. Alarm Notes are available in any Layout.

Any note can be turned into an Alarm Note by setting the alarm time through the Note Control Panel. The date/time set must be in the future; if the specified date/time has already passed, a message box will be displayed notifying the user of the error.

Once the alarm is set and the user exits the Note Control Panel, the note window will disappear (unless "Show Alarm Notes" option is turned on in the Configuration Dialog). When the specified date/time is reached, the note will appear and an optional alarm tune will be played to notify the user.

Once an Alarm Note has expired, it will behave just like a regular note, except that if the user wishes to make a change to the note configuration via the Note Control Panel, the alarm must be turned off.

Setting Alarm on a Note

⇒**To set alarm on a note:**

1. Bring up the Note Control Panel.

2. Select the Alarm On box. This will enable rest of the alarm buttons and edit boxes.

3. Set the desired date and time when the alarm should expire.

4. Select the desired sound or tune when the alarm expires.

Showing Unexpired Alarm Notes

Normally, unexpired Alarm Notes are hidden as though they do not exist. However, the user may desire to view expired notes to turn off the alarm or to modify the note text.

⇒ **To show unexpired Alarm Notes:**

1. Bring up the Configuration Dialog.

2. Select the Show All Notes box.

3. Choose OK.

Attaching a Note to an OLE Document

Introduction

OLE (Object Linking and Embedding) is a protocol for compound documents. It allows data from one application to be embedded within another application's data.

WinPost makes use of this protocol to allow the user to "attach" a note to any OLE-compliant document, much like a yellow sticky note. Once embedded, the note becomes part of the document; thus, document can be moved to another system, and the note can be viewed and edited as long as WinPost is running on the system.

Attaching a Note

Attaching a note is a two step process. First, the note must be cut or copied to the clipboard. Then, the note which is now in the clipboard is embedded into the target document.

⇒ **To attach a note:**

1. Choose "Attach this note" from the note window system menu. In the sub menu, choose "Cut to Clipboard" or "Copy to Clipboard". Alternatively, click the Attach Note button on the Icon Tool Bar (same as "Copy to Clipboard").

2. Switch to application being used to edit the target document.

3. Choose "Paste Special" menu command (or equivalent). This will embed the note into the document at the cursor position.

Inserting a Note

The user can insert a blank note into an OLE document without having to create a note first, then attaching

it via the clipboard. Most OLE-compliant applications provide Insert Object menu command, which can be used to accomplish this.

⇒   **To insert a note:**

1. Choose "Insert Object" menu command (or equivalent). This will bring up a dialog box with the list of available objects.

2. Select "WinPost Note" from the list. This will bring up a blank note which can now be edited.

3. Complete the insertion process by choosing Exit from the note window system menu or by closing the note window.

Editing an Attached Note

⇒   **To edit an attached note:**

1. Double click the attached note. This will bring up the note in a separate window. Edit as desired.

2. Complete the editing process by choosing Exit from the note window system menu or by closing the note window.

Hot Key Support

Hot key support provides quick access to WinPost from anywhere in Windows (even while working on another application). Two hot key combinations can be configured: one activates the Controller Icon, and the other creates a default size note.

Changing Hot Key Setting

⇒   **To change hot key setting:**

1. Bring up the Configuration Dialog.

2. Modify the Hot Key settings as desired.

3. Choose OK.

Using Hot Keys

Simply press the key combination defined in the hot key settings.

Note Create Shortcut

Since creating a note is such a common operation, a mouse-based shortcut is available. When the user performs a double left click on the Controller Icon, a default-size note will appear.

Changing Default Note Size

⇒ **To change default note size:**

1. Bring up the Configuration Dialog.

2. Select the desired default note size.

3. Choose OK.

Disabling Create Note Shortcut

Some users may find that the mouse-based create note shortcut causes spurious creation of notes. These users may choose to disable this shortcut. Note that this applies only to mouse-based shortcut -- accelerator keys will still be functional.

⇒ **To disable create note shortcut:**

1. Bring up the Configuration Dialog.

2. Select Disable Create Shortcut box.

3. Choose OK.

Searching Notes

The search facility allows the user to search notes based upon search terms.

⇒ **To search notes:**

1. Bring up the Main Control Panel.

2. Enter the search text in the Term box.

3. Select Case Sensitive box if the search should be case sensitive.

4. Select Include Title box if the search should also include note titles.

5. Choose Forward to search the next note or Backward to search the previous note.

Once the search term is found, pressing the Forward or Backward button will look for the next search term, starting with the next note.

Date/Time Stamp

Date/Time Stamp facility allows the user to insert the current date/time stamp into the note edit window easily. Auto Date/Time Insert Option causes the date/time stamp to be inserted automatically into a note when it's created.

Inserting Date/Time Stamp

⇒ **To insert date/time stamp:**

- Choose "Insert Date/Time" from the note window system menu

    - OR -

- Use the accelerator key Alt+T

    - OR -

- Click the Clock button of the Icon Tool Bar

Toggling Auto Date/Time Stamp Insert Setting

⇒ **To toggle Auto Date/Time Stamp Insert setting:**

1. Bring up the Configuration Dialog.

2. Select the Insert Date/Time box to enable Auto Date/Time Stamp Insert option.

3. Choose OK.

Auto Save

Auto Save feature provides a way to save note information to disk periodically to ensure that the data is preserved in case of system crashes.

There are two types of Auto Save feature: Timed and Automatic. Timed Auto Save causes WinPost to save the note information to disk periodically based on the user-specified timer interval. Automatic Auto Save causes WinPost to save the note information whenever the user makes changes to any note text then switches to another application.

⇒ **To change Auto Save setting:**

1. Bring up the Configuration Dialog.

2. Select desired Auto Save feature. If Timed Auto Save feature is selected, specify the timer interval in

minutes.

3. Choose OK.

Auto Backup/Recovery

WinPost writes all information to data file **WINPOST4.DAT** located in the Windows main directory (typically **C:\WINDOWS**). Whenever WinPost writes the note information to disk, it renames the old data file from **WINPOST4.DAT** to **WINPOST4.BAK** to provide a backup.

Whenever WinPost starts up, it first checks the data file to make sure the file has not been corrupted. If it senses that the disk has been corrupted for any reason, it notifies the user and switches to the backup file. This process is automatic.

The user can specify where WinPost should save its data files; consult the next section for details ("WIN.INI File Settings").

WIN.INI File Settings

WARNING: this section is designed only for advanced Windows user!

WinPost looks in [WinPost] section of WIN.INI file for several options that are not used commonly. The user may make changes to these settings as needed by editing the WIN.INI file using any text editor. The syntax is as follows:

```
[WinPost]
DataFileDir=
ScanRate=
ConfirmDelete=
... other parameters ...
```

DataFileDir specifies the directory where the data files should be kept. Normally, WinPost places its data files in the Windows main directory (typically **C:\WINDOWS**). By specifying a valid directory name, the user can force WinPost to store data files in that directory. For example specifying **DataFileDir=c:\ winpost** forces WinPost to save data files to **C:\WINPOST** directory.

ScanRate specifies how often WinPost wakes up to perform its housekeeping operations, such as check for expired alarm notes or (in Windows 3.0) bring up Always On Top notes to the top. It is specified in number of seconds; the default is 1.

ConfirmDelete specifies whether a user should confirm a deletion of non-empty note or not. Normally, a confirmation dialog appears when the user attempts to delete a non-empty note. By setting this parameter to 0, deletions will take place without confirmation by the user.