inforecall ™

Overview

Introduction

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 strored
- 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.

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.

Display Areas

The InfoRecall window has six different display areas:

The Menu Bar contains all the commands for all the features of InfoRecall. When one of these menus is selected, a pull down menu will appear, containing further menu items.

The Information Line consists of:

- The date box
- The Time box
- The files Trop Down box
- The Record Name field

The Tool Bar has is conveniently located and affords you quick access to the most often used features

The Record Field is the field on the left. It will hold, in alphabetical order, all the Records that you will establish within a File.

The Text Filed is the large field to the right of the InfoRecall window. It will hold the text associated with your Records.

The Status Bar consists of:

- The File name box
- The number of records box
- The Record size box
- The help message box

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 Record
This function will select and show the first record in an opened file.

Show Next Record
This button will select and show the next record in an opened file.

Show Previous Record
Will select and show the previous record in an opened file.

Show Last Record
This tool will select and show the last record in an opened file.

Search File
This feature will permit you to search for any word or phrase in the currently loaded File.

Find Next Occurrence
Finds the next occurrence in the currently loaded File, of the word or phrase you've chosen with the Search File button.

Find First Occurrence
Re-displays the first occurrence in the currently loaded File, of the word or phrase you've chosen with the Search File

Search Records Field
Finds the occurrence of a Record in the Records Field. If found it will select that Record and display its contents.

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

Save New Word
Saves a new Record to the file.

Save Changed Records
Saves changes of an existing Record .

Delete a Record
Deletes a Record from the file.

Select Printer Fonts

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

Print

Prints a Record to your printer.

Exit

Closes all Files and exits InfoRecall

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.

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.

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. In the above dialog box, the File Name is "Sample". InfoRecall will start with the file Sample loaded automatically.

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: Tms Rmn

- Printer Font Size: 12

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 Name. (See the section on Hypertext)

5. Please see the menu items for a more in depth explanation of these features

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.

File

The File Dialog Box
Open File
Create New File
Delete File
Import Text File
Export Text File
Printer Fonts
Printer Setup
Print Full Text
Print Selected Text
File Information
Exit

The File Dialog Box

The Standard Windows file dialog box is used for the following File Menu Items:

- Open File
- Create New File
- Delete File
- Import Text File
- Export Text   File

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 ghosted.

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 ghosted 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, InfoRecall will issue another warning message, just to make sure that you don't erase a file by accident. You'll be given another change to choose Yes or No. If you click OK, the existing file will be deleted. All your data in that file will be destroyed! A new file by the same name will be created.

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, COOK BOOK, 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.

Import Text File

When you select Import Text File, a dialog box like the one shown at the beginning of the chapter will 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.

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. The name of the 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.

Import Text File enables you to import and save any ASCII file up to 32,000 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.

The dialog box allows you to accept the default printer or select a new printer. You can also select the paper orientation to either Portrait or Landscape. When you're done, click OK.

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 Tms Rmn 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.

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 to Exit.

If you choose Yes, the text or the changed part of the text, will not be saved to the record.

Data Control

Enter New Record
Save New Record
Save Changed Record
Delete Record
First Record
Next Record
Previous Record
Last Record

Enter 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 New Record

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 and if it was a change to an existing Record, to choosethe Save Record command.

If this happens, simply change the Record Name and select Save New Record again. If you selected Save New Record by accident and you only changed the record then select SaveChanged Record from the menu or click on the Save Change Record Button.

Save Changed Record

If you make   changes to a Record Text, select Save Changed Records from the menu or click the Save Changed Record   button and the changes will be saved. You can also change the Record Name, InfoRecall will delete the old Record Name from the Records Field and add the new Record Name. 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 SaveChanged Record again from the menu or click on the Change Record Button.

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.

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.

Previous Record

Select PreviousRecord   from the menu or click on the Previous Record Button and InfoRecall will display the previous Record in the sequence.

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.

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.

Search

- [Search Records Field](#)
- [Search all Files](#)
- [Search File](#)
- [Find Next](#)
- [Find First](#)
- [Search Text](#)
- [Find Next Text](#)
- [Replace](#)

Search Records Field

There are two ways to find a Record in the Records Field. An approximate match and an exact 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. The default is the approximate match.

Search Records Field is not case sensitive.

Search all Files

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 file it was saved in.When you select Search all Files from the menu a dialog box   will be displayed.Type in the text to search for and press Enter or click Search. InfoRecall will search through all Files in the INFO directory and all occurrences will be displayed in a List box. The order of display is: the File name, the Record name and part of the sentence that met the search requirements.

When you find the instance of the word or phrase that meets your search requirements, place the mouse cursor on it and double click. InfoRecall will open the File, locate the Record, show the Record's text and highlight the word or phrase you searched for.The Search all Files Result listing for the current search can be accessed as many times as you want to. The information will be retained until another search is performed.

Search all Files is not case sensitive.

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. The below 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

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

Click the Find First button or 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

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.

Screen Settings

Font Types

You can quickly change the screen display Font Type by selecting one of the following Font Types from the Screen Settings 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:

Choose Upper or Lower case from the Screen Settings Menu. All text will change.

Or:

Select the text for which you want to change the case then choose either Upper or Lower case from the Screen Settings Menu. The selected text will change.

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 Screen Settings 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 Screen Settings 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 part of the color palette will come into view.

Click on the button and the Palette will open fully.

The color palette will stay on top as you change colors, thus enabling you to try many colors and see the result immediately.

There are four check boxes:

1. Text

2. Records

3. Background Color

4. Foreground Color

Text refers to the Text field and Records to the Records field. (Refer to the InfoRecall window section) To change the background color in the Text field, check off Text and Background Colors. To change the color of the text in the Text field, check off Text and Foreground Color. Check Records to change the colors in the records field.To return to the main window, click Okay.

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

Default Settings

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

- Screen Font Name: System
- Screen Font Size: 9.75
- Screen Font Colors: Black
- Screen Background Colors: White

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 was previously saved. This feature is for your convenience, so that you can experiment with screen settings 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 Screen Settings 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.

Edit

[Undo](#)
[Copy Full Text](#)
[Copy Selected Text](#)
[Cut Selected Text](#)
[Paste](#)

Undo

Reversing an action.

If you perform an action that produces an unwanted 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.