

Stickies!

Version 3.0

"The Windows Note
Manager
We've All Been Waiting
For!"

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Introduction

Stickies! is a note manager for Windows 3.1 and later. With it, you can:

Create, delete, move, hide, show, resize, and print up to 30 on-screen notes,

Have up to 10 named sets of desktop notes, each holding up to 30 notes,

Store up to 1,000,000 notes in file cabinets and folders. Notes can be copied or moved between your screen and file cabinet storage or printed directly from the file cabinet. You can have up to 20 file cabinets, each with up to 50 folders, each of those with up to 1,000 notes.

Create named styles that you can use to quickly set all the configuration options on a note,

Configure the sound effects Stickies! plays for various events (registered version only),

Attach notes to electronic mail with a single keystroke if you are running Windows for Workgroups and/or Microsoft Mail 3.0 or later,

Create linked notes via drag and drop operations that you can use to launch programs and load documents directly from a Stickies! note. You can set any combination of the linked programs to run when the note's alarm goes off, or make one or more of your notes run all their links when Stickies! starts up.

Fully configure your notes, including colors and display fonts, and store named styles that record your configuration selections,

Specify an automatic expiration date for each note,

Lock the program with a password and restrict access to your notes, including those in the Stickies! file cabinet,

Program your function keys to perform various Stickies! operations,

Set an alarm on each note, including repeating and daily alarms,

Automatically save your notes to disk at a specified interval,

Set an alarm that will warn you when your Windows resources are getting low,

Export and import individual notes or groups of notes while preserving all formatting options,

Print your notes with a selectable level of detail,

Create a new note whenever Stickies! is running with the Ctrl-Shift-N hotkey,

Switch to other note sets whenever Stickies! is running with the Ctrl-Shift-C hotkey,

Make your active notes "surface" whenever Stickies! is running with the Ctrl-Shift-S hotkey,

Display a tip of the day whenever you run Stickies!.

For a list of features new to this release, see the file WHATSNEW.TXT in the distribution package.

About this Manual

In the interest of keeping Stickies! from taking up an undue amount of your shelf space, we separated the documentation into a feature-by-feature discussion and a usage tutorial. You'll find that answers to the "How do I do X?" questions are generally in the on-line help, while the answer to "How do I use Stickies! to make my life easier?" is, we sincerely hope, in this manual. We've also moved some material that was in this manual, such as the "frequently asked questions" section, to the on-line help. Because of this division of labor, so to speak, you'll find numerous places in this manual where we tell you that a feature exists or that you can configure Stickies! to do something, and then refer you to the on-line help for the details of how the feature works.

If you're just starting out with Stickies!, we suggest you sit at your computer with this manual, flip through it, and experiment with various tips and techniques. Between the manual and the on-line help, we're sure you'll get up to speed very quickly.

Please note that when this manual was revised for Stickies! version 3.0, Windows 4.0, commonly known as Chicago, was months away from being released by Microsoft, but all the PC magazines had already run extensive articles on it. This manual does not discuss how to use Stickies! with Windows 4.0 nor how certain Stickies! features and operations might differ in that environment. If you're reading this after Windows 4.0 has been released and you're running Windows 4.0, please contact us to see if we have a new release of Stickies! (or even just the documentation) available.

Registration Information

Stickies! is shareware, not free software; if you continue to use Stickies! beyond a 10-day evaluation period you should purchase a copy. Stickies! registration is \$29.95US per single-user license. See the order form for details on volume discounts, site licenses, sales tax, and shipping charges for orders sent outside North America. The form is included in the Stickies! distribution package as the file ORDER.TXT, and it is also in the on-line help (search for "order form").

As a registered user, you will receive:

The current maintenance level of the enhanced version of Stickies!. The enhanced version is identical to the evaluation version, with four exceptions: First, it adds an optional quote of the day feature that displays a randomly selected quote from a database of over 1,600 quotes when Stickies! is started; second, it includes a "today in history" feature that displays a list of events that happened on the current date, also at startup; third, it adds the sound configurator that you can use to turn individual Stickies! sounds on or off or to make Stickies! play your own WAV files instead of its built-in sounds; fourth, it does not have the registration reminder note.

A printed, bound copy of this manual that includes a table of contents and an index.

Technical support via GEnie, CompuServe, FAX, or paper mail.

Free disk upgrades to Stickies! for six months. All free upgrades include the program and manual on disk in MS Write format, and will be mailed as soon as the new version of Stickies! is ready for distribution.

Registered users will *not* have to contact Looking Glass Technologies and request the updated version or report a bug to receive it free of charge. For more information on our policies, see the "Company Philosophy" topic in the on-line help. Please keep in mind when you purchase your retail copy that your registration address and selected disk size will be used when we mail your free upgrades unless you send us a change of address or disk preference notification. **If you do not specify a disk size we will send you the size and density of disk that is most convenient for us.**

The evaluation version of Stickies! is completely functional and will allow you to judge its usefulness. The registration reminder mentioned above is a note that will pop up when you run Stickies!. You can delete this note as you would any other, by double clicking on its system box or selecting "Close this Note" from its system menu.

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Installing and Removing Stickies!

Automated Installation

Stickies! is normally distributed via on-line services (such as CompuServe) as a DOS-mode, self-extracting archive file, STKIES.EXE, which was created with LHA 2.13. LHA is copyright 1988-91 by Haruyasu Yoshizaki. To extract the Stickies! files, run STKIES.EXE from DOS or Windows, and the files that make up Stickies! will be extracted to the directory that contains the archive.

To install Stickies!, place all the distribution files created by the self-extracting archive on a floppy disk or in the same directory on your hard disk and run the INSTALL.EXE program that came with the package. You'll be prompted for the directory where you want to install Stickies!, and the rest of the process will be automatic.

The installation program will run Stickies! and tell it to perform a self-check to ensure your copy has not been modified. This will take a few seconds, and it will only happen this one time, not every time you run Stickies!.

Manual Installation

If you prefer to do a manual installation, *please follow the instructions in this section carefully.*

Since Stickies! requires no changes to your WIN.INI, SYSTEM.INI, AUTOEXEC.BAT, or CONFIG.SYS files, you can easily install Stickies! by hand. You should create a separate directory for Stickies! on your hard disk, then copy all the distribution files to that directory. If you already have Stickies! installed on your system, be careful not to replace your old copy of STICKIES.SAV with the copy that came with this package! If you do replace this file, you'll lose all your active notes (the ones that appear on screen when you run Stickies!) and all your configuration settings.

If you're upgrading from version 1.5 of Stickies!, you should copy any Stickies! files in your main Windows directory to the directory where you just installed Stickies!. (Look for files with a file name of STICKIES and various file extensions, plus any export or bundle files that you created that you might want to keep with the main program.)

The last step is to add Stickies! to your Program Manager StartUp group or WIN.INI file. You don't have to put Stickies! in a directory that's in your DOS path; as long as you provide Windows with the path to STICKIES.EXE, everything will work properly.

Once you have Stickies! 3.0 up and running, you should select the "Perform Self-check..." item from the program's main menu. This will check your copy of STICKIES.EXE for tampering.

Files

Search the on-line help for the keyword "files" to display an annotated list of the files that make up Stickies! 3.0.

Removing Stickies! from Your System

Since Stickies! does not modify your Windows or DOS configuration files, removing it is very easy. All you have to do is delete all the Stickies! files from your system. If you followed the recommended installation procedure and put Stickies! in its own directory, you can simply delete the whole Stickies! directory from File Manager.

If you added Stickies! to your "run=" or "load=" lines in WIN.INI, or you added it to your StartUp group in File Manager, you should also remove those entries.

Upgrading from an Earlier Version

If you are upgrading from version 1.5 of Stickies!, version 3.0 will handle all file conversions for you. The first time the new version is run, it will rename your STICKIES.SFC file, which contains the notes you've stored in your file cabinet, to ST000000.SFF, and it will create a new file cabinet directory file, STICKIES.FCD. (Stickies! will only do this automatic conversion if your SFC file is in the same directory with your new STICKIES.EXE file.) All your old notes that were in your file cabinet will now be in a single folder with the description "All notes" in a cabinet called "Main file cabinet".

Your STICKIES.SAV file, which contains the notes in your active set and your configuration options, will be automatically converted the first time you run the new version of Stickies!. If your old SAV file has more than 30 notes, only the first 30 notes will be used in your active set the first time you run Stickies! 3.0, and the extra notes will be saved to a Stickies! export file.

Any export files created with an earlier version will work with version 3.0 of Stickies! without problem. They will not be converted to a newer format when you import them, since you might need to pass them on to someone who is still using the older version. Any export files created or appended by version 3.0 of Stickies! will be in version 2.5 format (not 3.0), and will not work with versions before 2.5.

The Basics: Day to Day Usage

If you're new to Stickies!, this is the place to start. We'll take you through the basics and show you everything you need to know to put Stickies! to work right away.

A related topic in the on-line help, Secrets of the Stickies! Masters, can be located by searching on the keyword "secrets."

What is a Note, Anyway?

Notes are the most important part of Stickies!. They're small windows that can be moved about on your screen as you wish, and they're where you store your text. It's best to think of each Stickies! note as a computerized version of a single paper sticky note, except with lots more pizzazz.

You can use notes as reminders for meetings and special events, as place holders for information you need occasionally (such as phone numbers), or as repositories for any information that you can't find a good place for on your system, but you'd like to be able to locate quickly.

You can configure each note's color and font settings, and you can set alarms on individual notes, and optionally set each note to expire on a given date and file itself in the file cabinet.

The Stickies! file cabinet facility can store up to 1,000,000 notes in various cabinets and folders, and it provides you with a handy way of organizing your notes.

By linking other document files to your notes, you can create launch buttons on a note that you can use to open one or several programs with your documents with just a mouse click or a shortcut key. You can also have your links run when their note's alarm is sounded, or you can make one or more of your notes automatically run their links when Stickies! starts up. This last feature is called autoexec notes.

If you're connected to other Stickies! users with a network that has Microsoft Mail, Stickies! makes it quick and easy to send just a note or a note and all its linked documents to another user, who can then import the note into his or her copy of Stickies!.

Note Sets

Throughout this manual and the on-line help, you'll see many references to your active set. Your active set is your set of notes that is loaded into Stickies! and displayed on your Windows desktop, whether they're "normal," minimized, or hidden. Stickies! provides you with 10 separate named sets of notes, which you can switch between with the Stickies! Note Set Manager. Search the on-line help for "note sets" for more information.

Note Noodling 101

Editing the text in notes is very similar to editing in Windows in general, and experienced Windows users will feel right at home.

The text you enter is inserted at the blinking vertical line, called the caret, and you can delete individual characters with the Delete or Backspace key. Your text will automatically word wrap to fit the current width of the note, and it will reformat if you change your note's width. If your text requires more lines than can be displayed in the note at once, you can scroll with the Page Up, Page Down, and cursor keys to see all your text, or you can turn on a scroll bar by using the Ctrl-L shortcut key or by double clicking on the note's caption bar with the right mouse button.

You can select text in the note with the mouse, by dragging the mouse cursor across text with the left button down, or by holding down the shift key and using the arrow keys.

The standard Windows cut, copy, and paste operations using the Windows clipboard work with your notes, so you can clip text from a note and paste it into another program, or vice versa. You can use the traditional Windows editing keys as well as the new ones (Ctrl-X for cut, Ctrl-C for copy, and Ctrl-V for paste).

To minimize a note, you click on the box in the note's upper-right corner, or choose Minimize from the note's menu, which you open by clicking once on the box in the note's upper-left corner or hitting alt-space when the note is the active window.

Creating, Deleting, and Saving Notes

You can create a new Stickies! note in several ways:

- Double click on the main Stickies! program icon.

- Double click on the caption bar of any active note.

- Select "Create a Note" from the main Stickies! program menu.

- Type the new note hotkey, Ctrl-Shift-N.

 - Select "Duplicate this Note" from any note's Manage Notes menu or use the Ctrl-A shortcut key when the note you want to duplicate has the Windows focus.

 - Drag a file from the Windows File Manager and drop it on the main Stickies! program icon (not the file cabinet icon). This will create a new note that contains a copy of the dropped file.

If you have a Stickies! export file named AUTOLOAD.STN in the same directory as your running copy of STICKIES.EXE, then Stickies! will load that file instead of creating a new, blank note. This is the default note feature of Stickies!, and it applies to the first four methods above. Search the on-line help for "default note" for more information on this feature.

To delete an active note, choose the "Close this Note" option from that note's menu, or you can double click on the note's system box, just as you would close most any other Windows window. In either case, if the note contains any text or has one or more links, you'll be given the option of deleting the note or moving it into the file cabinet. If the note has no links and is completely blank, Stickies! will delete it without prompting you.

We suggest that you use the file cabinet as a staging area for unwanted notes. Instead of deleting them from your active set, file them in a "To Be Deleted" folder, and then if you're still sure you don't want them a few days later, you can easily delete them. See the section on the File Cabinet Facility for details on that part of the program.

When you shut down Stickies! (or Windows when Stickies! is running), Stickies! will automatically save all your active notes (the ones on your desktop, including the hidden and minimized ones) in the file STICKIES.SAV. You don't have to do anything to save the notes, although you can use the Ctrl-W shortcut key to save your notes anytime Stickies! is active. You can also tell Stickies! to automatically save your notes at an interval you specify. See the Global Options section for details.

Configuring Notes

You can set many options for each individual note, or you can configure the default options which each new note inherits when it is created. To set the options for an individual note, select the "Set Note Options" item from that note's menu, or you can click on the text of the note with the right mouse button, or you can use the Ctrl-S shortcut key. To set the default note options, you select "Set Note Defaults" from the main program's menu.

The on-line help has details on how to use the configuration dialogs and what the various settings mean.

You can also create named styles for your notes. Each style contains all the settings you normally set via the note configuration dialog. You can configure each note by selecting from the list of your styles, and you can tell Stickies! to prompt you for the style to use for a new note when it is created. Search the on-line help for "styles" to find the various related help topics.

Getting Text into and out of Stickies!

To bring non-Stickies! data into your notes, you have two options, not counting typing:

Use the Windows clipboard to transfer text into an existing Stickies! note.

Use the drag-and-drop or import features of Stickies! to create a note (in either your active set or file cabinet) from a Stickies! export file or a plain DOS text file.

Clipboard

As is true of almost all Windows programs, Stickies! works with the trusty Windows clipboard. Using the normal cut, copy, and paste operations you can move text between a Stickies! note and other notes or any other programs that support the Windows clipboard.

Importing

You can import files into Stickies! by selecting the "Import Files" option from the main program's or any note's "Manage Notes" menu, or you can drag one or more files from the Windows File Manager and drop them on the main Stickies! program icon (not the file cabinet icon).

Stickies! will turn each plain text file into a separate note, and will load the notes in export format files (STN extension, by default), and it will also load the note and restore the bundled documents from a Stickies! bundle (STB file extension).

Exporting, Bundling, and Mailing

If you want to send another Stickies! user one or more of your notes, you begin by exporting the note to a disk file. You select the "Export this Note" or "Export all Notes" from the "Manage Notes" menu, and then tell Stickies! the name of the export file you want to create, and the notes will be copied (not moved) to the export file. You can then send the file to another Stickies! user, who can import the file and restore your notes, complete with all their settings.

If you tell Stickies! to export the note(s) to a file that already exists, and that file is an export file, then Stickies! will give you the option of appending your note(s) to the end of the file.

If you want to send someone a note that has links, and you want to send along a copy of the linked documents in the same file, you can select "Bundle this Note" from the note's "Manage Notes" menu. Stickies! will prompt

you for the name of the file, and will ask you for some help in editing the data file and options line of each link as it creates the bundle. When it is done, you can send the newly created bundle to another Stickies! user who will then be able to restore your note and the bundled documents simply by importing the note.

If you want to send a note as an attached document in e-mail and you are running Microsoft Windows for Workgroups or Microsoft Mail 3.0 or later, you can simply hit the Ctrl-M shortcut key on that note or select the "Mail this Note" option from the note's "Manage Notes" menu. If the note has one or more links, Stickies! will give you the option of mailing just the note, or the note and its linked documents, in a bundle. Whatever you choose, Stickies! will tell Mail to open its compose e-mail screen, and will set up your note or bundle as an attached document. All you'll have to do is enter the To: address and send the e-mail. The recipient will then be able to receive the attached file and import it into Stickies!.

Finally, you might want to collect all the text of your active notes into a single plain ASCII file. This can be done with the "Export all Notes as Text" option on the "Manage Notes" menu of the main Stickies! icon.

Printing

There's not much to say about printing Stickies! notes. You can print all your active notes with the "Print all Notes" menu option, or just one note with the "Print this Note" option or the Ctrl-P shortcut key.

Stickies! will give you the option of printing various amounts of detail, ranging from just the contents of the note(s) up to the title, contents, user and work group name, and link information.

When Stickies! prints your notes, it does not use the screen font you set for each one, and it will reformat the contents of your note to fit the width of your paper.

The Difference Between Bundling and Exporting

A bundle (default file extension of STB) always contains exactly one note, plus its linked documents. An export file (STN extension) contains up to 1,000 notes, but never any linked documents. Other than that, you can use STB and STN files the same way: you can import them into your active set or the file cabinet, send them to other Stickies! users, etc.

If you import a bundle into the file cabinet, Stickies! will file only the note part of the file, i.e. not the bundled documents.

Stickies! doesn't care what a file's extension is; the STN and STB naming conventions are merely for your convenience, and Stickies! will examine the file and determine its type as needed.

Keyboard and Mouse Shortcuts

In addition to the numerous menu options Stickies! provides, you can use shortcut keys to perform a wide range of operations. In order to use these keys, a Stickies! note has to have the Windows "focus," meaning it is the active window. This is the state a note is in when you're typing in it.

Stickies! also supports two hotkeys, Ctrl-Shift-N and Ctrl-Shift-S. Ctrl-Shift-N creates a new Stickies! note whenever Stickies! is running, even from within another program, and Ctrl-Shift-S will make all the open notes in your active set "surface" to the top of your Windows desktop.

There's a subtle difference between shortcut keys and hotkeys, in that shortcut keys work only when a Stickies! note has the focus, but hotkeys work whenever Stickies! is running (and you've enabled the hotkey feature). You can disable the hotkeys, and you can also choose whether to make Stickies! pass a hotkey keystroke along to other programs or "swallow" it. The hotkeys are controlled via the Global Options dialog.

Stickies! also provides several mouse shortcuts that allow you to quickly call up a note's configuration dialog, turn a scroll bar on or off, etc.

You can also program the function keys F1 through F12 to act as shortcut keys. You can assign various Stickies! operations, such as "minimize all notes" and "print this note", to the keys using the Function Key Configurator, which is accessed from the Global Options dialog.

There is a menu item on the main program, "Help on Shortcuts...", that displays the shortcuts topic from the on-line help.

The Next Step: Alarms, Expiring Notes, Links and Other Stuff

By now you probably know just enough about Stickies! to start looking for the Power User Features. You've come to the right place.

Alarms

Alarms are cool, alarms are our friends. So says one of our beta testers. You be the judge.

When an alarm note sounds, here's what happens: 1) if the note is minimized or hidden, it makes itself a normal, visible note, 2) it (optionally) cancels a screen saver, if one is running, 3) it pops on top of your other open windows, 4) it plays a sound if you have either the sound driver for your PC's internal speaker or a sound board installed, or in lieu of those options, it beeps your PC's speaker, 5) it flashes its colors three times. Basically, you have to be in another room to miss it, which is the whole point.

To set an alarm, go to the note's configuration dialog, and set the alarm time, how many minutes early you want the alarm to sound, and whether the alarm should use sound, repeat, or be a daily alarm.

By using options on the Global Options dialog, you can control whether an alarm will cancel a running screen saver, and whether a new note will inherit its alarm date from the default note options or use the current time and date.

You can also make your note run one or more of its links when the alarm sounds, if you wish. See the "Configuring Links" section later on for details.

With all these alarm options, a few examples are probably in order.

Example 1: You set an alarm for June 1 of 1995 at 9:00, with a prefix time of 15 minutes, but without using the daily or repeating options. If you're running Stickies! at 8:45 on June 1st, the note will flash its color and make a sound if you've selected that option, then it will disable its alarm but leave all the other settings as they were. If you don't run Stickies! until some time after 8:45 on the 1st, Stickies! will sound this note's alarm as soon as you start the program.

Example 2: You set an alarm and select the daily checkbox. Now, when the alarm goes off, it doesn't disable itself as it did in the first example. Instead, it remains enabled and it will reset the date portion of the alarm date and time to the next day, leaving the time the same. The alarm will not go off again until that setting.

Example 3: You use the alarm settings in the first example, but you also select the repeating function, with a time of 10 minutes. The alarm will sound at 8:45, 8:55, 9:05, etc., until you explicitly disable it. Notice that an alarm with a repeating time and a prefix time could sound more than once before the actual alarm time. A repeating alarm will not automatically change the alarm time as a daily alarm does, nor will it stop repeating when midnight arrives.

Example 4: In a flamboyant display of alarm mastery, you use all the alarm options on a single note. You have an alarm time of 6PM, a prefix time of 15 minutes, a repeating time of 60 minutes, and the daily option selected. On the appointed day, the alarm sounds at 5:45PM, but because this is a repeating alarm, it does not reset the alarm time to the next day, even though the daily option is set. The alarm continues to sound every 60 minutes after 5:45PM. At midnight, the alarm date will be reset to the new day's settings, and the repeating alarm will stop sounding, so the last time the alarm will go off on this day is 11:45PM. The alarm will remain enabled and will start sounding again at 5:45PM on the next day, unless you explicitly change its settings.

Expiring Notes

If you want to create a note as a reminder for a particular, one-time event, such as a doctor appointment, you can use an expiring note. You set the expiration date on the note's configuration dialog, and the note will behave like any other with one exception: The first time you start up Stickies! on or after the day *following* the expiration date, Stickies! will ask you how you want to handle the expired note, and give you the option of filing the note in one of your file folders, deleting the note, or activating it as if it were a normal, non-expiring note. On the last option, you'll be able to activate it with the expiration feature on or off.

Linking Documents to Your Notes

We think this is the most exciting feature in Stickies!, and it is the one that has the greatest potential to make Stickies! users more productive, give them better insights into the nature of humanity, and make them better looking, within certain limitations imposed by nature.

To link another file to a Stickies! note, you drag and drop one or more files, up to a maximum of 10, onto an active note. Stickies! will prompt you for a description of each dropped file, and then redraw the note. The note will *not* contain the text from the dropped files themselves; it will contain a stack of gray buttons at the top of the note, one per linked file, each with an icon and the description you entered. The icon is from the program that handles the type of data file in that link (the program is found with the help of the file extension associations in your WIN.INI file), or the icon of the program itself if you dropped a program on the note. The default link program for files without a WIN.INI association is NOTEPAD.EXE, but you can tell Stickies! to use a different default link program with the Global Options dialog.

If you double click with the left mouse button anywhere on a link button, Stickies! will run the program and pass it the name of the linked file. You can also run all the links on a note by hitting Ctrl-R when that note is active, and you can have one or more of the links run when the note's alarm goes off. Yet another option is to check the "Run links on Stickies! startup" box on a note's configuration dialog. This autoexec note feature will make all the note's links run as soon as Stickies! starts. You are not limited to a single autoexec note; you can select this feature for every note, if you're that adventurous.

If you dropped an executable file with an extension of EXE, COM, BAT, or PIF, then Stickies! will make that file the program it will run, and it will display an icon from that file, if it has one, on the button. You can edit the link data and add a data file if you wish.

Notes with linked files still have their normal body of text, with all the usual options for color and font configuration, alarm and expiration dates.

Stickies! does not, under any circumstances, rename, move, delete, or in any way bother your linked programs or data files. The only time Stickies! will actually "touch" a linked file is when it is bundling a linked note, and then Stickies! will merely copy the file into the bundle. When Stickies! unbundles a note, it will ask for permission before replacing an existing file.

Creating Links

To create a link, you drag a document file, say an Excel spreadsheet called bigbucks.xls, from the Windows File Manager onto any open Stickies! note. Stickies! will prompt you for a description of the link, and then redraw the note, with a note-wide button on it. The button will contain an icon, in this case Excel's, and the description you entered.

You can drop additional document files onto this note, up to a total of 10, and each one will get its own link. To launch the link's program and load the document, double click on the link with the left mouse button.

If the link doesn't work as expected--Stickies! can't seem to figure out that an XLS file is associated with Excel, for example--then you'll have to do some configuration work on the link and/or your system. See the

"Configuring Links" section below for details.

Sharing Linked Notes

One problem you might run into when sharing notes is that links often won't work properly when moved from one user's system to another without a little editing. For example, if you drag and drop an Excel spreadsheet onto a Stickies! note, you'll see the familiar Excel icon on a link button on the note, and you'll be able to double click on it to fire up Excel and open the spreadsheet you originally dropped onto the note. Let's assume that your Windows file associations connect the "xls" extension of an Excel worksheet to the program name "excel.exe". This works fine on your system, because on your system excel.exe is in a directory that's listed in your DOS path, so Windows doesn't need the path on the program name to run Excel. But if you bundle this note and the spreadsheet file and send it to another Stickies! user who has Excel installed, but doesn't have the file excel.exe anywhere in his or her DOS path, then the link won't workdouble clicking on the link button will produce a Stickies! dialog box saying that Windows couldn't run the program, and a prompt for the user to edit the link's configuration. The way to fix the configuration in this case would be to add excel.exe's path to the program name in the link (e.g. change "excel.exe" to "c:\excel\excel.exe").

You can't completely avoid this situation, since every user has a slightly different system configuration. (One of our beta testers has his programs and data files evenly (randomly?) distributed over *three* hard drives, so *nothing* about his system matches anyone else's.) One precaution you can take is to rely on your DOS path whenever possible; if the programs in your links are listed without their complete path (e.g. myprog.exe instead of c:\mystuff\myprog.exe), then you have a better chance of avoiding one part of the problem. Similarly, you'll also have to make sure that the working directory, data file path, and icon source file all match from one system to another.

While you can share notes that have links by exporting and importing them, you'll most likely want to bundle the notes and their associated data files and send someone the resulting STB file. Because of the precautions that Stickies! takes when unbundling an STB file, the chances are pretty good that the data files will be found on the receiving user's system, but you can still run into the problem of the program files not being properly located, as mentioned above.

Configuring Links

To configure an individual link, click anywhere on the link button with the right mouse button, and a dialog box with that link's settings will appear. If you've used other program-launcher utilities in Windows, you'll probably be able to figure out what all the fields on the link configuration box mean, but the on-line help will give you a detailed explanation of each one.

There are also buttons on the link configurator that you can use to move a link on its parent note. The "Up" button moves the link up one position, and the "Down" button moves the link down one position.

Deleting and Copying Links

You can delete a note's link by opening that link's configuration dialog as described above and selecting the Delete button. Similarly, the Copy button will create a new link using all the same settings as the link displayed on the configuration dialog.

Hidden Notes

You can make one or more of the notes in your active set hidden by using the Ctrl-H shortcut key or selecting the "Hide this Note" or "Hide all Notes" items from a note's or the main program's "Manage Notes" menu. Stickies! has several features that make hidden notes more useful (and harder to forget!):

The About box (select "About..." on the main Stickies! menu) displays several system statistics, including the number of notes in your active set and how many of them are hidden.

On startup, Stickies! will optionally make any note that's been hidden for more than a specified number of days visible. This prevents you from hiding a note and then forgetting about it for a long time. Stickies! starts counting from the day you hide a note or import a hidden note into your active set. For example, if you hide a note and export it to an STN file on June 1st, then import it on June 25th, Stickies! will start counting the note's 10 hidden days based on June 25th, not June 1st. You can configure this option, including turning it off or telling Stickies! how old a hidden note should be before it is forced to be visible, using the Global Options dialog.

Different Versions of the Same Note

There are times when you might want to keep two slightly different versions of a note around. Maybe you want to keep the original and updated set of notes for a meeting, or maybe you have some data that you apply some creative shaping to before you show it to certain people. (Hey, what you do is your business. We're not here to judge anyone.)

Whatever your motivation, your best approach is to make the note you want to duplicate active and select "Duplicate this Note" from the note's "Manage Notes" menu to create a copy of the note. (You can also use the Ctrl-A shortcut key when the note you want to duplicate has the Windows focus.) You can then edit the second version as you wish, since it is a new, separate note with no connection to the original.

Archiving Notes

We've found that users are divided on how to keep Stickies! notes for long term storage. Some people use a two-tier approach, keeping their immediately useful notes in their active set and all others in the file cabinet. Others prefer to work on three levels, with one or more Stickies! export files holding their "archived" notes. This is largely a matter of taste, although the file cabinet, with its capacity for 1,000,000 notes, should be enough to hold all your inactive notes unless you're doing something *really* interesting.

Locking Stickies!

If you share your PC with other users, you can lock your copy of Stickies!. In the locked state, Stickies! will not display any of your notes, it will not open the file cabinet, and it will not allow the user to create new notes. In fact, all it *will* do in this state is display the locked program icon and allow the user to unlock the program with the password that was used to lock it.

Before you use this feature, we strongly suggest that you read the associated topics in the on-line help!

Please note that the locking feature *does not* encrypt your notes or use any other sophisticated measures to guard your data. This feature is meant to provide casual security from prying eyes, not keep the combined forces of the CIA, FBI, and CNN's Wolf Blitzer at bay.

Global Options

In addition to the note-specific configuration options described earlier, there are also some global options you can use to control how Stickies! works. These options are all on a dialog box you open by selecting the "Set Global Options..." item on the main Stickies! menu. These options control things like whether Stickies! will display a separate icon for the file cabinet, whether all new notes have a scroll bar turned on by default, how often Stickies! should automatically save your active notes, settings for your function keys, and whether new notes use the current time and date setting for their alarm and expiration features.

A complete description of the settings on the Global Options dialog can be found by searching the on-line help for "global options."

Long Term Storage: The File Cabinet Facility

We all have data we need to keep right at hand--reminders for meetings, birthdays, and anniversaries, our ever-optimistic to-do list, or maybe work-related information that we need to refer to frequently as we complete some project. Fulfilling this need was the original goal of Stickies!. But what happens when you want to keep some notes but don't want them filling up your virtual desktop every time you run Windows? You could simply hide the notes, but then you'd still use up some of your slots for active notes. You could store the notes in a Stickies! export file. That would keep them safely tucked away, but what *did* you call that file with your notes from the meeting with the marketing guy from Flerpamatic, Inc., anyway?

Obviously, Stickies! users need a way to organize all of their "secondary" notes. Enter the Stickies! file cabinet.

The Stickies! file cabinet stores notes. It stores the data (the part you typed in), plus each note's configuration information. When you retrieve a note from the file cabinet, all these configuration details are preserved, and your note comes back exactly as you saved it. (Well, there are three exceptions: 1) Stickies! forces any note retrieved from the file cabinet to be visible, 2) it turns off the expiration date option if it is set, to prevent the note from filing itself the next time you run Stickies!, and 3) it changes the "filed date" on your note when it is added to the file cabinet. Aside from these minor changes, your note is stored and retrieved as you would expect.)

Getting Notes into the File Cabinet

To move a single note into the file cabinet, you can choose the "File this Note" option from the "Manage Notes" menu on the note you want to file, or enter Ctrl-F when that note has the Windows focus. Stickies! will ask you which folder to use, and the note will be moved into that folder and removed from your set of active notes. You can also double click on the note's system box or choose "Close this Note" from the note's system menu. Stickies! will then give you the choice of deleting the note, filing it, or abandoning the operation altogether.

To file all your active notes, choose "File all notes" from the "Manage Notes" menu on the main Stickies! program. All your active notes, including your hidden and minimized ones, will be deleted from your active set and placed in the folder of your choosing.

If a note was previously stored in your file cabinet, you can refile it in the same cabinet and folder by using the Ctrl-Z shortcut key. Search the on-line help for "refiling notes" for more details on this feature, including an explanation when it can and cannot work.

You can also import Stickies! export files or DOS files directly into a folder. To do this, first open the file cabinet by selecting "File Cabinet..." from the "Manage Notes" menu of either a note or the main program, or by double clicking on the file cabinet icon, or by selecting "File cabinet..." on the file cabinet icon's menu. Then select a folder and choose the "Show" button. Stickies! will show you the contents of that folder in the file folder browser, which has an "Import" button you can use to import files directly into the displayed folder. The imported files will be read and converted into notes in the file cabinet. Bundles that contain document files will be added to the file folder, but the bundled documents will be left in the original STB file.

You can delete the file cabinet icon by choosing "Close" on its menu or by using the Windows Task Manager. Hit Ctrl-Esc or double click anywhere on the Windows desktop wallpaper to call up the Task Manager, then highlight the task "File Cabinet" and select the "End Task" button. The file cabinet icon will go away, but your file cabinet and its contents will remain intact, and you'll still be able to open and work with the file cabinet through the Stickies! menus and shortcut keys.

Selecting Notes in the File Cabinet

Once you have notes in the file cabinet, you work with them by first opening the folder browser dialog as

mentioned above.

To select a single note, you can click on its title in the list box at the top of the folder browser. To select multiple notes for an operation, you can hold down the Ctrl key while you click on individual notes you want to add to your selected group, or you can hold down the Shift key and click, which will extend your selection to the note you clicked on, and includes all notes between your old selection and the one you just clicked on.

Activating Notes

To move notes from a file folder to your active set, you select the notes and then use the "Checkout" button to add those notes to your active set and delete them from the folder. You can use "Copy" to copy them to your active set without deleting them from the folder. If the notes were hidden when they were stored in the folder, they will be unhidden now, but their minimized status is preserved, so some notes that you check out or copy might appear on your desktop as icons. Also, any note that had its expiration function enabled will have it turned off when it is activated.

If you hold down the Shift key when you click on either the "Checkout" or "Copy" button, Stickies! will perform that action and then close both file cabinet dialogs. This "quick close" feature also works if you click on the "Close" button with the Shift button depressed.

If you check out a note (as opposed to copying it), then it will remember where it was last filed, and you'll be able to refile the note with the Ctrl-Z shortcut key.

If all you want to do is copy some data from a note in the file cabinet to the Windows clipboard, there's another shortcut you can use that will save you from having to activate the note. Once you display the note of interest in the folder browser's dialog box, you can mark the text in the lower box and copy it directly to the clipboard with Ctrl-C or Ctrl-Insert, just as you would with an active note. You can then paste the text into another Windows application (or another Stickies! note).

Searching for Notes in a Folder

Once you have a few dozen or so notes filed, you'll no doubt want to use the file cabinet's search feature. To do this, call up the folder browser and select the "Search" button. Another dialog box will appear, one that will ask you for the details of your search. (The search dialog box and how to use it is described below.) Once you have filled in this dialog box, you select "OK," and Stickies! will search all notes in the folder to find those that meet your criteria. If one or more notes do match your criteria, then Stickies! will:

Change the contents of the list box to show the titles of only those matching notes.

"Gray out" the "Import" button, since it doesn't make sense to import notes directly into a subset of the file cabinet.

"Ungray out" the "Show All" button.

While the file cabinet dialog box is in this "search results mode," you can examine, delete, check out, or export notes just as you normally would in "show all mode." You can also do additional searches to further narrow your results. Whenever you're viewing a subset of your notes, if you select the "Show All" button, Stickies! will revert to showing you all the notes in the file folder, and change the "grayed out" status of the "Import" and "Show All" buttons to their normal settings. You can close the file folder browser at any time, of course.

Specifying your Search Criteria

You use the file cabinet's search dialog box to tell Stickies! how to search your notes. You can specify a date

range and/or text you want to find in your notes, as well as which parts of your notes to search. The individual selections you can make on this dialog box are:

After date. If you select this checkbox and provide a date, Stickies! will consider only those notes that have a creation date on or after the date you provide. If you don't use this feature, then Stickies! will not use a beginning date in the search, and arbitrarily old notes will be considered.

Before date. This date tells Stickies! the last creation date that should be used in the search. As with the after date, if you don't provide a before date, then Stickies! won't use an ending date in the search, and notes up to and including the current date will be considered.

Search text. Enter the string to look for in this box and check all places where you want Stickies! to search each note for the text. You can choose to search in one or more of the following parts of each note: the title, the contents, the user name, and the work group name. You can also choose whether you want the search to respect the case of your search text.

Once you tell Stickies! to begin the search by selecting the "OK" button, here is how it uses your search criteria:

If neither an after nor before date is given, then Stickies! will examine all notes in the folder. If just one date is given, then it will be used. For example, to search all notes created on or after January 1, 1992, you would use that date as your after date, and not use a before date. All notes that fall outside of the date range will be rejected and will not be checked for the text (if any) you provided.

If the search text field is non-blank, Stickies! will then search the parts you've selected of each note. If a note contains your search text, then it will be included in the search results. If your search text is blank (it has no characters, or they're all blanks), then all notes that fall into the date range will be included on the search results screen.

If you search for a pair of words that appear in a note, but are separated by a paragraph break that you inserted with the ENTER key, then Stickies! will *not* find this text. For example, if you search for the text "hello. world", and one of your notes contains the following text:

Talked to Jim today for the first time in over a month. He asked
me to tell Susanne hello.
World of difference in him, now that he's had that operation.

It will not match the search text, since the paragraph break separates "hello." and "world".

Note that this restriction does not apply to line breaks that Stickies! inserts when it word-wraps your note; in the above example, searching for "asked me" would find the note as expected.

Similarly, some sequences of blanks and tabs can trip up a search and cause it to reject a note you're looking for. If Stickies! can't find a note in a search operation, your best bet is to search again using the most specific single-word or even partial-word text you can think of that will select your note. For example, instead of searching for your boss's name as "Mr. Boomflush," you should search for just "Boomflush" or even "flush." (Any other names you may have used for your boss in your notes are another matter and entirely beyond the scope of this manual.)

Cleaning out the File Cabinet

There's no getting around it, this is something you'll have to do once in a while.

Our recommendation is that you browse through your file cabinets and folders about once a month, or whenever

you normally perform major hard disk maintenance, such as a full-disk backup or running a defragmenting utility, and delete any unwanted notes. You probably won't save a lot of disk space, but you'll make Stickies! easier to work with, since you won't have to browse past or perform searches on a lot of dead wood in the file cabinet when you're looking for a particular note.

Putting it all Together: Usage Scenarios

Several of our beta testers have made roughly the same comment about certain Stickies! features the first time they saw them: "Gee, all this stuff is neat. But what should I do with it?" That's precisely the question this section will attempt to answer via some anecdotes and ideas for ways to use Stickies!.

A related topic in the on-line help, Secrets of the Stickies! Masters, can be located by searching on the keyword "secrets."

The Super Clipboard

The basic question of what to do with Stickies! notes besides use them for reminders comes up from time to time. One of our favorite and simplest uses for Stickies! is as a kind of super clipboard. One of our customers used Stickies! this way while writing a television screenplay with WordPerfect. He used 11 Stickies! notes to do extensive cutting and pasting between sections of the script. Obviously he could have done this with just the Windows clipboard, but Stickies! gave him greater flexibility and allowed him to cut or copy multiple pieces of text before he began pasting. When his show is aired, we expect to see Stickies! in the credits, probably as a key grip, whatever that is.

Instant Notepad

A similar use came from a friend who uses Stickies! as an instant notepad while he's reading other documents or evaluating software. He uses the Ctrl-Shift-N hotkey to create a new Stickies! note and jots down his thoughts. He can then go back to the program or document he's working on, knowing that all his notes will be there when he's done, and he can easily store them in the file cabinet for later reference.

Instant Text Viewer

Yet another quick and dirty use for Stickies! is as an instant file viewer--drag a file from the Windows File Manager and drop it on the main Stickies! icon, and Stickies! will create a new note containing the file if it is less than 30,000 bytes long. Since the original file is still in place on your disk drive, you can simply delete the note when you're done viewing it.

MagicComm

Let's say you like to keep updated with the new files available for download in a particular forum on CompuServe. But since you want to keep your connect time charges to a minimum (who doesn't?), you don't want to check for new files too often. But you don't want to miss some truly useful program, either. So what's a person to do? Try this: Fire up Stickies!, create a new note, and type into it: "Don't forget to check for new files!". Then drag your communications program's script or configuration file for CompuServe from File Manager and drop it on the note, creating a link button. Open the note's configuration dialog and set the alarm for next Saturday morning, or whenever is convenient. If you're feeling adventurous, you can even set the checkbox in the link that tells Stickies! to run the link when the alarm goes off. If you have a script file for your communications program set up to do the file listing and then log off, you can completely automate the process. In fact, about the only thing your computer will still need you to do is pay the electricity bill.

Instant Project

Say you'll be working intensely on a project for a few days, and that project requires you to have a series of files open at once. Maybe a Word for Windows file, another file with the source code to a program you're developing, plus a resource editor with the dialogs you're adding to a project, and a text editor with your help project file. (Does any of this sound like our own experience yet?) Once you have these programs up and

running with their files loaded, Windows makes it easy to hop back and forth between them via the Task Manager. But it can be a pain to dig around and find all these files and open them.

Our solution: Open a new note, then drag and drop the document files onto the note, creating a link button for each one (this assumes that each of the documents involved has a file extension that is associated with the proper program on your system). When you want to fire up the project, make that note active and hit the Ctrl-R shortcut key to run all the links.

You can also type a pointed reminder to yourself in the note, and set the autoexec feature on that note's configuration dialog, which will make Stickies! run the note's links when it starts up. (Talk about making sure you can't ignore your work!) When the project is done you can delete the note or save it in a folder in one of your file cabinets if you think you might need it again in the future.

Gobs o' Help

Why did 3M sell 50 bazillion Post-It Notes (the real-life, paper ones) in the first place? They're great for keeping little reminders around, that's why. Well, one of the most useful ways to use Stickies! is to extend this idea using the file cabinet and folders. You can create a single file cabinet named "Help," and then create a folder in this cabinet for each major tool you use or task you perform on a regular basis, such as "Excel," "Word for Windows," "Getting Rid of the Boss," etc. When you want to, you can copy all the notes in one of these folders to your active set, and then delete them when you're done, and the originals will still be in your folder, waiting for the next time you need them.

You can also create folders of notes containing information about a particular area of interest to you, such as geographical data (one note per country, state, or county), or scientific information (one note per element), people you date, etc.

Programmer's Vault

If you're a programmer who likes to collect source code the way we do, you can use Stickies! as a code repository. Create a file cabinet named "Code Samples," and folders within that cabinet that describe various areas you work in, such as "Windows Tricks," "Numeric Processing," and "Database," and then put each snippet of code into a separate note and file it away. When you need the code, you can easily find it in the file cabinet and copy it to the Windows clipboard directly from the folder browser dialog box and paste it into your editor.

Technical Support

Registered users can reach Looking Glass Technologies for technical support by sending e-mail to L.G.TECH on GEnie or 71055,1240 on CompuServe, or paper mail or a FAX to

Looking Glass Technologies
P. O. Box 8636
Endwell, NY 13762-8636

FAX: (607)754-1267

If you encounter a problem with Stickies!, please be as specific as possible when describing your configuration, including the versions of all relevant software, including DOS, Windows, and Stickies!, and the time and date stamp on your copy of STICKIES.EXE, whether Stickies! passes the self-check, and the nature of the problem. Whenever possible, describe the simplest possible way to recreate the problem, and let us know how repeatable the problem is. If the trouble you're having seems to be isolated to an operation involving one particular file and that file doesn't contain any sensitive data, then you should mail us a disk containing the file along with a letter describing the problem.

Please keep in mind that because Windows is a complex environment that encourages users to customize their system and have many programs running at once, we need your help when you report a problem. The better we understand your configuration and the exact nature of the difficulty you encountered, the better our chances of being able to provide you and other users with a solution.

Suggestions and comments are always welcome, from registered and non-registered users alike. When making a suggestion, please be as specific as possible. For example, "improve configurability" isn't useful unless you tell us what you have in mind. Also, be as clear as you can about how you want the feature added to Stickies!--should it be the default behavior or a new option, should it be available only under certain circumstances, etc.