NoteBook for Windows 95/NT

Overview
NoteBook for Windows 95/NT is a small utility that will allow you to quickly create and store short notes and lists.
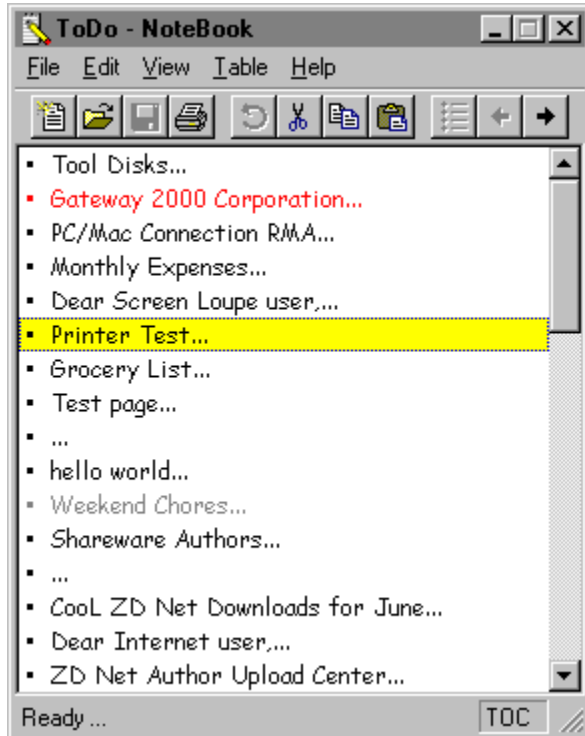

Table of Contents
The main window displays a Table of Contents built from the first line of each individual NoteBook page. Double-click on an entry in this table to display and edit a specific note. You may cut, copy and paste entire notes from the Table of Contents view.

Drag & Drop
NoteBook for Windows 95/NT supports a Drag & Drop interface. Drop NoteBook document PADs on the Table of Contents view to quickly open a new document. Drop an ASCII text file on an individual NoteBook page to easily add text to existing NoteBook documents.

Priorities
NoteBook pages can be marked as urgent and completed. **Ctrl-Click** an item to mark it as urgent, or **Shift-Click** to mark it as completed.

Sorting
NoteBook pages can be quickly sorted by contents or priority.

Smart Table Editing
Pages can be inserted and removed from the Table of Contents view. Individual pages can also be easily moved up and down in the list.

Time Stamps
Insert timestamps at any point in a note. Use **F5** to insert the date and time at the cursor while editing. Select Options from the File menu to set the time stamp format.

Find & Replace
Search for words and phrases anywhere in a note pad, and optionally make replacements.

Built-in Help
The first note in any new pad contains a brief set of instructions. Erase these instructions and replace them with the first note to start your new pad..

Auto Saving

NoteBook can be set to automatically save changes as you work. Select <u>Options</u> from the File menu to configure this setting.

Uses
NoteBook's compact screen size makes it an ideal PostIts-style utility for Windows users. Its ability to quickly handle multiple pads lets you create different lists for all of your projects and computing activities.

Internet
Internet users will find it handy for storing URLs and email addresses. Highlight a web site URL, press the Visit button on the toolbar ribbon and your web browser will be launched and you will go directly to the web site you've selected. Load a different pad for use as a to-do list. Keep yet another pad for use as a project list. NoteBook can also be used as a small address book, or as a temporary storage site for all those other bits of information you'll file elsewhere.

Telephone Dialer
NoteBook can also be configured to use your computer system's modem to dial telephone numbers stored on individual NoteBook pages.

Programmers
Programmers can use it to store snippets of code and development notes. HTML authors can use it to save examples of Web page source. Writers and stenos can use it to store oft-repeated bits of text in an easy-to-access format without relying on complex or finicky clipboard managers.

Limitations
NoteBook pads can have up to 50 pages. Each page can contain approximately 800 words of text.

NoteBook is not a database, nor is it a word processor.

NoteBook was designed as a means of keeping short notes and lists about software development projects. NoteBook was originally written for Macintosh and later converted to MS Windows.

Desktop Locations
NoteBook's location on the desktop is saved when the program is exited. Whenever you start NoteBook it will reappear on the desktop where you last placed it. NoteBook property sheet locations are also stored and reused the next time they are opened.

Taskbar Tray
NoteBook for Windows 95/NT can be optionally configured to place its program icon in the Taskbar Icon Notification Tray. This option provides a simple means of keeping the taskbar button region clear for other running programs.

Installing NoteBook

Installation

To install NoteBook for Windows 95/NT on your computer simply create a new, empty folder and place the files; NOTEBOOK.EXE, NOTEBOOK.HLP and NOTEBOOK.CNT there.

NOTEBOOK.EXE	- The NoteBook Application
NOTEBOOK.HLP	- The Windows 95/NT Help File
NOTEBOOK.CNT	- The Help Contents File

To integrate NoteBook for Windows 95/NT with the MS Windows Explorer select the NoteBook <u>Explorer Setup</u> property sheet while NoteBook is running.

Note If you have an earlier version of NoteBook for Windows 95/NT installed on your computer, simply replace the NOTEBOOK.EXE, NOTEBOOK.HLP and NOTEBOOK.CNT files with the newer versions. NoteBook stores configuration information in the MS Windows 95/NT <u>System Registry</u>.

Note If you've used NoteBook for Windows 95/NT before you may find two (2) files named NOTEBOOK.GID and NOTEBOOK.FTS in the disk folder containing the NoteBook application. These files are created and maintained by the MS Windows Help program and should be retained. The GID and FTS files store the search word list you create as well as bookmarks, annotations and desktop locations, font selections and window sizes.

Note The NOTEBOOK.INI file is no longer used and can be deleted. The various application settings specified in the <u>NoteBook Options</u> property sheet as well as the main window's size and location on the desktop are now stored in the MS Windows 95/NT System Registry.

Note Some earlier versions of NoteBook for Windows 95/NT included a NOTEBOOK.WRI documentation file. This file has been replaced by the NOTEBOOK.HLP and NOTEBOOK.CNT files and can now be deleted.

Warning If you rename the NOTEBOOK.EXE file you must also rename the HLP file using the same basename. For example if you change the NoteBook application file name to NewName.exe, rename the help file to NewName.hlp. Do not rename the NOTEBOOK.CNT file however. The HLP and CNT files *must* reside in the same folder as the NoteBook application file itself.

Configuring NoteBook

NoteBook Options
Select the **File | Options** menu item to display the NoteBook Options property sheet. This window will allow you to change the various NoteBook program settings listed below.

Confirm TOC Editing Changes
    Check this item to display a dialog box confirming TOC editing deletions and changes. It is recommended that you keep this item checked.

Dark Window Backgrounds
    Check this item to display the text in list windows with a dark background instead of the paper white background MS Windows normally uses when displaying text.

Number Pages in the TOC View
    Check this item to display individual NoteBook page numbers when viewing the TOC. If this item is not checked individual page titles in the TOC will be displayed with a leading '*'.

Show Tool Bar Tips
    Check this item to display small popup tip windows when the mouse pointer is placed over <u>toolbar ribbon</u> pushbuttons. A short description of the button currently beneath the mouse will be shown when this item is checked.

Launch Multiple Instances
    Check this item to allow more than one instance of NoteBook to be run on the desktop.

Place Icon in the Taskbar Tray
    Check this item to display a small NoteBook program icon in the Taskbar Icon Notification Tray. If this item is selected and the NoteBook window is minimized a button will not be added to the Taskbar, to restore the NoteBook window on the desktop press the small icon in the taskbar tray instead. This option is available to keep the taskbar free for other running programs.

    Note When this option is selected, clicking on the Close box in the upper-right hand corner of the window title bar will minimize NoteBook instead of closing the application. To quit NoteBook right-click with your mouse on the NoteBook icon in the Taskbar tray. You may also use the **File | Exit** menu command or the **Ctrl+Q** keyboard shortcut.

Minimize Program Icon at Startup
    Check this item to start NoteBook for Windows 95/NT as a minimized icon on the Explorer Taskbar or Icon Notification tray. This option is useful if you've configured NoteBook to be started whenever MS Windows is booted.

Confirm Program Exit
    Check this item to confirm quitting NoteBook for Windows 95/NT. When this option is selected you will be prompted to confirm your intention to exit NoteBook and return to the MS Explorer desktop. This item is useful if you run NoteBook from the tray and wish to avoid accidental exits when you right-click on the NoteBook tray icon.

Open Locked Note Pads as Read Only
    Check this box to open write protected files as read-only. If this item is not checked and a locked file is opened you will be prompted to load the file as read-only.

Automatically Save Editing Changes
    Check this box to automatically save editing changes while you work with a document. If this box is not checked you will be prompted to save your changes before closing documents that have been edited.

Make Backup Copies
    Check this box to automatically make a backup copy of documents that have been edited. Backup files will have the same file name with the prefix *Backup of* added.

NotePad
    Enter the file name of the NoteBook document to be loaded at startup. Press the browse button **[...]** to the right of this entry field to use the standard MS Explorer File Browser for automatic file selection.

Use this Note Pad at Startup
    Check this box to load the NoteBook document specified above whenever NoteBook for Windows 95/NT is launched. If this item is checked the NoteBook document you specified above will always be opened and displayed automatically when NoteBook is started. If this item is not checked NoteBook will open the document that was in use when NoteBook was last run.

OK
    Press this button when you have completed your selection of NoteBook program options. When you press this button the NoteBook Options property sheet will be closed and your settings will be saved.

Cancel

Press this button to close the NoteBook Options property sheet without making any changes. If you have made any changes to the option settings, and then press this button your changes will not be used, and your previous settings will remain in use.

Help

Press this button to open the NoteBook Help window and go directly to the Configuring NoteBook topic.

Note The options you have selected will be saved when you press the **OK** button. The desktop location of the NoteBook Options window itself will also be stored. Your settings will be saved in the MS Windows 95/NT System Registry.

NoteBook Time Stamp Settings

NoteBook Time Stamp Settings
Select the **File | Options** menu item to open the NoteBook Options property sheet and then click on the **Time Stamp** tab to display Time Stamp Settings. This window will allow you to specify the time stamp format used when inserting timestamps in NoteBook pages. A description of the various settings follows.

Regional
Press this button to open and view the MS Windows 95/NT Regional Settings Control Panel. These setting determine the **Time** and **Date** formats that MS Windows uses. It is from here that you can specify the time format for 12 or 24 hour time strings as well as the format for long and short date strings. The settings specified here will be used when NoteBook inserts a timestamp in a NoteBook page.

As you make changes to the Time Stamp settings the currently selected format will be displayed in the NoteBook Time Stamp Settings property sheet. The format displayed will be what is inserted when you add timestamps to NoteBook pages.

Use System Date
Check this box to include the current system date in timestamps inserted in NoteBook pages. If this box is checked the long and short date format radio buttons directly beneath this item will be active.

Long Dates
Check this radio button to display dates in a long format such as; Mon, Jan 1 1997 or Monday, January 1 1997.

Short Dates
Check this radio button to display dates in a long format such as 01/01/97.

Use System Time
Check this box to include the current system time in timestamps inserted in NoteBook pages. If this box is checked the time and date format radio buttons directly beneath this item will be active.

Date - Time
Check this radio button to display the current system date before the time.

Time - Date
Check this radio button to display the current system time before the date.

Warning Sounds with Dialog Boxes
Check this item to play a short warning beep whenever NoteBook displays a warning or error dialog box..

OK
Press this button when you have completed your selection of Time Stamp settings. When you press this button the NoteBook Time Stamp Settings property sheet will be closed and your settings will be saved.

Cancel
Press this button to close the NoteBook Time Stamp Settings property sheet without making any changes. If you have made any changes to the settings, and then press this button your changes will not be used, and your previous settings will remain in use.

Help
Press this button to open the NoteBook Help window and go directly to the NoteBook Time Stamp Settings topic.

Note The options you have selected will be saved when you press the **OK** button. The desktop location of the NoteBook Time Stamp Settings window itself will also be stored. Your settings will be saved in the MS Windows 95/NT System Registry.

NoteBook Page Setup

NoteBook Page Setup
NoteBook can be configured to use custom headers and footers when printing NoteBook documents using the **File | Page Setup** menu item.

NoteBook File Information Macros
Displayed below is a list of NoteBook File Information Macros available for inclusion in custom headers and footers.

$F = File Name	The current NoteBook document name with full drive and path will be inserted at the point where the $F macro appears.
$f = File Name	The current NoteBook document name without a drive or path will be inserted at the point where the $f macro appears.
$P = Page Number	The current page number will be inserted at the point where the $P macro appears.
$T = Current Time	The current time will be inserted at the point the $T macro appears.
$D = Current Date	The current date in long format will be inserted at the point the $D macro appears.
$d = Current Date	The current date in short format will be inserted at the point the $d macro appears.

Any other text specified in a header or footer will be treated as literal and will appear just as defined. To include the actual '$' character in a header or footer use '$$'.

Header
Define the header text you wish to have appear at the top of each page printed. See the File Information Macros section above for a complete description of those items that can automatically be included in a header.

Print Header
Check this item to enable the header defined above. If this item is not checked the header you defined above will not be printed. This item is included to facilitate turning header printing on and off with out deleting the header you have defined

Center Header
Check this item to center the header at the top of each printed page. If this item is not checked the header you have defined above will be printed starting at the left margin.

Footer
Define the footer text you wish to have appear at the bottom of each page printed. See the File Information Macros section above for a complete description of those items that can automatically be included in a footer.

Print Footer
Check this item to enable the footer defined above. If this item is not checked the footer you defined above will not be printed. This item is included to facilitate turning footer printing on and off with out deleting the footer you have defined

Center Footer
Check this item to center the footer at the bottom of each printed page. If this item is not checked the footer you have defined above will be printed starting at the left margin.

Printer Page Margins
Use the following four entry fields to specify the page margins to be used when printing documents. Margin widths are expressed in decimal inches, for example 1.25, 0.50, .25 or 1 are all valid margin widths.

Left
Enter the left margin width in this field. NoteBook document text will be printed starting from this position on the left side on the page.

Right
Enter the right margin width in this field. NoteBook document text will be printed across the page to this position.

Top
Enter the top margin width in this field. NoteBook document text will be printed starting from this position at the top of the page.

Bottom
Enter the bottom margin width in this field. NoteBook document text will be printed down to this position at the bottom of the page.

Note If you have defined a header or footer to be printed on each page make certain that you set the top and bottom margin widths to at least 0.10 inches or your document text will be printed directly on top of the headers and footers you defined.

OK
  Press this button when you have completed your selection of Page Setup settings. When you press this button the Page Layout property sheet will be closed and your settings will be saved.

Cancel
  Press this button to close the Page Setup property sheet without making any changes. If you have made any changes to the Page Layout settings, and then press this button your changes will not be used, and your previous settings will remain in use.

Help
  Press this button to open the NoteBook Help window and go directly to the NoteBook Page Setup topic.

Note The Page Setup settings you have selected will be saved when you press the **OK** button. The desktop location of the Page Setup window itself will also be stored. Your Page Setup settings will be saved in the MS Windows 95/NT System Registry.

NoteBook Serial Settings

NoteBook Serial Settings
Select the **File | Options** menu item to open the NoteBook Options Property Sheet. Select the **Serial** Tab to specify the serial port your modem is connected to. This window will allow you to change the various NoteBook program settings listed below.

Channel
Select the COM port your modem is connected to. Communication ports COM1 through COM4 are available for dialing.

Baud Rate
Select the baud rate your modem uses. Any Baud Rate from 110 bps up to the maximum speed of your modem can be specified here.

Word Size
Select the word size to be used for dialing your modem. The most common Word Size for this setting would be 8 bits.

Parity
Select the type of parity to be used for error checking. The most common Parity setting would be None.

Stop Bits
Select the number of stop bits to be used for framing. The most common Stop Bit setting would be 1.

Flow Control
Select the type of flow control to be used for handshaking. The most common Flow Control setting would be None.

Defaults
Press this button to use a generic serial port setting of "1200,8,N,1". If you have trouble connecting to you modem using custom settings specified above try using the default settings instead. Modem speed is not important when dialing. The baud rate will only determine the speed at which individual digits are sent to your modem for dialing.

Note The settings you specify here will only be used by NoteBook for dialing via your modem. They will in no way change settings you normally use for other modem operations such as Internet Access or Dial Up Networking.

OK
Press this button when you have completed your selection of NoteBook program options. When you press this button the NoteBook Options Property Sheet will be closed and your settings will be saved.

Cancel
Press this button to close the NoteBook Options Property Sheet without making any changes. If you have made any changes to the option settings, and then press this button your changes will not be used, and your previous settings will remain in use.

Help
Press this button to open the NoteBook Help Window and go directly to the NoteBook Serial Settings topic.

Note The options you have selected will be saved when you press the **OK** button. The desktop location of the NoteBook Options window itself will also be stored. Your settings will be saved in the MS Windows 95/NT System Registry.

NoteBook Modem Settings

NoteBook Modem Settings
Select the **File | Options** menu item to open the NoteBook Options Property Sheet. Select the **Modem** Tab to specify modem settings used to dial your telephone. This window will allow you to change the various NoteBook program settings listed below.

Speaker Volume Setting
Use the three (3) radio buttons provided to specify the speaker volume to be used when dialing telephone numbers. You may specify a **Low**, **Medium** or **High** speaker volume for dialing operations

Wait for Dial Tone
Specify the number of seconds to wait for a dial tone before dialing. You may use a number between 1 and 15 seconds for this setting.

Use Touch Tone Dialing
Check this item to use Touch Tone dialing. If this item is not checked dialing will be carried out using Pulse codes in place of DTMF signals.

Modem Initialization String
Specify the command string to be issued to your modem before attempting to dial. Check your modem documentation for command strings specific to your modem. A common setting for this command would be "AT S0=0 E0 V1 Q0 &C1 &D2 X4".

Reset
Specify the command to be used to reset your modem. A common setting for this command would be "&F".

Tone
Specify the command to be used to select tone dialing. A common setting for this command would be "DT".

Off Hook
Specify the command to be used to go "off hook". A common setting for this command would be "H1".

Command
Specify the command prefix your modem uses. A common setting for this command would be "AT".

Pulse
Specify the command to be used to select pulse dialing. A common setting for this command would be "DP".

Hangup
Specify the command to be used to hang up. A common setting for this command would be "H0"

Defaults
Press this button to assign default command strings for the various modem settings. The default modem settings that are assigned will work with most modern modems.

OK
Press this button when you have completed your selection of NoteBook program options. When you press this button the NoteBook Options Property Sheet will be closed and your settings will be saved.

Cancel
Press this button to close the NoteBook Options Property Sheet without making any changes. If you have made any changes to the option settings, and then press this button your changes will not be used, and your previous settings will remain in use.

Help
Press this button to open the NoteBook Help Window and go directly to the NoteBook Modem Settings topic.

Note The options you have selected will be saved when you press the **OK** button. The desktop location of the NoteBook Options window itself will also be stored. Your settings will be saved in the MS Windows 95/NT System Registry.

Printing NoteBook Pages

Printing NoteBook Documents and Pages
To print NoteBook documents select the **File | Print** menu item. Entire NoteBook documents can be printed, or a range of pages can be printed selectively. NoteBook will automatically skip blank pages when printing.

When the NoteBook **Print** command is selected the standard MS Windows 95/NT Print dialog box will be displayed. Use this window to specify how you would like to print a NoteBook document. The following selections are available:

All 50 Pages
Check this button to print the entire NoteBook document. All currently active pages will be printed, one NoteBook page per sheet of paper. Blank pages will be skipped if they do not contain any text.

Pages
Check this button to print a range of pages in the current NoteBook document. Only currently active pages in the range you specify will be printed, one NoteBook page per sheet of paper. Blank pages will be skipped if they do not contain any text. To print a single NoteBook page use that page's number for both the **From** and **To** entries. For example to print page number 9 enter a 9 in both the **From** and **To** entry fields.

Tip The page number of each individual NoteBook page is displayed in the lower right hand corner of the status region.

NoteBook Explorer Setup

NoteBook Explorer Setup
Select the **Help | Setup** menu item to display the NoteBook Setup property sheet. This window will allow you to integrate NoteBook for Windows 95/NT with the Microsoft Windows 95/NT Explorer. Use this command to create and remove MS Explorer shortcuts.

Create a Start Menu Item
Check this item to create a NoteBook Start Menu entry. The NoteBook for Windows 95/NT program will be located in the Software by Design folder on the Programs menu. This item will be disabled (grayed) if a NoteBook item already exists in the Software by Design folder.

Remove this Start Menu Item
Check this item to remove the NoteBook entry located in the Software by Design folder on the Programs menu. This item will be disabled (grayed) if a NoteBook item does not already exist in the Software by Design folder.

Create a Desktop Icon
Check this item to create a NoteBook for Windows 95/NT program icon on the Explorer desktop. This item will be disabled (grayed) if a NoteBook desktop icon already exists.

Remove Icon from the Desktop
Check this item to remove the NoteBook for Windows 95/NT program icon from the Explorer desktop. This item will be disabled (grayed) if a NoteBook desktop icon does not already exist.

Create a Startup Folder Item
Check this item to automatically run NoteBook for Windows 95/NT whenever Microsoft Windows is started. This option creates a NoteBook program icon in the MS Windows Explorer Startup folder. This item will be disabled (grayed) if a NoteBook startup item already exists in the Startup folder.

Remove the Startup Folder Item
Check this item to remove NoteBook from the MS Windows Explorer Startup folder. This item will be disabled (grayed) if a NoteBook startup item does not already exist in the Startup folder.

OK
Press this button when you have completed your selection of MS Explorer shortcuts. When you press this button the NoteBook Setup property sheet will be closed and the MS Explorer shortcuts you have selected will be created or removed.

Cancel
Press this button to close the NoteBook Explorer Setup property sheet without creating or removing any MS Explorer shortcuts.

Help
Press this button to open the NoteBook Help window and go directly to the NoteBook Explorer Setup topic.

File Menu

File Menu Commands
The File menu provides commands to work with the document files used by NoteBook. A short description of each item follows:

New
  Creates a new NoteBook document. The **Ctrl+N** shortcut can be used for this command.

Open
  Opens an existing NoteBook document, and loads it for editing or viewing. When this item is selected the standard MS Windows Explorer file browser will be displayed, use this window to select the document you wish to work with. Check the **Open as Read-Only** box to load documents for viewing only. The **Ctrl+O** shortcut can be used for this command.

Properties
  Displays a small window showing file properties for the currently selected NoteBook document. This window will display the document's file name, folder location, size, last modification date and file access permissions. The **Alt+Enter** shortcut can be used for this command.

Close
  Closes the currently active document. If the document has been edited you will be prompted to save or discard the changes before closing. The **Ctrl+W** shortcut can be used for this command.

Save
  Saves changes made to the currently selected document. This menu item will be disabled (grayed) if no changes have been made to the document since it was last loaded or saved. The **Ctrl+S** shortcut can be used for this command.

Save As
  Saves the currently active NoteBook document with a new name. When this item is selected the standard MS Windows Explorer file browser will be displayed, use this window to specify a new name for the NoteBook document

Discard
  Use this item to discard editing changes made to a NoteBook document, and reload the previous version from disk. This item will be disabled (grayed) if the document currently being edited has not changed since it was last saved or loaded.

Page Setup
  Opens the NoteBook Page Setup property sheet, allowing you to specify custom headers, footers and page margin settings.

Printer Setup
  Opens the standard MS Windows 95/NT Printer Setup property sheet, allowing you to select a printer and set various other printer options.

Print
  Prints the currently selected NoteBook document on your system's printer. The standard MS Windows 95/NT Print dialog box will appear before printing is started to allow you to select the printer to be used and various other printer options. The **Ctrl+P** shortcut can be used for this command.

Print TOC
  Prints the currently selected NoteBook document's Table of Contents page on your system's printer. The standard MS Windows 95/NT Printer dialog box will appear before printing is started to allow you to select the printer to be used and various other printer options. The **Alt+P** shortcut can be used for this command.

Options
  Opens the NoteBook Options property sheet and allows you to change NoteBook program settings. Use this command to configure the NoteBook program.

Recent Files
  This command displays a sub-menu containing up to 9 recently edited NoteBook files. Select a file name from this list to quickly reopen a recently edited file.

Exit
  Closes the NoteBook program and returns control to the Explorer desktop. The **Ctrl+Q** shortcut can be used for this command.

Tip Commonly used File commands can be invoked using shortcut keys or buttons on the toolbar ribbon.

Edit Menu

Edit Menu Commands
The Edit menu provides commands used to edit the contents of NoteBook documents. A short description of each item follows:

Undo
Undoes the last editing operation. This command will be dimmed (grayed) when the Table of Contents page is active. The **Ctrl+Z** shortcut can be used for this command.

Cut
Cuts the current selection from the document and places it on the Clipboard. When the Table of Contents page is active this command will cut the entire NoteBook page currently selected and place it on the Clipboard. The **Ctrl+X** shortcut can be used for this command.

Copy
Copies the current selection to the Clipboard. When the Table of Contents page is active this command will copy the entire NoteBook page currently selected and place it on the Clipboard. The **Ctrl+C** shortcut can be used for this command.

Paste
Pastes the contents of the Clipboard at the current selection point. When the Table of Contents page is active this command will paste the current contents of the Clipboard into the currently selected NoteBook page. The **Ctrl+V** shortcut can be used for this command.

Delete
Deletes the current selection, but does not place a copy on the Clipboard. When the Table of Contents page is active this command will delete the entire NoteBook page currently selected without placing it on the Clipboard. The **Del** shortcut can be used for this command.

Select All
Selects the entire contents of the current document. This command will be dimmed (grayed) when the Table of Contents page is active. The **Ctrl+A** shortcut can be used for this command.

Insert Date
Inserts the system time and date at the current cursor location while editing individual NoteBook pages. This command will be dimmed (grayed) when the Table of Contents page is active. The **F5** shortcut can be used for this command.

Export to File
Exports the currently selected NoteBook page from the Table of Contents as a plain ASCII text file. This command will be dimmed (grayed)   when an individual NoteBook page is displayed or edited. The **Alt+X** shortcut can be used for this command.

Find
Opens the Find dialog box and allows you to search for specified text or phrases. Individual NoteBook pages or the entire NoteBook document can be searched using this window. The **Ctrl+F** shortcut can be used for this command.

Replace
Opens the Replace dialog box and allows you to search for specified text or phrases and optionally make replacements. Individual NoteBook pages or the entire NoteBook document can be searched using this window. The **Ctrl+R** shortcut can be used for this command.

Edit Selection
Displays the currently selected NoteBook page from the Table of Contents and allows editing changes to be made. This command has the same effect as double-clicking the mouse on an individual entry in the Table of Contents. This command will be dimmed (grayed)   when an individual NoteBook page is displayed or edited. The **Ctrl+E** shortcut can be used for this command.

Read Only
Turns editing permission on and off. If this item is checked the document can be viewed but editing is not allowed.

Tip Commonly used Edit commands can be invoked using shortcut keys or buttons on the toolbar ribbon.

View Menu

View Menu Commands
The View menu provides commands used to change NoteBook display options. These items provide a means of changing the NoteBook window appearance. A short description of each item follows:

Toolbar
Use this command to turn the toolbar ribbon on and off. If this item is checked the NoteBook toolbar ribbon will be displayed below the menu bar. To hide the toolbar ribbon uncheck this item. Most commonly used NoteBook menu commands have a toolbar button. If the toolbar ribbon is turned off you will have to use the normal NoteBook menu commands.

Status Bar
Use this command to turn the status region on and off. If this item is checked the NoteBook status region will be displayed at the bottom of the NoteBook window. To hide the status region uncheck this item. The status region displays current program status and will also display a brief description of each menu command as the mouse is moved through these items.

Customize
Use this command to <u>customize</u> the NoteBook for Windows 95/NT toolbar ribbon. The standard MS Windows Toolbar Customization property sheet will be opened and displayed when this command is selected.

Table of Contents
Displays the Table of Contents and makes it active. This command will be dimmed (grayed) if the Table of Contents page is currently active. The **Ctrl+T** shortcut can be used for this command.

Next Note
Displays the next NoteBook page in the current document. The **Ctrl+PgDn** shortcut can be used for this command.

Previous Note
Displays the previous NoteBook page in the current document. The **Ctrl+PgUp** shortcut can be used for this command.

Sort by Status
Use this command to sort the Table of Contents entries by their current status. Pages you have marked as Urgent will be displayed ahead of normal and Completed items. This command will be dimmed (grayed)   when an individual NoteBook page is displayed or edited. The **Alt+S** shortcut can be used for this command.

Sort by Contents
Use this command to sort the Table of Contents entries by alphabetical order. This command will be dimmed (grayed) when an individual NoteBook page is displayed or edited. The **Alt+C** shortcut can be used for this command.

Dial
This command will dial the telephone using the phone number selected from an individual NoteBook page. This command is useful if you use NoteBook to store telephone numbers. The **Ctrl+D** shortcut can be used for this command. See the NoteBook <u>Serial</u> and <u>Modem</u> configuration sections of this manual for more information about configuring your computer system to use NoteBook as a telephone dialer.

Visit URL
This command will launch your Internet web browser using the URL selected from an individual NoteBook page. This command is useful if you use NoteBook to store web site URLs. The **Ctrl+G** shortcut can be used for this command.

Tip Double-click your mouse on a URL to select it and then use the **Visit URL** command to quickly launch your web browser and go directly to the web site you have selected.

Minimize
Minimizes the NoteBook window to a button or icon on the taskbar. The **Ctrl+Y** shortcut can be used for this command.

Always on Top
Use this command to keep the NoteBook window top most on the desktop. When this item is checked the NoteBook window will float above all other non-topmost windows on the desktop. This item is useful if you normally run NoteBook with a small window that would be easily obscured by other applications.

Fonts
Select this menu item to display a sub-menu containing **Display Font** and **Printer Font** settings. The standard MS Windows Font Selection dialog box will be displayed. Use this window to select the font you wish to use for displaying and printing NoteBook document pages.

Tip Commonly used View commands can be invoked using <u>shortcut keys</u> or buttons on the <u>toolbar ribbon</u>.

Table Menu

Table Menu Commands
The Table menu provides commands used to manipulate the Table of Contents (TOC) view. A short description of each item follows:

Insert Note
Inserts a new empty note in the Table of Contents. The currently selected note will be moved down to make room for the newly inserted note. The **Ctrl+Ins** shortcut can be used for this command.

Remove Note
Deletes the currently selected note from the Table of Contents. The **Ctrl+Del** shortcut can be used for this command.

Move Up
Moves the currently selected note up through the Table of Contents. The **Ctrl+Up** shortcut can be used for this command.

Move Down
Moves the currently selected note down through the Table of Contents. The **Ctrl+Down** shortcut can be used for this command.

Urgent
Marks the currently selected note in the Table of Contents as urgent. Items marked as urgent will be displayed in red. You can also **Ctrl-Click** your mouse on an entry to mark it as urgent. To unmark an urgent item use this command a second time. The **Ctrl+U** shortcut can be used for this command.

Completed
Marks the currently selected note in the Table of Contents as completed. Items marked as completed will be displayed in light gray. You can also **Shift-Click** your mouse on an entry to mark it as completed. To unmark a completed item use this command a second time. The **Ctrl+L** shortcut can be used for this command.

Compact Notes
Compacts the Table of Contents, moving empty NoteBook pages to the end of the Table of Contents list. The **Ctrl+K** shortcut can be used for this command.

Tip Commonly used Table commands can be invoked using shortcut keys.

Help Menu

Help Menu Commands
The Help menu provides commands used to get help with NoteBook operations. A short description of each item follows:

Contents
Opens the NoteBook Help window and displays the Table of Contents. The **F1** shortcut can be used for this command.

Search
Opens NoteBook Help and displays the Search window. You can use this window to search for specific NoteBook help topics.

How to Use Help
Opens a Help window that explains how to use the MS Windows 95/NT Help program.

Register
Displays the NoteBook Shareware Registration Wizard. This wizard allows you to register   NoteBook for Windows 95/NT for authorized use.

Setup
Displays the NoteBook Explorer Setup property sheet. This window provides options to integrate NoteBook with the MS Windows Explorer. Use this window to create MS Explorer Start Menu items and desktop icons.

Web Site
Opens your web browser application and goes directly to the Software by Design web site on the Internet.

About NoteBook
Displays the NoteBook splash box. This window contains program information, the current version of NoteBook you are running and a program copyright notice. Click the mouse anywhere in this window to close it

Tip Commonly used Help commands can be invoked using shortcut keys or buttons on the toolbar ribbon.

Customizing the Toolbar

Customizing the Toolbar Ribbon
The NoteBook toolbar ribbon can be customized by selecting the **View | Customize** menu item. The standard MS Windows 95/NT Toolbar Customization dialog box will be opened when this command is invoked. Use this window to add and remove NoteBook toolbar buttons as well as to change the order that the buttons appear on the toolbar ribbon.

Tip you can also move and delete toolbar buttons without opening the Toolbar Customization dialog box by simply shift-clicking with your mouse and dragging the button to a new location on the NoteBook toolbar ribbon itself. To delete buttons shift-click and drag the button off of the NoteBook toolbar ribbon.

Note Some versions of MS Windows 95 redraw the toolbar ribbon height incorrectly after customization, if this happens exit NoteBook and then restart it again to restore the proper toolbar ribbon height.

Available Buttons
This list will contain the buttons available for adding to the NoteBook toolbar ribbon. Only buttons not currently installed on the toolbar ribbon will be displayed in this list.

Toolbar Buttons
This list will contain the buttons currently installed on the NoteBook toolbar ribbon.

Add
Press the **Add** button after selecting a toolbar button from the Available list. The tool button you have selected will be added to the NoteBook toolbar ribbon at the current selection point.

Remove
Press the **Remove** button after selecting a toolbar button from the Toolbar list. The tool button you have selected will be removed from the NoteBook toolbar ribbon.

Close
Press the **Close** button to finish toolbar customization. The selection of toolbar buttons that you chose to include will be saved and reloaded whenever NoteBook for Windows 95/NT is started.

Reset
Press the **Reset** button to restore the NoteBook toolbar ribbon to its original default settings.

Help
Press the **Help** button to open the NoteBook Help file and go directly to the Customizing the Toolbar topic.

Move Up
Use this button to move the currently selected button up one place in the toolbar button list. The currently selected button will appear one place to the left on the actual NoteBook toolbar ribbon when this command is used.

Move Down
Use this button to move the currently selected button down one place in the toolbar button list. The currently selected button will appear one place to the right on the actual NoteBook toolbar ribbon when this command is used.

Toolbar Buttons

Tool Ribbon Buttons
Most commonly used NoteBook menu commands can also be quickly invoked by pressing a button on the toolbar ribbon displayed at the top of the main window. These buttons work exactly the same way as the corresponding menu items that they duplicate.

The Toolbar selection on the View menu must be selected to display the toolbar ribbon.

The number of buttons and their order on the toolbar ribbon may vary from the description below if you have customized the NoteBook toolbar ribbon.

New - Create a new document

Open - Open an existing document

Save - Save changes made to a document

Close – Close the current document

Save As - Save current document with a new name

Properties – Display information about the document

Print - Print the current document

Undo - Undo last editing change

Cut - Cut the current selection

Copy - Copy the current selection

Paste - Paste Clipboard contents

Delete – Delete the current selection

Table - Display the Table of Contents

Previous - Display the Previous note

Next - Display the Next note

Edit - Edit the current selection

Timestamp – Insert time and date

Sort by Contents – Sort notes by contents

Sort by Status – Sort notes by status type

Find - Search for specified text

Replace - Search and replace specified text

Dial – Dial the selected telephone number

Visit URL – Visit the selected web site URL

Font – Select the display font

Topmost – Make the NoteBook window topmost

Options - Open the NoteBook Options dialog

Help - Open this Help file

About - Show NoteBook splash box

Tip If the Show ToolBar Tips option is selected a small popup tip window will appear when the mouse pointer is placed over a button. A short description of what each button does can be viewed using this method.

Shortcut Keys

Shortcuts
Shortcut keys allow you to quickly invoke NoteBook menu commands without first displaying the menu and then selecting an item from it. The most commonly used NoteBook commands can be invoked using the following shortcut keys.

File Menu
Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Alt+Enter	Show properties for current document
Ctrl+W	Close the current document
Ctrl+S	Save changes made to the document
Ctrl+P	Print the current document
Alt+P	Print the current document's TOC
Ctrl+Q	Exit NoteBook, and return to the desktop

Edit Menu
Ctrl+Z	Undo the last editing change
Ctrl+X	Cut the current selection
Ctrl+C	Copy the current selection
Ctrl+V	Paste to the current position
Del	Delete the current selection
Ctrl+A	Select the entire page
F5	Insert Date/Time at current location
Ctrl+F	Find specified text
Ctrl+R	Replace specified text
Ctrl+E	Edit selected item

View Menu
Ctrl+T	Table of Contents
Ctrl+PgDn	Next Note
F3	Next Note
Ctrl+PgUp	Previous Note
F2	Previous Note
Alt+S	Sort TOC by Status
Alt+C	Sort TOC by Contents
Ctrl+D	Dial the selected telephone number
Ctrl+G	Visit the selected web site URL
Ctrl+Y	Minimize NoteBook to a button or icon

Table Menu
Ctrl+Ins	Insert Note
Ctrl+Del	Remove Note
Ctrl+Up	Move Up
Ctrl+Down	Move Down
Ctrl+U	Mark as Urgent
Ctrl+L	Mark as Completed
Ctrl+K	Compact Notes

Help Menu
F1	Display this Help file

Note The **Ctrl+Up** and **Ctrl+Down** command shortcuts use the arrow keys on the keyboard.

Comments and Upgrades

Comments and Suggestions
If you have comments, questions or find any bugs in NoteBook for Windows 95/NT please feel free to contact me on CompuServe.

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CompuServe: 71613,2175
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Phone: 1.414.444.8497

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Release History

NoteBook for Windows 95/NT Release History

v2.0   Original in-house development and testing of MS Windows 95/NT conversion using the Microsoft Win32 SDK.

v2.1   Added 95/NT splash box for release.

v2.2   Added an option to display notes with a light gray window background. Find and Replace dialog box desktop locations are now saved in the NOTEBOOK.INI file.

v2.3   Fixed a bug involving program launches from the MS Windows 95/NT Start Menu using quoted command strings.

v2.4   Improved page printing routines. Notes are now printed on individual pages instead of four notes per page.

v2.5   Increased page size to 5K from the original 3K limit. Increased window size in both the horizontal and vertical dimensions.

v2.6   Added a Drag & Drop interface to quickly load NoteBook pads and ASCII text files directly from the MS Windows desktop. Modified the NoteBook Options dialog box, and fixed a launch bug. Added the **Export to File** item to the Edit menu.

v2.7   Added an option to place a NoteBook icon in the Taskbar Notification Tray. Added bullets to the head of TOC entries. Added document backups to the file I/O routines.

v2.8   Fixed a DEL key bug that prevented the characters on the right of the cursor from being deleted properly.

v2.9   Increased NoteBook Pad document size from 40 to 50 pages. Added an optional document backup item to the NoteBook Options dialog. Dropping text files on an open NoteBook page was changed to insert contents instead of replacing the original note. Added the NoteBook Time Stamp Settings dialog box for configuring Time and Date formats. Included a facility to open the Regional Setting control panel applet.

v3.0   Added support for screen color settings as specified in the Display Properties dialog. Added default user and company name to the splash box.

v3.1   Fixed a bug that caused a program crash (GPF) when exiting via the **File | Exit** menu command.

v3.2   Added an MS Window 95/NT Help file and automated MS Explorer Setup facilities. Moved NoteBook configuration setting from the NOTEBOOK.INI file to the MS Windows 95/NT System Registry.

v3.3   Added help buttons to the various NoteBook dialog boxes. Added an option to start NoteBook as a minimized icon.

v3.4   Converted the NoteBook Options dialog box to a five-tab property sheet. Added a Page Setup command to configure custom headers, footers and page margin settings.

v3.5   Added facilities to customize the NoteBook toolbar ribbon.

v3.6   Fixed a bug that prevented proper window repositioning if the MS Explorer Taskbar is placed along the left edge or at the top of the desktop and the Auto Hide option is active. Fixed several printing bugs. Increased the maximum width of the main NoteBook window to 640 pixels. Added additional toolbar ribbon buttons.

v3.7   Added a **Recent Files** submenu to the File Menu to quickly load previously edited files. Fixed a bug that prevented the proper font size when printing NoteBook documents.

v3.8   Added Sort by Contents and Sort by Status toolbar buttons. NoteBook now behaves like a true Taskbar Tray application when the **Place Icon in the Taskbar Tray** option is selected. Several other minor bugs have been fixed.

v3.9   Added an option to number individual NoteBook pages in the Table of Contents view. Removed BLink's Shrinker file compression from the executable.

v4.0   Right-clicking the mouse on the NoteBook icon in the Taskbar tray will now exit the program. Added a facility to launch a web browser and go directly to a highlighted web site URL. A NoteBook document's TOC can now be printed. Added telephone dialer functions using a modem connected to the system. The NoteBook main viewing window can now be maximized. Added Dial and Web Browser toolbar buttons. Fixed several other minor bugs.

v4.1   Fixed several minor bugs.

Last Update March 11th, 1998

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System Registry

NoteBook for Windows 95/NT System Registry Key
NoteBook for Windows 95/NT stores configuration settings in the MS Windows 95/NT System Registry. These settings are updated automatically while NoteBook is running. There is no need to edit these settings manually.

If you insist upon editing these settings, you do so at your own risk. NoteBook automatically updates registry entries when it exits. If you edit these settings make sure NoteBook is not running while you edit them. If NoteBook is currently running your changes will be overwritten when NoteBook exits.

NoteBook for Windows 95/NT stores configuration settings in the following system registry key:

```
HKEY_CURRENT_USER
 Software
  Software by Design
   NoteBook for Windows 95/NT
    Section
     Label = Value
```

Warning There is no need to edit these settings manually. NoteBook will automatically maintain these settings for you. If you do edit these, you do so at your own risk.

Removing NoteBook

Removing NoteBook for Windows 95/NT
If you find that NoteBook for Windows 95/NT does not meet your note taking needs you can remove it from your computer system by simply deleting the following files from your hard drive. All of these files will be located in the folder that you originally installed NoteBook in.

NoteBook.exe	NoteBook application program.
NoteBook.cnt	NoteBook Help Topics File
NoteBook.hlp	NoteBook Help File

If you have opened and used the NoteBook for Windows 95/NT Help files your system may contain the following two (2) files. These files are created by the standard MS Windows 95/NT Help program WinHlp32.exe. These files may also be safely removed.

NoteBook.gid   MS Windows Help settings file. This file contains the NoteBook Help window size and desktop location as well as any bookmarks you may have created.

NoteBook.fts   MS Windows Help word database. This file is created when you build a custom word list for NoteBook Help files. This file is used to search for words and phrases in the NoteBook Help files.

NoteBook for Windows 95/NT does not use any custom DLL files or system drivers. If you delete the files mentioned above from your system's hard drive you will have completely removed NoteBook from your computer system.

Note If you have installed NoteBook shortcuts on the MS Explorer Start Menu use the **Help | Setup** command to remove the shortcuts you created before you delete the NoteBook files mentioned above.

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Software Titles
The following software titles are available at my web site on the Internet and can also be found on CompuServe, ExecPC, MSN and ZD Net.

NoteBook for Windows	(NBOOK.ZIP)
NoteBook for Windows 95/NT	(NBOOK32.ZIP)
Reminders for Windows	(REMIND.ZIP)
Reminders for Windows 95/NT	(REMIND32.ZIP)
ToolBar for Windows	(TBAR.ZIP)
ToolBar for Windows 95/NT	(TBAR32.ZIP)
Screen Loupe for Windows	(LOUPE.ZIP)
Screen Loupe for Windows 95/NT	(LOUPE32.ZIP)
Screen Loupe for Macintosh	(LOUPE.SEA)
Audition for Windows 95/NT	(AUDITION.ZIP)
Password Keeper for Windows 95/NT	(PASSKEEP.ZIP)
CardBase for Windows 95/NT	(CARDBASE.ZIP)
File Editor for Windows	(FXEDIT.ZIP)
File Editor for Windows 95/NT	(FXEDIT32.ZIP)
Crypto for Windows 95/NT	(CRYPTO.ZIP)
Icon Extractor for Windows	(ICONX.ZIP)
Icon Extractor for Windows 95/NT	(ICONX32.ZIP)
TxEdit for Windows 95/NT	(TXEDIT.ZIP)
DLL Show for Windows 95	(DLLSHOW.ZIP)
RGB Editor for Windows	(RGB.ZIP)
RGB Editor for Windows 95/NT	(RGB32.ZIP)
Quiz Wizard for Windows 95/NT	(QUIZWIZ.ZIP)
FontShow for Windows 95/NT	(FONTSHOW.ZIP)
Programmer's IDE	(PMAN.ZIP)
Programmer's IDE 95/NT	(PMAN32.ZIP)
Touch for Windows	(WTOUCH.ZIP)
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BattleStar for Windows 95/NT	(BSTAR32.ZIP)
World Radio for Macintosh	(WRADIO.SEA)

Note The latest versions of my software programs are always posted on my web site first. Versions found on the other online services may be earlier releases.

BBS and Internet Operators

Webmasters
Please upload the original ZIP file intact and title the submission:

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Thank you for your support.

Registering NoteBook for Windows 95/NT

Registering NoteBook
NoteBook for Windows 95/NT is distributed as <u>shareware</u>. You may evaluate it free of charge for 30 days. After 30 days if you continue to use NoteBook for Windows 95/NT you are required to register it. If after evaluating NoteBook for 30 days you decide not to register it you are required to <u>remove</u> it from your computer.

Registration entitles you to unlimited free updates and telephone support.

You can register NoteBook for Windows 95/NT by mailing the <u>Order Form</u> provided with this software. When you register NoteBook for Windows 95/NT you will receive your registration code by E-Mail, or optionally you may request that your registration code be mailed to you.

The software you are currently using is a fully functioning program. There are no time limitations built into the software to restrict its continued use and no program features have been disabled. As a registered user you will however be able to disable the initial splash box that appears when NoteBook for Windows 95/NT is first launched.

To register your copy of NoteBook for Windows 95/NT select the **Help | Register** menu command. The Shareware Registration Wizard will be displayed when this menu command is selected. Use this window to fill in the following entry fields:

<u>U</u>ser Name
Enter the user name you originally specified when you ordered NoteBook for Windows 95/NT.

<u>O</u>rganization
Enter the name of your organization as originally specified when you ordered NoteBook for Windows 95/NT. If you did not specify an organization name leave this field blank.

<u>R</u>egistration
Enter the registration code that was provided to you. Enter your registration code exactly as provided. Do not include spaces when entering your registration code.

Note The registration code was provided to you when you purchased NoteBook for Windows 95/NT. Refer to the notification letter that was mailed to you or the E-Mail message you received for your personal shareware registration code.

<u>S</u>how Splash Box at Startup
This box will be initially checked if you have not registered NoteBook for Windows 95/NT. When you successfully register your copy of NoteBook this box will automatically be unchecked for you. If you wish to see the splash box when NoteBook is launched return to this Registration Wizard and check this box.

OK
Press this button after you have filled out the Shareware Registration Wizard to complete NoteBook for Windows 95/NT shareware registration.

Cancel
Press this button to close the Shareware Registration Wizard   without making any changes.

Help
Press this button to open the NoteBook Help window and go directly to the Registering NoteBook topic.

Purchasing Information

Purchasing Information
NoteBook for Windows 95/NT is distributed as shareware. You may evaluate it free of charge for 30 days. After 30 days if you continue to use NoteBook for Windows 95/NT you are required to register it. If after evaluating NoteBook for 30 days you decide not to purchase it you are required to remove it from your computer.

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> **Gregory Braun**
> **5609 West Hadley Street**
> **Milwaukee, WI   53210-1554 U.S.A.**

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Comments:

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