

# Above & Beyond Notebook Help

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## **Introduction**

Use the Above & Beyond Notebook to store addresses, phone numbers, project notes, or any information that you want to keep handy. The pages are alphabetized by page title. You can add pages and create new notebooks as needed. You can even merge Notebooks. It's an efficient system for organizing your data and keeping it organized.

## **Starting the Notebook**

The Notebook can be started from the Worktools menu in Above & Beyond. You may list several Notebooks in the Worktools menu. For information on how to do this, see The Worktools Menu in the Menu Reference Section of Above & Beyond Help.

The Notebook can also be started from an icon in the Windows Program Manager. You may set up an icon for each of your Notebooks. For example, if you have saved a notebook (in your "ab" directory) as "phone.nbk", then the icon command line would be as follows:

```
C:\ab\nb.exe C:\ab\phone.nbk
```

## Getting Started

Below the menu bar is an area labeled "Notebook Page Titles." The titles for each page of the Notebook are displayed alphabetically in this area. When you select a page title in the upper window --for example, by clicking on it-- the contents of the page is displayed in lower window.

To scroll through the page titles use PAGE UP and PAGE DOWN, or click on the up or down scroll arrow to the right of the page titles. *If the focus is in the page titles area*, you can move quickly to the page titles that begin with a particular character by pressing the first character of the desired page title. Note: Click on any page title to place the focus there.

As with any other window you may move or size the Notebook window to your liking. To resize, use the mouse to drag the edges of the window. To move, point at "Above & Beyond Notebook" and drag to a new location. Without a mouse, you may access moving and sizing commands in the control menu by pressing ALT+SPACEBAR. For example, to display the notebook full screen, press ALT+SPACEBAR then press X for Maximize.

## The File Menu

The commands in the File menu will allow you to create a new notebook, open an existing notebook, print notebook pages or entire notebooks, save the changes you have made to notebook contents, change a notebook's title and merge notebooks. You may also import/export text files; and import/export Cardfiles from/to the Windows Cardfile application.

New

Open

Save

Save As

Print One

Print All

Merge

Import Cardfile

Import Text File

Import ASCII Database

Export Cardfile

Export Formatted Text File

Export Unformatted Text File

Exit

About Notebook

**File: New**

Selecting the New command brings up an blank untitled notebook. The cursor is in position so you may begin typing immediately on the first page. When finished entering data onto the page, give the page a title using Edit: Title. To add a new page to your notebook, use Edit: Insert Page.

When you have finished with your new notebook, select File:Save to give the notebook a title.

**File: Open**

The Open command allows you to work with an existing notebook file. You can select a notebook from the list, or type the name of the notebook in the text box titled "Open File Name:".

**File: Save**

The Save command saves the changes you have made to your notebook. If you are working in a new notebook, you will be asked to give your notebook a title before the changes are saved.



**File: Save As**

The Save As command gives you the opportunity to change the title of your notebook as well as saving the changes you have made to it. Enter the new title of your notebook in the text box labeled "Save As:".

If you give your notebook the same title as an already existing notebook, you will be asked if you would like the currently selected notebook to replace the existing notebook of the same title. If you select "No", you will be asked to give your selected notebook a different name, as there cannot be more than one notebook with a given name.

**File: Print One**

The Print One command will print the currently selected notebook page. The font used will be the font you have selected in the Above & Beyond File menu (File: Choose Fonts: Printer: Normal Text).

**File: Print All**

The Print All command will print out the entire notebook. The font used will be the font you have selected in the Above & Beyond File menu (File: Choose Fonts: Printer: Normal Text).

**File: Merge**

The merge command enables you to combine two notebooks. A dialog box will appear on the screen to let you choose which notebook you would like to combine with the currently selected notebook. Enter the name of the notebook in the text box or select the notebook title from the list.

**File: Import Cardfile**

The Import Cardfile command allows you to merge a cardfile (from the Windows application named Cardfile) with a notebook. Type name of the cardfile you wish to import into the text box; or select the cardfile name from the list. Select the "Merge" command button and the selected cardfile and notebook will be combined into one notebook.

**File: Import Text File**

The Import Text File command enables you to merge a text file with the selected notebook. Enter the name of the text file you wish to import in the text box; or select the name of the text file from the list. Select "Merge" and the selected text file and notebook will be combined.

## **File: Import ASCII Database**

The Import ASCII Database command enables you to bring the contents of an ASCII database into a Notebook file. Each line in the database will become one notebook page. A tab (or multiple spaces) within a line of the database will start a new line on the notebook page.

The first line of each notebook page will also appear as the page title. The notebook pages will be alphabetized by title.

For example...

Import file:

```
Smith, John  54 Cedar Blvd Mill Valley, CA 94888
Taylor, Phil  728 Main St.           Fairfax, CA 94343
```

Notebook pages:

```
Title:  Smith, John
Page:   Smith, John
        54 Cedar Blvd
        Mill Valley, CA 94888
```

```
Title:  Taylor, Phill
Page:   Taylor, Phill
        728 Main St.
        Fairfax, CA 94343
```

**File: Export Cardfile**

The Export Cardfile command allows you to export data from the notebook to a file readable by the Windows application named Cardfile. Choose a name for the cardfile and type it into the text box labeled "Save File Name As:". You may also select a cardfile name from the list of existing cardfiles. The capacity of the Windows Cardfile is more limited than the Notebook. For example pages are limited to 440 characters each. In cases where notes exceed the capacity of the Cardfile they are truncated.



**File: Export Formatted Text File**

Use this command to copy the contents of a notebook to a text file. Lines are formatted so that they extend no more than 72 characters each. Formatted export is preferable to unformatted when you're going to be viewing the export file in another application that does not have word-wrap.

**File: Export Unformatted Text File**

Use this command to copy the contents of a notebook to a text file. Lines are not broken unless there is an explicit newline in the text.. Unformatted export is preferable to formatted when you're going to be viewing the export file in another application that has word-wrap.

**File: Exit**

The Exit command will close the Notebook window. If you have not already saved changes to your notebook, you will be asked whether or not you would like your changes saved. Note: You may select Cancel at his point to return you to your Notebook session.

**File: About Notebook**

The About Notebook command will display the total number of notebook pages in the notebook. The application title and version number is also displayed.

## The Edit Menu

The commands in the notebook Edit menu will allow you to delete and rename notebook pages, view specific notebook pages, and to delete, copy and move information on the notebook pages.

Insert Page

Edit Title

Duplicate Page

Prior Page

Next Page

Word Count

Delete

Cut

Copy

Paste

Undo

Text Edit

Graphics Edit

**Edit: Insert Page**

To add a page to the notebook you are currently working in, press the INSERT key, or select Edit: Insert Page.

You will be asked to give a title to the notebook page that is about to be added. Type in the title and select "OK". A blank notebook page will appear with the cursor positioned for you to begin typing.

If the current (selected) page does not have a title, you will be asked to enter a title for this page before entering the title for the new page about to be added.

**Edit: Title**

To edit the title of the selected notebook page, press F6; or select Edit: Title. You may have more than one notebook page with the same title.

**Edit: Duplicate Page**

To create a duplicate Notebook page press F2 (or select Edit: Duplicate Page). The duplicate page will have the same title and contents as the original.



**Edit: Prior Page**

To display the notebook page previous to the page you are currently viewing, press PAGE UP; or select Edit: Prior Page.

**Edit: Next Page**

To display the notebook page after the page you are currently viewing, press PAGE DOWN; or select Edit: Next Page.

**Edit: Word Count**

The Word Count command reads the text on the currently displayed notebook page, and counts the number of whole words and the number of characters on the page. All characters are counted, including numeric characters, punctuation marks and blank spaces. Number groups, such as phone numbers, are counted as a single word.

**Edit: Delete Page**

The Delete Page command will remove an entire notebook page from the notebook.

**Edit: Cut**

The Cut command deletes the selected text from the notebook page. The deleted text is placed in a temporary holding area known as the Windows clipboard. You can insert it back into your notebook page or to another page of the notebook with the Paste command. A shortcut for this command is SHIFT+DELETE.

Note: There must be some selected text on the notebook page in order for the Cut command to be available.

**Edit: Copy**

The Copy command copies the selected text to the Windows clipboard so that, using the Paste command, you may duplicate the text in another area of the notebook page or on a different notebook page. A shortcut for this command is to press CTRL+INSERT.

Note: There must be selected text on the notebook page in order for the Copy command to be available.

**Edit: Paste**

The Paste command inserts (to the right of the cursor) text that has been placed on the Windows clipboard using Copy or Cut. A shortcut for Paste is to press SHIFT+INSERT.

## **Edit: Undo**

The Undo command cancels the last editing command performed and restores the notebook page to the state prior to that command. A shortcut for this command is to press ALT+BACKSPACE.

If text was Cut from the notebook page, it will be returned to the same position with the Undo command. If text was Pasted to a notebook page, the Undo command will remove it. Using the Undo command again will return the Pasted text back to its former position. While employing the Undo command, the selected text will remain on the clipboard. However, only one selection can be on the clipboard at any one time. Each new Cut or Copy operation replaces the previous selection stored in the clipboard.

### **Example: Moving Text**

Select the text you wish to move. Use SHIFT+DELETE (or Edit: Cut) to remove the text from its present location and place it on the clipboard. Next move the cursor to the position on the Notebook page where you would like the text inserted. Press SHIFT+INSERT (or Edit: Paste) and the selected text will be inserted to the right of the cursor. If the new position is not correct, use ALT+BACKSPACE (or Edit: Undo) to remove the text.

### **Example: Copying Text**

Select the text that you would like reproduced. Use CTRL+INSERT (or Edit: Copy) to place a copy of the text on the clipboard. Next move the cursor to the position on the Notebook page where you would like to place the copied text. Press SHIFT+INSERT (or Edit: Paste) to insert the text to the right of the cursor.



**Edit: Text Edit**

The Text Edit command will allow you to edit text on a notebook page. Graphics cannot be edited when the Text Edit command has been selected.

**Edit: Graphics Edit**

The Graphics Edit command will allow you to edit graphics (e.g. a picture) on a notebook page. An example of graphics is an image pasted in from Windows Paint or a scanned image from a Windows application such as PC Image. Text cannot be edited when the Graphics Edit command has been selected.

## **Search**

The Search commands allow you to search for one or more characters, or a sequence of words in either the notebook pages or the notebook page titles.

Titles

Notes

Re-search Notes

Re-search Titles

**Search: Titles**

Use Search Titles to search for a sequence of characters or words among all the page titles of a notebook. If the specified sequence is found in a page title, that notebook page will be displayed.

**Search: Notes**

Use Search Notes to search for a sequence of characters or words in the pages of a notebook. If the specified sequence is found on a notebook page, that page will be displayed.

**Search: Re-search Notes**

This command will repeat the Search Notes command. Use this when the first occurrence found in a search is not the one you want. Shortcut: press F3.

**Search: Re-search Titles**

This command will repeat the Search Titles command. Use this when the first occurrence found in a search is not the one you want. Shortcut: press F4.

## **AutoDial**

If the current Notebook page contains a phone number (with hyphens), that number will appear when AutoDial is selected. You may make changes to the number before dialing.

If there is no phone number on the currently displayed notebook page, then the text box will be blank. You may type in the phone number to be dialed.

When you have more than one phone number in a notebook page, you can indicate which one to dial by selecting the number before selecting AutoDial.

When all the information in the dialog box is correct, select Local, Distance, or International and the number will be dialed.

### **AutoDial Settings**

Fill in your local area code so that it will not be dialed when calling numbers within this area code.

For people who need to dial 9 for an outside line, specify "9," in Outside Line Prefix. The comma instructs Autodial to wait a few seconds for the outside dial tone before proceeding.

The "Tone" and "Pulse" option buttons enable you to choose the type of dialing to be done. The "COM1", "COM2", "COM3", and "COM4" option buttons enable you to select the serial port that your modem is set for.