

# *f*actotum *for* WORD VERSION 1.3

Factotum for Word™ is an award-winning environment for Microsoft Word 6 for Windows™ that is designed for students, teachers, researchers and note takers of all descriptions.

*A 15 page manual follows and can be printed or viewed on-screen.*

**Factotum for Word is ideal for documents that are both built up and used over time.**

Microsoft Word 6 for Windows is the world's best word processor, Factotum for Word turns it into a dedicated information processor.

**Its job is to take the hard work out of the entry, formatting, navigating, structuring, ordering, retrieval and reporting of information.**

In other words Microsoft nearly pulled it off, but Factotum for Word really does give you "Information at your fingertips" (sorry Bill).

## All trademarks etc acknowledged

Factotum for Word is not just a collection of Word macros. Instead it is a combination of:

1. **Unique double-screen working environment** with constant, interactive on-screen table of contents for easy navigation and organisation
2. **Over 50 dedicated information processing commands** accessed through toolbars and easy-to-remember keyboard shortcuts
3. **15 comprehensive in-built paragraph and text styles** representing all the features most commonly found in notes (headings, quotes, key figures, key terms etc)

These elements work together to give you a completely new approach to the whole note taking process.

Factotum for Word helps keep you in control whether you are entering, organising or retrieving your information.

## Dedication: For Jane (and her PhD)

Version 1.3 of Factotum for Word is designed for evaluation purposes only and if you use the program you **must** register / upgrade. This costs £25.00 or \$40.00 (inc. VAT) and offers improved documentation, performance, integration, functionality and the ability to customise both Factotum for Word and the files that it produces. Genuine full time students are eligible for a £10 or \$15 discount if they enclose a copy of their current matriculation card.

**The liability for running Factotum lies entirely with the user.**

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## TERMS / CONDITIONS

This version of Factotum for Word is available for downloading without charge. However **if you use the program you must register/upgrade** (see below).

## WHAT FACTOTUM DOES

### The Note Taking Problem

The problem with word processors, even those as powerful as Word, is that they encourage a very simple and linear approach. Their main aim is always to take you as efficiently as possible through from beginning to end, from “Dear Sir” through to “Yours sincerely” and the final printout. Unfortunately as note takers soon find out all the three main stages of note taking – information entry, organisation and retrieval – are anything but straightforward.

**INFORMATION ENTRY:** In terms of text entry, different pieces of information come over time from multiple sources. For example you might be taking notes on Jung but if you have an inspired thought about Freud you need to easily be able to go to the relevant section before it’s forgotten. In this way your notes are not so much written as *built up* in a non sequential way over time. To be useful, all sections of your notes must be **easily accessible** at all times.

**INFORMATION ORGANISATION:** Moreover as more information is added you will almost certainly find that you want to restructure it. For example as you learn more about Freud you might well decide that your notes on his thinking would be better split into sections for his early and late theories. The structure of your notes must be able to be changed easily. Notes might be built up but they must remain **completely fluid** at all times.

**INFORMATION RETRIEVAL:** Finally it is important to realise that information only becomes useful when it is retrieved. The notes you take today will probably not be used until you produce an essay weeks later or until you revise them maybe in a year’s time. What’s more, when you do come to retrieve your information, not all of it will be useful to the job in hand. For example if you are producing an article on Freud’s views on women, your notes on Jung are irrelevant. When you return to your notes you must still feel that you are in control and that the *relevant* information they contain is **easily retrievable** at all times.

Overall, note taking is a special case, primarily needing the free style capabilities of word-processing, but also benefiting from some database style functions (quick access, searching, reordering, retrieval etc). Unfortunately note takers tend to fall through this gap that exists between word processors and databases. Even when they have access to a computer, they normally take notes on paper and then, if they are slightly more organised, reorder them onto cards and then, insult to injury, rough them out as essay plans onto paper again. Only when they are writing the finished report do they finally turn to the computer. Hardly efficient and surely not the best that the information revolution has to offer.

Factotum for Word will perform in substantial compliance with this documentation. However the liability for running the program lies entirely with the user at all times.

You may copy and distribute this evaluation version of Factotum for Word freely provided that a) no fee is charged (excluding a reasonable disk copying charge) and b) it is only distributed in its original unmodified state. You may not use this program in a commercial or governmental environment without registering / upgrading. Site licences and commercial distribution licences are negotiable.

Running the program is taken as agreement to these terms.

## REGISTRATION / UPGRADING

Version 1.3 is fully functional and is designed to allow you to evaluate whether Factotum for Word would help you in your work. There are some in-built limitations, in particular the inability to customise either the Factotum for Word template (for example you cannot set your own default headers and footers) or the files that you produce with it (for example you cannot change the default typeface from Arial).

Registration / upgrading costs £25.00 or \$40.00 inc. VAT and offers:

1. **Improved Documentation** (including separate manuals, sample files etc)
2. **Better Performance** (some functions are up to a 100% faster, no nag screens, footers etc)
3. **Improved Functionality** (the most common note taking commands available through a special Writing Aids toolbar)
4. **Better Integration** (open Factotum and non-Factotum files simultaneously with full toolbars etc)
5. **Customisability** (the ability to format the Factotum for Word template and the files that you create with it - no limitation to Arial)
6. **Better Health** (sleep easy at night knowing you are supporting Factotum for Word’s ongoing development)

Genuine full time students are eligible for a discount of £10 or \$15 if they include a photocopy of their current matriculation card.

## The Factotum Solution

This is where Factotum for Word comes in. It doesn't just offer some otherwise missing commands, but a completely new approach to the whole note taking process that turns Word from a word processor into an **Information Processor**. Instead of the linear approach it tries to help you keep in control of all your notes at all times whether you are entering, organising or retrieving your information.

So how does Factotum work in practice? Essentially it's a combination of new working environment and new functionality. The most obvious difference in the Factotum interface is the double window view of each document. The window on the right is the normal Word window for entering text, the window on the left is an on-screen table of contents of this same document, acting as a constant overview of the structure of your information and, as we'll see later, a device to help navigation and reorganisation.

Working with the double window environment are a series of commands available from the special Factotum toolbars. All the power of Word is available just as before, but in addition with one click of the mouse you can access new commands that help in all three parts of the note taking process:

### Entering Information

1. **MARK & FORMAT** the most common document features such as quotes, key terms, books etc.
2. **STRUCTURE** your notes automatically with four in-built levels of heading.
3. **NAVIGATE** through the sections of your notes with an on-screen table of contents.

### Organising Information

1. **CUT, COPY & PASTE** easily within and between documents with special split document views.
2. **COLLECT** relevant text together from throughout your notes.
3. **RESTRUCTURE** the sections of your notes interactively.

### Retrieving Information

1. **MOVE** instantly to the next/previous heading, or tag (such as a quote or keyword), or instance of the current word.
2. **SEARCH** for any previously marked feature (such as list items, key figures, quotes containing the word "love" etc.)
3. **EXPORT** text from your notes (for example to create a crib or handout file only containing headings and quotes, or to create an essay base file containing all information relevant to it.)

*Tip: To get a better idea of what Factotum does and how it works read the In Practice section at the end of this file.*

## SETTING UP FACTOTUM

**Factotum for Word<sup>1</sup> only works with Version 6 (and above?) of Microsoft Word for Windows.**

### Installing Factotum

The Factotum program and manual are both contained within a single file, a Word template file called FACTO1.DOT. It is the text contained within this file that you are reading now.

To be able to create your own Factotum files you need to install this file into the default Word template directory (normally C:\WINWORD\TEMPLATE).

If you've loaded this file (FACTO1.DOT) in Word you are already running Factotum (you'll be able to tell by the double-screen environment and the different arrangement of toolbars). In future you can load the file either with the Open command under the File menu – after changing the File Type to "Document Templates \*.dot" – or most easily by double-clicking on the FACTO1.DOT file under File Manager. You should print out this manual for reference.

*Tip: If Factotum is not installed correctly it will warn you when you open the Facto1.dot file and inform you which directory you should copy it to.*

### Running Factotum / Creating Files

So how do you run Factotum in future, once it has been installed?

Because Factotum runs from within Word you do not need a separate icon in Program Manager to load the program. Instead the program is loaded each time you open a Word document that is based on the Facto1.dot template.

There are two ways create a new Factotum file and so to load the Factotum environment:

1. To create a new Factotum file from a basic Word session, select the New command from the File menu and select "Facto1" from the list of templates to base it on.
2. To create a new Factotum file when the Factotum environment is already running you can simply click on the New command in the Factotum toolbar.

A "Factotum file" is a perfectly normal Word document but, because it is based on the Factotum template (FACTO1.DOT), it has the added functionality of the Factotum interface. All the normal Word menu commands for opening, saving, printing, spell-checking, footnoting etc are used just as you would expect.

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<sup>1</sup>Hereafter called "Factotum"

## General Information

### Learning Factotum / Getting Help

If you are still unsure of how Factotum for Word could help you, read through the In Practice section towards the end of this manual. Otherwise, the best way of getting to grips with the program is to print out this manual and then run through each of the toolbar commands as they are covered below.

This combined program/documentation single file version of Factotum has no separate help file. Instead you can gain access to this manual from any Factotum file you have created with the Factotum Help command under the Help menu.

*Tip: The keyboard shortcut for calling up Factotum Help is Alt + Ctrl + H.*

Word's Tooltips feature means that holding the cursor over a command button reveals its name and a short description of what it does in the status bar at the bottom of the screen.

In use all of Factotum for Word's power is in addition to Word's - all the normal menu commands are available just as before. However if at any time you would feel more comfortable working in the basic Word setup with normal toolbars, scroll bars etc, this can be done with the Environment Toggle command under the View menu.

*Tip: The keyboard shortcut for the Environment Toggle command is Alt + Ctrl + End.*

### Working with Other Files / Converting

If you open both Factotum files and other files simultaneously, the normal Standard and Formatting toolbars will not be available for your non Factotum files (unless you use the Environment Toggle command to return to a basic Word environment). For seamless integration of Factotum and non Factotum files you must register / upgrade.

The easiest way to convert previously created files to Factotum files is to apply the Facto1.dot template with the Attach option under the Templates command under the File menu, then close the file and reopen it.

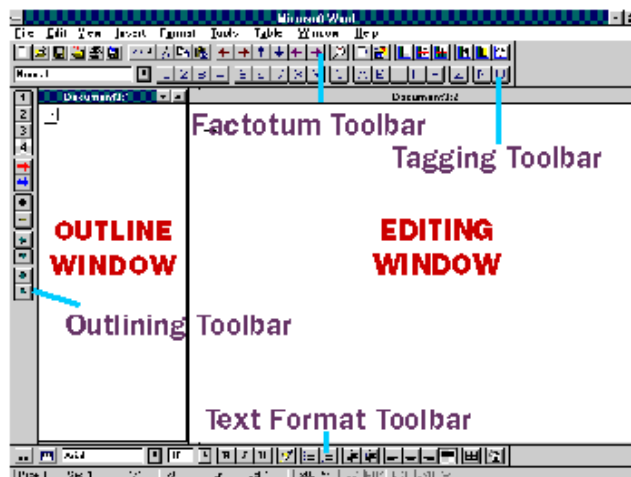
### Removing Factotum

You lose nothing when you work with Factotum for Word, however if you decide that you do not need the extra functionality it provides you can remove the program by simply deleting the Facto1.dot file from the Word template directory.

To remove the Factotum environment from a previously created Factotum file, attach a different template with the Template command under the File menu. Close the file and reopen it.

## FACTOTUM'S INTERFACE

As described earlier Factotum offers a totally new approach to the whole business of taking notes. This new approach and power comes at no cost; when you are working within the Factotum environment all the capabilities of Word remain. All the usual commands are available from the menus just as expected. **You lose nothing** but you also have the benefit of a new working environment customised for the job of building up notes. This consists of a double screen arrangement explained below together with a series of toolbars giving access to commands specifically tailored to note taking.



There are different arrangements of toolbars and command buttons explained below but the first thing you'll notice about the Factotum screen compared to the basic Word set-up is that whenever you load a Factotum file two windows automatically open. **Each window is a different view of the same document.**

The one to the right is the **EDITING WINDOW**, marked with the extension “:2” in its title bar. The one to the left is the **OUTLINE WINDOW**, marked with the extension “:1” in its title bar. Each window is activated by clicking in it with the mouse.

*Tip: The keyboard shortcut for swapping between Outline and Editing Windows and vice versa is Alt + Ctrl + Home.*

### The Editing Window

The Editing Window is the normal Word window where notes are input and edited and reviewed. Under Factotum it is also used for quickly “tagging” and formatting different document features.

Because of the presence of the Outline Window the area is smaller than in a normal Word session. If you prefer a larger work area you can maximize the window, but in fact the shorter line lengths are better suited for on-screen reading in any case.

As a safety blanket device there is also the option of using the Factotum Toolbar's Environment Toggle command to temporarily restore a basic Word environment with full screen, scroll bars and the default toolbars. Hopefully you

won't use it, but it is there to emphasise that you lose nothing while working under Factotum and means that you have no excuse for not experimenting with its power.

## The Outline Window

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The Outline Window should be seen as an **interactive on-screen table of contents**, a constant reminder of the structure of your document and an invaluable navigational and organisational tool. When the Outline Window is selected the Outlining Toolbar is activated giving access to its various commands.

The most common use of the Outline Window and its toolbar is to navigate through the table of contents and instantly call up the relevant section of notes in the Editing Window for reviewing or amending. In addition there are commands for interactively restructuring and reordering your notes and for marking sections for exporting.

*Tip: As there is limited screen space the Outline Window does not have a scroll bar. To move through an extensive outline use the various cursor keys, PgUp/Dn, Ctrl + Home/End etc. Alternatively drag with your mouse to move in either direction and then release when you are in the section you want.*

## The Factotum Toolbars

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All the familiar Word menus and commands are left untouched and working just as you would expect them to. Instead, the power of Factotum is accessed through its toolbars or, as you get more used to the program, through its extensive and easily remembered keyboard shortcuts.

There are three main Factotum toolbars

1. **Factotum Toolbar** (under the Menu bar)
2. **Tagging Toolbar** (under the Factotum Toolbar)
3. **Outlining Toolbar** (positioned vertically when the Outline Window is activated)

These are explained in their own sections below.

In addition there is the **TEXT FORMAT TOOLBAR** positioned at the bottom of the Factotum screen (as text formatting is not as important to note taking as to normal word processing). The commands are those that are found on the normal Word toolbars and control the number of columns, tables, typeface, pointsize, text style, bullets and numbering, indents, alignment and borders. All these commands work as usual and are not discussed further here.

Although you can change typefaces and style formats in a given session these will be restored to their defaults when you next open your file. If you want to be able to customise your files permanently (in particular to avoid the limitation to Arial) you should upgrade.

## THE TAGGING TOOLBAR

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The **TAGGING TOOLBAR** (or Formatting toolbar) is the second horizontal toolbar under the menu bar. Rather than the normal Word formatting toolbar which is concerned with the appearance of your text, Factotum's Tagging Toolbar is concerned more with the internal structure of your notes.

**Tagging** your notes is the process whereby, with one click on the commands on the Tagging Toolbar, you mark paragraphs and text within paragraphs as document features. Factotum comes with 15 in-built tags (each a Word style) representing all the features that most frequently occur in typical notes (headings, quotes, key figures, key terms, books etc.

Tagging helps in all the three main areas of note taking; entry, ordering and retrieval of information:

1. Using the heading tags gives your notes an **automatic structure**. This is shown in the Outline Window acting as a constant reminder of the organisation of your notes and is used for easy navigating and reordering.
2. Tagging provides **instant formatting** so that, for example, a quote tag is automatically indented from both margins and italicised.
3. Tagging helps future **information retrieval** by allowing a document to be searched by its features. It is easy, for example, to move through a document from one key figure to another or to search for all quotes with the word "television" in them or to create a handout file only containing headings and quotes.

## Tagging

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There are three types of Tag:

1. **Heading Tags** (marking the titles of the sections of your notes)
2. **Paragraph Tags** (marking other document features on a paragraph basis eg quotes, lists)
3. **Text Tags** (marking document features *within* paragraphs eg key terms, book titles)

Heading and paragraph tags can be applied to the current paragraph(s) using the numbered tags 1-9. Multiple consecutive paragraphs can be tagged simultaneously in the Editing Window (eg List Items), but only one paragraph can be tagged at a time in the Outline Window.

Text tags are applied to the current selection or word with the Text Tags A-E. As you type, selecting the tag switches on tagging until you turn it off by selecting the Normal Text Tag (Z) command.

The current tag is indicated in the **TAG DROP DOWN LIST**, on the Tagging Toolbar. Text tags take precedence so a book within a list item will be shown as a book.

## Heading Tags

The **HEADING TAGS 1-4** are Word's in-built heading levels 1-4. They are used for structuring your notes in a hierarchy of importance. Applying one of these tags to a paragraph will automatically update the Outline Window's on-screen table of contents. The headings can then be used for easy navigation and restructuring of your notes.

The four heading tags are hierarchical headings of decreasing importance (and are automatically formatted as such, emboldened and coloured)

### 1 Heading Tag 1 MAJOR DIVISION

Used as the title of fundamental sections of notes

### 2 Heading Tag 2 MAJOR SECTION

Used as the title of the second most important sections of your notes

### 3 Heading Tag 3 SECTION

Used as the heading to a section of notes

### 4 Heading Tag 4 SUB SECTION

Used as the lowest level of heading for your notes

Word's other in-built heading levels 5-9 can be applied, but will not automatically appear in the Outline Window and cannot be searched for with the Search dialog.

*Tip: The keyboard shortcuts for the Heading Tag commands 1-4 are Alt + Ctrl + 1, 2, 3 or 4.*

## Paragraph Tags

The **PARAGRAPH TAGS 5-9** are used to mark up document features that regularly occur in typical notes such as quotes and lists.

The suggested use and in-built formatting of the paragraph tags 5 to 9 is

### 5 Para Tag 5 NOTA BENE

Used for any paragraphs you want to stress, summaries etc (marked with a margin bar)

### 6 Para Tag 6 QUOTE

Used for quotes and direct lifts (indented and italicised)

### 7 Para Tag 7 LIST ITEM

Used for lists of items (numbered, left aligned)

### 8 Para Tag 8 STANDALONE

Used for any other features that consistently stand by themselves eg facts or descriptions (emboldened and italicised)

### 9 Para Tag 9 MEMO

Used for more personal use: your own ideas and reminders to yourself (italicised and coloured)

Each paragraph can only have one paragraph tag at a time so selecting a new paragraph tag removes any previously applied. To remove all paragraph tags click on

### 0 Para Tag 0 NORMAL PARAGRAPH

Used to return a paragraph to the Normal style.

*Tip: The keyboard shortcuts for applying the Paragraph Tag commands are Alt + Ctrl + 5, 6, 7, 8, 9 with Alt + Ctrl + 0 used for returning any paragraph to normal.*

## Text Tags

The five **TEXT TAGS A-E** can be applied to document features such as names, publications, dates etc *within* paragraphs (whether tagged or not). Clicking on the A to E Text Tag commands marks and automatically formats the current selection or word with the respective text tag. As you type, selecting the tag switches on tagging until you turn it off by selecting the Normal Text Tag command.

The text tags are used to consistently format features such as publication references and also for information retrieval as they can easily be searched for. With text tags it is easy, for example, to move through your notes from one key figure or term to the next or to find all publications containing "1988".

They are intended to mark important instances of who, where, what, when, how and why in your notes. The suggested use and automatic formatting is

### A Text Tag A AGENT (who)

Used for agents ie any key figures, authors etc in your notes (emboldened and coloured)

### B Text Tag B BOOK (where)

Used for books, key publications or other references (italicised, underlined and coloured)

### C Text Tag C CONCEPT (what)

Used for concepts and key terms (emboldened, small caps and coloured)

### D Text Tag D DATE (when)

Used for key dates (italicised and coloured)

### E Text Tag E EXAMPLE (how/why)

Used for examples, explanations, definitions etc (coloured)

Each text selection can only have one text tag (and one paragraph tag) at a time so selecting a new text tag removes any previously applied. To remove all text tags from a selection click on

### Z Text Tag Z NORMAL TEXT

Used to remove all text tags and to return the current selection to normal text.

*Tip: The keyboard shortcuts for the Text Tag commands are Alt + Ctrl + A, B, C, D, and E with Alt + Ctrl + Z used for removing any text tags and returning the text to Normal.*

## Customising Tags

In fact although these suggested uses for tags have been specifically designed to meet most needs you can use the tags for whatever features you want in your document. For example in this file the memo paragraph tag has been used for marking tips and the concept text tag for marking commands.



However in this version of Factotum you cannot change the formatting of the tags. In particular if you select the Style or Style Gallery commands from the Format menu you will be warned that although you can make changes for the current session, next time you load your file the in-built defaults will override any changes you have made. In addition, although you can change typeface formatting directly for any text during the current session, this will automatically return to the default next time you load the file. In practice this means that you are limited to using Arial as the typeface for your Factotum files.

If you need to be able to customise Factotum or the files you produce with it you must upgrade.

## Marking

Marking is another form of tagging paragraphs that is useful for two main purposes. Firstly it is used for bringing together separate paragraphs from throughout a document into a new section if you decide that that makes more sense for your notes. Secondly it is used for marking relevant sections and paragraphs to be exported into a new document either as the basis for creating an essay or as a crib or handout file (for example only containing headings and quotes).

These processes are covered under the Collect Marked and Mark and Export commands and also in the In Practice sections below.

To mark a paragraph or section use the  **MARK** command. To remove marking from a paragraph or section use the  **UNMARK** command. Paragraphs are only meant to be marked temporarily and are indicated by overscoring.




In the Editing Window marking works on a paragraph basis so that sections *within* a paragraph cannot be marked separately. In the Outline Window marking works on a section basis so that all text between the current heading tag and the next visible heading tag is automatically marked or unmarked. This effect is controlled with the depth of view commands of the Outlining Toolbar. To remove all marking select the entire document with the command under the Edit menu and then click on the Unmark command.

*Tip: The keyboard shortcuts for the Mark and Unmark commands are Alt + Ctrl + M and Alt + Ctrl + U.*




# THE FACTOTUM TOOLBAR

Below the menu bar is the **FACTOTUM TOOLBAR** (or Standard toolbar). This is used for file management, editing, moving, searching, controlling marked text, arranging windows and changing the document view.

## File Management


As in a normal word session there are the commands for  **NEW**,  **OPEN**,  **SAVE**. Clicking on the New command from an existing Factotum file is the easiest way of creating a new Factotum file. If you Open a non Factotum file its toolbars will not be visible (unless you use the Environment Toggle command). For seamless integration of Factotum and non Factotum files you must upgrade / register.

*Tip: The keyboard shortcuts for New, Open, and Save are the normal Word shortcuts Ctrl + N, Ctrl + O, Ctrl + S.*




The  **QUIT FILE** command closes both windows of the current file. The  **PRINT** command calls up the print dialog box. The print output depends on whether you select print from the Outline or Editing Window. The  **COPY TO FLOPPY** copies the current file to drive a: for easy backup.

*Tip: The keyboard shortcuts for the Quit File and Copy to Floppy commands are Alt + Ctrl + Q and Alt + Ctrl + F and the Print command is the normal Word shortcut Ctrl + P.*

## Editing

The Word  **UNDO** command is available with its multiple levels. Redo is available from the Edit menu.



*Tip: The keyboard shortcuts for Undo and Redo are the normal Word shortcuts Ctrl + Z and Ctrl + Y.*

The Word  **CUT**,  **COPY** and  **PASTE** commands work as usual. They are useful for moving sections within or between documents.

*Tip: The keyboard shortcuts for Cut, Copy and Paste are the normal Word shortcuts Ctrl + X, Ctrl + C, and Ctrl + V. Interactive Dragging and Dropping can also be used.*

## Moving



Being able to quickly move through your notes to locate relevant sections of your document is very important and one of Factotum's strong points.

The  **PREVIOUS TAG** and  **NEXT TAG** commands take you instantly to the next or previous example of the current tag. For example if you are in a quote tag, clicking on the Next Tag command will take you to the next paragraph marked as a quote. Text tags take precedence over paragraph tags so if your cursor is within an agent text tag within a quote clicking on the Next Tag command will take you to the next agent. For example to move through this document command by command (which are tagged as concepts) position the cursor within one and then use the





Next Tag command. If there is no other similar tag the cursor will not move. The search automatically cycles so that if the current tag is the last in the document you will be taken to the first.

*Tip: The keyboard shortcuts for the Previous and Next Tag commands are Alt + Ctrl + the left and right cursor keys.*


The  **PREVIOUS INSTANCE** and  **NEXT INSTANCE** command take you instantly to the next or previous instance of the current word (or first word of a selection). If there is no other instance the cursor will not move. The search automatically cycles so that if the current instance is the last in the document you will be taken to the first.

*Tip: The keyboard shortcuts for the Previous Instance and Next Instance commands are Alt + Ctrl + the up and down cursor keys.*

The  **PREVIOUS HEADING** and  **NEXT HEADING** commands take you instantly to the next heading in the document. In the Editing Window the commands will take you to the heading whatever its level, in the Outline Window the command will only take you to an equal or higher level heading. The search does not cycle when it reaches the bottom or top of the document. If the text contains a lot of text or tables, the search may take some time.

*Tip: The keyboard shortcuts for the Previous Heading and Next Heading commands are Alt + Ctrl + PgUp and PgDn.*

## Searching


The  **SEARCH** command calls up a dialog box from where you can search for any previously tagged feature or for marked text. The dialog box is persistent which means that it stays on screen until you exit from it. This means that it can be used to cycle through your notes, for example only looking at key figures or quotes containing the word “love”.

*Tip: The keyboard shortcut for calling up the Search dialog box is Alt + Ctrl + S.*


Within the dialog box, you click on the type of tag you want to search for, enter any Find text to narrow the search, and then click on Next or Previous to determine the direction of searching. When found you can Exit to edit the text, click on Mark to mark the paragraph, or Unmark to remove marking or continue searching. For more complicated searches you can click on the desired tag, enter any text and then select Advanced. This will call up the Word Find dialog where you can refine your search by selecting pattern matching, replacement text etc.

*Tip: Within the dialog box all commands are available with keyboard shortcuts so that for example typing 3 will select the heading tag 3, or C will select the concept tag, N will take you to the next matching tag, P to the previous, M will mark it, U unmark it, E will allow the entering of text to find, V will enable advanced fine tuning of the search and X will exit the dialog to allow editing.*

## Marked Commands

The  **COLLECT MARKED** command is used to collect all marked paragraphs into a new location from wherever they are in a document. For example if you decide that various paragraphs would be better in their own section, first mark them with the Mark command, then go to the new location, and then select the Collect Marked command. As this is a powerful command, Factotum asks whether you are sure of what you are doing, before proceeding.


*Tip: The keyboard shortcut for the Collect Marked command is Alt + Ctrl + K.*

The  **MARK AND EXPORT** command is used to export relevant information out of your notes. Selecting it calls up a dialog box for creating a new file based on marked paragraphs. This will typically be used for one of two purposes: either to create a crib or handout file, for example only including major headings and quotes, or alternatively to copy all paragraphs relevant to a new project into a new file ready for processing into an essay or report.

Exporting is a two stage process of first marking all relevant paragraphs and then filtering them into a new file. For crib/handout files this can all be done from within the Mark and Export dialog box where the different heading and paragraph tags can be automatically marked and then the Export command used to create the new file. For essay files it is usually better to mark the relevant sections and paragraphs before calling up the dialog box. This can either be done interactively (using the Outline Window to mark sections) or with the Search dialog box with its keyboard shortcuts.


*Tip: The keyboard shortcut for calling up the Mark and Export dialog box is Alt + Ctrl + X.*

## Arranging Windows

The  **ARRANGE WINDOWS** command is used for restoring the normal Factotum double screen arrangement. For example if you select one of the windows from a list of multiple open files under the Window menu only that window will be brought to the front but selecting Arrange Windows will automatically restore the normal double view of both windows.

*Tip: The keyboard shortcut for the Arrange Windows command is Alt + Ctrl + W.*


Minimizing either the Outline or Editing Window of a Factotum file automatically minimizes both windows. Double clicking on either iconized window of a Factotum file automatically restores both windows.

The  **SPLIT WINDOW TOGGLE** command is used to toggle between normal display and a split view of both Outline and Editing Windows. (A toggle command alternates between two or more states each time you select it). The current section of your notes can then be changed in any of the four windows using the scroll bar or navigation keys. Most usefully, different sections of your notes can be called up simultaneously in the two Editing Window panes using

the two corresponding Outline Window panes with the Jump Windows and Synchronise Windows commands (see below).


This can be used for two main purposes. Firstly it allows you to keep your current position in the top window while you temporarily move to another section in the lower window. More powerfully when two different sections have been called up, text can be cut and pasted between the two or even dragged and dropped.


*Tip: The keyboard shortcut for the Split Window Toggle command is Alt + Ctrl + L.*

If more than one Factotum file is open the  **ARRANGE ALL WINDOWS** will arrange them ready for copying information between files. The current file will be arranged in a double window arrangement at the top of your screen, and all other files in a similar arrangement at the bottom. Minimizing either of the bottom windows will cycle you through your open files until both desired documents are visible.

*Tip: The keyboard shortcut for the Arrange All Windows command is Alt + Ctrl + R.*

## Changing Views


The  **SHOW/HIDE TOGGLE** command is used for showing or hiding hidden text and the space, tab, and carriage return symbols.

The  **VIEWS TOGGLE** command is used for changing the Editing Window's view between Normal and then Page Layout full width and then Page Layout full page view.

*Tip: The keyboard shortcut for the Views Toggle command is Alt + Ctrl + V.*

The View menu's commands are also available for changing either the Outline or Editing Window's view though normally this will be unnecessary. Master Document View can also be called up in the Outline Window for adding subdocuments etc.

*Tip: The keyboard shortcuts for the Outline, Normal and Page View commands are Alt + Ctrl + O, N and P respectively.*


Occasionally as you work, you might prefer to temporarily return to the basic Word set-up. The  **ENVIRONMENT TOGGLE** command toggles between Word's usual single screen and toolbars and Factotum's enhanced double screen and toolbars. However as Factotum has been especially designed to have as little impact as possible on the workings of Word 6 this command is really only offered as a safety blanket and to reinforce the point that you lose nothing by working under the Factotum set-up.

*Tip: The keyboard shortcut for the Environment Toggle command is Alt + Ctrl + End.*

## THE OUTLINING TOOLBAR


The **OUTLINING TOOLBAR** only becomes available when the cursor is within the Outline Window. As mentioned earlier the Outline Window should be seen as an on screen table of contents. The Outlining Toolbar offers commands for controlling the depth of view, navigation and restructuring.


### Depth of View

The four numbered command  **SHOW HEADING 1, 2, 3, 4** are used for changing the depth of view of the hierarchy of your document. These correspond to the four heading tags of major division, major section, section and sub section. By clicking on the commands marked 1-4 the level of depth shown is correspondingly changed.

*Tip: The keyboard shortcuts for the Show Heading 1, 2, 3, 4 commands are Alt + Ctrl + the numbers 1, 2, 3, 4 on the numeric keypad. For notebook users there are the alternative shortcuts Alt + Ctrl + #, followed by the normal keyboard numbers 1, 2, 3 and 4. These commands can also be used from the Editing Window.*


The depth of the view also has an effect on reordering and marking as both of these commands work not just on the current heading, but on the entire section between this and the next visible heading. For example to mark a major division, first reduce the depth of view by clicking on Show Heading 1, then move your cursor into the desired heading and then click on the Mark command.

The  **EXPAND** command is used to progressively show the lower levels of the current section. If only the major division headings are visible, clicking on the command will show all subsequent major sections, then all sections, then all sub sections and finally all the first lines of all your paragraphs for that division only. It is best used as a way of honing in on a paragraph to then call up in the Editing Window. It also allows individual paragraphs to be reordered with the Move Up and Move Down commands by showing their first lines.


The  **COLLAPSE** command works in the opposite way, progressively hiding the lowest levels of subtext of a selection.

*Tip: The keyboard shortcuts for the Expand and Collapse commands are Alt + Ctrl + the + and - symbols on the numeric keypad. For notebook users there are alternative shortcuts Alt + Ctrl + ] and Alt + Ctrl + [ respectively. These commands can also be used from the Editing Window and can be usefully combined with the depth of view shortcuts for example first showing only major divisions and then expanding the current selection's headings.*

## Navigation



The most useful function of the Outline Window is as a navigation tool. By clicking on one of the headings and then clicking on the  **JUMP WINDOWS** command, the associated text of the heading is immediately called up in the Editing Window ready for editing.

*Tip: The keyboard shortcut for the Jump Windows command is Alt + Ctrl + J or, because it will be used so often, Alt + Ctrl + Space. Jumping will normally be done from the Outline Window, but the shortcut can also be used from the Editing Window where it takes you to the current text's heading in the Outline Window.*



Sometimes you will want to see the full text in the Editing Window, but not leave the Outline Window for example to check that it is the section you think it is before going to edit it. The  **SYNCHRONISE WINDOWS** command ensures that the same section is selected in both the Outline and Editing Windows.

*Tip: The keyboard shortcut for the Synchronise Windows command is Alt + Ctrl + Y or, because it will be used so often, Alt + Ctrl + Enter. Using the shortcuts, synchronising can also be done from the Editing Window where it calls up and highlights the current heading tag in the Outline Window before returning the text cursor ready for editing.*

## Restructuring

The order of the entire document can easily be changed using the  **MOVE UP** and  **MOVE DOWN** commands in the Outlining Toolbar. Again the effect of Moving Up and Moving Down depends on the depth of view as all text between the current heading tag and the next heading tag is moved. For example if you want to swap the order of two entire major sections choose the Show Heading 2 command and then click on the Move Down command with your cursor in the higher heading or the Move Up command with your cursor in the lower heading.

*Tip: To reorder normal paragraphs, they – or rather their first lines – can be shown in the Outline Window with the Expand command. Alternatively with the cursor in the Outline Window you can select the Environment Toggle (or Alt + Ctrl + End keyboard shortcut) to get an outline view of your whole notes.*

To change the level of a single heading the Heading Tag commands on the Tagging Toolbar can be used. To change the levels simultaneously for a whole section of your notes use the  **PROMOTE** or  **DEMOTE** commands on the Outlining Toolbar. The effect of promoting and demoting depends on the depth of view. For example if only major divisions are shown, demoting one will affect all its subsequent lower headings turning major sections into sections, sections into sub sections etc.

*Tip: The restructuring commands are very powerful and dependent on the current depth of view in the Outline Window so there are no keyboard shortcuts.*

## FACTOTUM IN PRACTICE

Below are examples of the major steps involved in using Factotum to help in the entry, ordering and retrieval of your information.

## Entering Information

### Creating and Opening Factotum Files

To create a new Factotum file from a normal Word session you must choose the File Menu's New command and then select the "Facto1" template to base it on. A blank Factotum file together with its double windows, toolbars and in-built tags is automatically loaded. Alternatively once a Factotum file is already loaded, a new Factotum file can be created by simply clicking on the Factotum toolbar's **New** icon. Once a Factotum file has been saved, opening it from any Word session automatically restores the double window environment, toolbars etc.

### Taking and Tagging Notes

To start taking notes it is simply a matter of beginning to type in the Editing Window. As you take notes it will be obvious that certain paragraphs are different from others. You should TAG these paragraphs as you type with the commands on the Tagging Toolbar. For example a paragraph you want to stress should be marked with the **Nota Bene** Paragraph Tag (5); direct quotes should be tagged with the **Quote** tag (6); a series of paragraph points should be tagged with the **List Item** tag (7); any other feature that occurs repeatedly – for example descriptions of experiments – should be marked with the **Standalone** tag (8); and any inspired notion or note to yourself should be marked with the **Memo** tag (9). As you tag the paragraph, Factotum automatically applies appropriate formatting (eg indented margins for quotes, automatic numbering for list items).

For the who, where, what, when, why and how features within paragraphs the text tags should be used. For example when you mention a key figure or an author you should mark the name with the **Agent** Text Tag (A), an important publication with the **Book** tag (B), a key term with the **Concept** tag (C), a date with the **Date** tag and a key example or explanation with the **Example** tag. All these uses are flexible and should be tailored for your own use, for example in this file commands are marked as concepts. To remove a text tag use the **Normal Text Tag** (Z).

*Tip: The keyboard shortcuts for tagging are simply the combination of Alt + Ctrl + the number or letter on the relevant command's icon.*

## Creating and Viewing A Structure

Lists of notes are of little use without some structure. The hierarchy of information is created with the four heading tags. Titles to the fundamental sections of your notes should be marked with the **Major Division** Heading Tag (1) and subordinate sections with the **Heading Tags 2, 3** and **4**. Tagging headings is particularly important as these automatically appear in the Outline Window.

With the Outline Window the heading tags can be used for navigating, structuring and exporting your information (see below). The depth of view can be changed with the **Show Heading 1-4** commands in the Outlining Toolbar. For example if you know the section you are looking for is an important one you can first look only at major divisions (by clicking on the Show Heading 1 command), then include major sections (Show Heading 2) etc. If you know the section must be subordinate to the current heading tag, you can progressively show lower headings with the **Expand** command. After the four heading tags, the Expand command will show the first few words of the first lines of each of your normal paragraphs. To hide subsequent headings and first lines use the **Collapse** command.

## Navigating

To move to a previously created section to enter or edit notes you can scroll through the document in the Editing Window or use the keyboard shortcuts just as you would in a normal Word session. Alternatively, and much more easily, you can make use of the Outline Window. You can click on the heading of the section you want to go to and then click on the **Jump Windows** command to instantly jump to the Editing Window at the desired section.

*Tip: The keyboard shortcut Alt + Ctrl + J can be used to Jump Windows from either the Editing or Outline Window. Because it is such a common function there is an alternative shortcut Alt + Ctrl + Space.*

If you want to check that this is the section you want to see without leaving the Outline Window use the **Synchronise Windows** command. This ensures that the same sections are selected in both the Outline and Editing Window.

*Tip: You can also use the Synchronise Windows command's keyboard shortcut Alt + Ctrl + Y from the Editing Window to synchronise the two windows and to remind yourself of your current position in the document structure. Because it is such a common function there is an alternative shortcut Alt + Ctrl + Enter.*

If you only want to move to another section of your notes temporarily, you can combine the use of the Jump Windows command with the **Split Window Toggle** command from the Factotum Toolbar.

*Tip: The keyboard shortcut for the Split Window Toggle command is Alt + Ctrl + L.*

## Ordering Information

At some point you will almost certainly wish that you had your notes arranged differently, so that, for example, all your ideas on Mansfield Park are in their own section rather than scattered throughout your notes, or that your ideas on Austen's novels are split into early and late periods. Factotum offers all the tools necessary for moving, collecting, reordering, restructuring and importing your notes at any time.

## Moving Notes

Often when taking notes you will decide that the current paragraph(s) would be better in a different section. This can easily be done by combining the Factotum Toolbar's **Cut**, **Copy** and **Paste** commands and the navigational use of the Outline Window. For example to move this paragraph to a different section, you would select it, Cut it, select the desired new section in the Outline Window, click on the Jump Windows command, move to the exact position you want and Paste the text.

*Tip: The keyboard shortcuts for the Cut, Copy and Paste commands are Ctrl + X, C and V.*

Alternatively you can use the **Split Window Toggle** command on the Factotum Toolbar together with the Outline Window's Jump and Synchronise commands. This enables you to call up both the source section and destination section simultaneously in the two panes of the Editing Window. You can then cut and paste or even drag and drop between the two panes.

*Tip: The keyboard shortcut for the Split Window Toggle command is Alt + Ctrl + L.*

## Collecting Notes

When there are various paragraphs scattered throughout your notes that you decide would be better suited in their own section elsewhere, you could cut and paste each one, but Factotum has its own method for bringing them together. First you mark each of the paragraphs with the **Mark** command (indicated by overscoring). You then create a new paragraph in the desired position and click on the **Collect Marked** command on the Factotum Toolbar to bring all the marked paragraphs into the new section. Because the process can make major changes to your notes, Factotum will check that you want to proceed and save a copy of your file before collecting.

*Tip: The keyboard shortcut for the Collect Marked command is Alt + Ctrl + K.*

## Reordering and Restructuring

Often you will want to move not just the odd paragraph, but entire sections. This is most easily done with the Outline Window. By selecting one of the headings you automatically select all the text between it and the next visible heading (ie the section to be moved is affected by the current depth of view). By clicking on the **Move Up** and **Move Down** commands in the Outlining Toolbar the entire section can be easily moved up and down the document order. For example if you want to swap the order of two

Sections choose the Show Heading 3 command and then click on the Move Down command with your cursor in the higher heading or the Move Up command with your cursor in the lower.

Alternatively you might decide that sections you had thought were important are less so, while others need to be emphasised. Often this is a simple job of changing the heading tag. To have a knock-on effect and change all the subsequent headings for a section the **Promote** and **Demote** commands on the Outlining Toolbar are used. Their effect depends on the current depth of view. For example if major sections are shown (level 2), demoting one will affect all of its connected lower headings turning sections into sub sections etc.

## Working With Multiple Files

Often you will want to work with more than one set of notes. If you open both Factotum files and other files simultaneously, the normal Standard and Formatting toolbars will not be available for your non Factotum files (unless you use the Environment Toggle command to return to a basic Word environment). For seamless integration of Factotum and other files you must register / upgrade.

To convert previously created files to Factotum files apply the Facto1.dot template with the Attach option under the Templates command under the File menu, then close the file and reopen it.

You can have multiple Factotum files open at a time, each of which will have its own Outline and Editing Windows. You can swap between these windows with the list under the Window menu. Selecting the Arrange Window command from the Factotum Toolbar will ensure that both windows of the same file are visible. Using the Minimize command on either window of a Factotum file will minimize both, and double clicking on either window of an iconized Factotum file will restore both.

*Tip: If the obscured Factotum file you want to work on features on the list of file names under the File menu, clicking on it will bring both its windows to the front.*

To be able to cut and paste between multiple files it is useful to be able to see them both simultaneously. This is achieved with the **Arrange All Windows** command on the Factotum Toolbar. The current document's two windows are arranged at the top of the screen and all other Factotum files are arranged at the bottom of the screen. If you have more than two Factotum files open and the bottom document is not the desired one you should minimize it. When the right files are visible, the desired sections for copying between can be called up in the two Editing Windows using the Jump or Synchronise commands in the two Outline Windows.

*Tip: The keyboard shortcut for the Arrange All Windows command is Alt + Ctrl + R.*

## Retrieving Information

The information in your notes only becomes useful when it is retrieved. If you simply word-process your notes, when you try and use them often months even years later, once you load up the file you are essentially left to your own devices. The only option for finding the information you are interested in is to scroll through the document or hope you can remember a word to search for. With a Factotum file you are in a much better position. To begin with you are instantly shown a table of contents style view of the document in the Outline Window. More importantly if you have used the in-built Factotum tags you have a range of commands for moving and searching and exporting.

## Instant Moves

Factotum has six commands on the Factotum Toolbar for manoeuvring through your notes, instantly moving to different sections of your document. The **Previous Tag** and **Next Tag** commands are used to move to the next or previous example of the current paragraph or text tag. This is useful for example for cycling through all the quotes in your document or moving from book tag to book tag.

*Tip: The keyboard shortcuts for the Previous and Next Tag are Alt + Ctrl + the left and right cursor keys.*

The **Previous Instance** and **Next Instance** commands move you to the next or previous instance of the current word. For example if you are reading or writing a section about Freud, with your cursor in his name you can click on the Next Instance command to go to the next reference to him.

*Tip: The keyboard shortcuts for the Previous and Next Instance commands are Alt + Ctrl + the up and down cursor keys.*

The **Previous Heading** and **Next Heading** commands move you to the next or previous heading tag and are an excellent way of scrolling through your document. In the Editing Window the commands will take you to the heading whatever its level, in the Outline Window the command will take you to an equal or higher level heading.

*Tip: The keyboard shortcuts for the Previous and Next Heading commands are Alt + Ctrl + PgUp and PgDn. Keyboard commands can be combined so that for example if you want to move to the next more important heading from the Editing Window you should use the commands Alt + Ctrl + Space then Alt + Ctrl + PgDn.*

## Searching

For more advanced navigating and searching you can use the special Factotum for Word **Search** dialog box by clicking on the Search command.

In the dialog box you can select a tag type and then click on the Next or Previous commands to cycle through your document for example only looking at the nota bene, book or memo tags. Alternatively you can enter some text to narrow your search for example to find only quote tags containing the word "Love", or concept tags containing "theory". For more advanced searches you can set options and then use the Advanced command to refine your search

using pattern searching, case matching etc or entering replacement text.

There is also the option to Mark or Unmark paragraphs which is useful to cycle through a document marking text to be brought together with the Collect Marked command or to be exported with the Mark and Export commands.

*Tip: Within the Search dialog box there are keyboard shortcuts so that for example typing Alt + Ctrl + S, then C, then N will automatically call up the Search dialog, select the concept tag and take you to the next example.*

## Exporting Information

One of the most common uses of notes is to retrieve the relevant information within them as the basis for another document. There are basically two types of these export files either a *base file* for example containing all the sections of your notes relevant to an essay topic, or a *crib file* for example containing all the headings and quotes in your notes.

In both cases, exporting is a two stage process of first marking all relevant paragraphs and then filtering them into a new file. For essay base files the relevant sections and paragraphs are marked before calling up the **Mark and Export** dialog box. This can be done with the Search

dialog box and its keyboard shortcuts, or interactively with the Mark and Unmark commands in the Factotum Toolbar. In the Editing Window marking affects selected paragraphs, in the Outline Window marking affects the current section (which depends on the current depth of view).

For crib files marking can be done from within the Mark and Export dialog box. First select the different paragraph tags to mark then choose the Mark command. If you are wanting to export all your notes apart from some tags, first select All then Mark and then (after deselecting All) select the tags to Unmark.

When the relevant paragraphs have been tagged for either base or crib files select the Export command. Factotum will check that you want to proceed, then save the file, cut all marked paragraphs, restore the file, open a new file and insert the cut text (it also has to restore the former paragraph tagging). In long files the process can take some time.

*Tip: Within the Mark and Export dialog box there are keyboard shortcuts so that for example typing Alt + Ctrl + X, then 1, then 6, then M, then E will automatically call up the Export dialog, select the major division and quote tags, mark them throughout a document and then export them to a new file.*

# FACTOTUM 1.3 FOR WORD SHORTCUTS

Factotum for Word has a complete and easy to remember system of keyboard shortcuts corresponding to each of its commands. Each shortcut is based on a combination of the Alt + Ctrl keys together with one or two other keys.

SHORTCUT	COMMAND	SHORTCUT	COMMAND
Alt+Ctrl+A	<u>A</u> gent Text Tag (who)	Alt+Ctrl+1	Major Division Heading Tag <u>1</u>
Alt+Ctrl+B	<u>B</u> ook Text Tag (where)	Alt+Ctrl+2	Major Section Heading Tag <u>2</u>
Alt+Ctrl+C	<u>C</u> oncept Text Tag (what)	Alt+Ctrl+3	Section Heading Tag <u>3</u>
Alt+Ctrl+D	<u>D</u> ate Text Tag (when)	Alt+Ctrl+4	Sub Section Heading Tag <u>4</u>
Alt+Ctrl+E	<u>E</u> xample Text Tag (how/why)	Alt+Ctrl+5	Nota Bene Paragraph Tag <u>5</u>
Alt+Ctrl+F	Copy to <u>F</u> loppy	Alt+Ctrl+6	Quote Paragraph Tag <u>6</u>
Alt+Ctrl+G	Upgrade File	Alt+Ctrl+7	List Item Paragraph Tag <u>7</u>
Alt+Ctrl+H	Factotum <u>H</u> elp	Alt+Ctrl+8	Standalone Paragraph Tag <u>8</u>
Alt+Ctrl+I	Factotum <u>I</u> nformation	Alt+Ctrl+9	Memo Paragraph Tag <u>9</u>
Alt+Ctrl+J	<u>J</u> ump Windows	Alt+Ctrl+0	Normal Paragraph <u>0</u> (remove para tags)
Alt+Ctrl+K	<u>K</u> ollect Marked	Alt+Ctrl+←	Previous Tag
Alt+Ctrl+L	Split Window Toggle	Alt+Ctrl+→	Next Tag
Alt+Ctrl+M	<u>M</u> ark	Alt+Ctrl+	Previous Instance
Alt+Ctrl+N	<u>N</u> ormal View	Alt+Ctrl+↓	Next Instance
Alt+Ctrl+O	<u>O</u> utline View	Alt+Ctrl+PgUp	Previous Heading
Alt+Ctrl+P	<u>P</u> age View	Alt+Ctrl+PgDn	Next Heading
Alt+Ctrl+Q	<u>Q</u> uit File	Alt+Ct+SPACE	Jump Windows
Alt+Ctrl+R	A <u>r</u> range All Windows	Alt+Ctrl+ENTER	Synchronise Windows
Alt+Ctrl+S	<u>S</u> earch	Alt+Ctrl+Home	Swap Outline/Editing Window
Alt+Ctrl+T	Reg <u>i</u> ster/Upgrade Factotum	Alt+Ctrl+End	Environment Toggle
Alt+Ctrl+U	<u>U</u> nmark	Alt+Ctrl+#, 1	Show Heading 1 (Alt+Ctrl+Num 1)
Alt+Ctrl+V	<u>V</u> iews Toggle	Alt+Ctrl+#, 2	Show Heading 2 (Alt+Ctrl+Num 2)
Alt+Ctrl+W	Arrange <u>W</u> indows	Alt+Ctrl+#, 3	Show Heading 3 (Alt+Ctrl+Num 3)
Alt+Ctrl+X	Mark and Ex <u>p</u> ort	Alt+Ctrl+#, 4	Show Heading 4 (Alt+Ctrl+Num 4)
Alt+Ctrl+Y	Synchronise Window	Alt+Ctrl+[	Collapse Outline (Alt+Ctrl+Num -)
Alt+Ctrl+Z	Normal Text (remove text tags)	Alt+Ctrl+]	Expand Outline (Alt+Ctrl+Num +)

# REGISTRATION / UPGRADE FORM

If after evaluation you continue to use Factotum for Word you must register / upgrade at the cost of £25.00 or \$40.00. If you are a genuine full-time student you are eligible for a £10 or \$15 discount on this price if you include a photocopy of your current matriculation card. On registration you will be sent version 2.1 of Factotum which offers:

- **IMPROVED DOCUMENTATION**  
*Separate illustrated manual / help and sample files etc*
- **QUICKER PERFORMANCE**  
*Up to 100% faster on some operations, no nag screens etc*
- **BETTER INTEGRATION**  
*Open Factotum and ordinary Word files simultaneously with full toolbars etc*
- **IMPROVED FUNCTIONALITY**  
*Integrated Writing Aids Toolbar offers the most useful commands for note takers eg word-count, footnotes etc*
- **CUSTOMISABILITY**  
*File and template formatting can be customised to your own use, avoiding limitation to Arial etc*
- **BETTER HEALTH**  
*Sleep easier knowing that you are supporting the development of Factotum and will hear of any future versions(!)*

## FACTOTUM 2.1 REGISTRATION / UPGRADE FORM

I would like to register and upgrade to version 2.1 of Factotum for Microsoft Word

Name

---

Address

---

City

Country

---

Post Code

(E-Mail Address)

---

I enclose a cheque made out to Online Design for £25.00 inc. VAT or US \$40.00 or local currency equivalent  
(or cheque for £15 or \$25 and a photocopy of current matriculation card)

Signature

Date

---

How did you find out about Factotum?

---

Any comments (problems / wish list)

---

*(please continue overleaf)*

Please return form and payment to Online Design (Software),  
Greenside House, 25 Greenside Place, Edinburgh, UK, EH1 3AA.