Above & Beyond Notebook Help

Introduction

Use the Above & Beyond Notebook to store addresses, phone numbers, or any information you want to keep handy.   The pages are alphabetized by page title.   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 the   Page Up and Page Down keys, or click on the up or down scroll arrow to the right of the page titles. To move quickly to a page title beginning with a letter x, press Control+x.

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.

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Open
Save
Save As
Print One
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Merge
Import
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About Notebook

File: Import

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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.

File: Save

The Save command saves the changes you have made.

File: Save As

Use this command to change the title of your notebook and save any changes.

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 Above & Beyond (Options: Settings: Fonts: Printer: Normal Text).

File: Print All

The Print All command will print out the entire notebook.

File: Merge

The merge command enables you to combine two notebooks. Type (or select) the name of the notebook you wish to combine with the current notebook.

File: Import: Comma Separated Values (CSV)

Use this command to import CSV data into a notebook.   Type in name of a file containing data in CSV format.   Select "Merge" and the data will be imported and merged with the current notebook.

File: Import Cardfile

Use this command to merge a cardfile (from the Windows application named Cardfile) with a notebook.   Type (or select) the name of the cardfile you wish to import.   Click on "Merge" and the data from the cardfile will be imported and merged with the notebook.

File: Import Text File

Use this command enables to import data from a text file into a notebook.   Type (or select) the name of the text file to import and click on "Merge".   New notebook pages will be created to accommodate the new data.   The new page titles will be "page 1", "page 2", etc.

File: Import ASCII Database

Use this command 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   52 Rose Dr.   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: Comma Separated Values (CSV)

Use this command to export notebook data in CSV format to a file called Export.Txt.

File: Export Cardfile

Use this command to export data from a notebook to a file readable by the Windows Cardfile.   Type in a (.CRD) filename or select a cardfile 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 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
CopyPaste
UndoText Edit
Graphics Edit

Edit: Insert Page

Use this command to add a page to the notebook you are currently working in (short-cut: press INSERT). 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.

Edit: Title

Use this command to edit the title of the selected page (short-cut: F6).

Edit: Duplicate Page

This command creates a duplicate page (short-cut: F2).

Edit: Prior Page

This command displays the prior page (short-cut: Page Up).

Edit: Next Page

This command displays the next page (short-cut: Page Down).

Edit: Word Count

This command displays the number of whole words and the number of characters on the page.   All characters are counted, including digits, punctuation and blank spaces.   Number groups, such as phone numbers, are counted as a single word.

Edit: Delete Page

This command will delete the current notebook page.

Edit: Cut

Cut (short-cut: Ctrl+X) deletes the selected text from the notebook page and places it in on the Windows clipboard.

Edit: Copy

Copy (short-cut: Ctrl+C) copies the selected text to the Windows clipboard.

Edit: Paste

Paste (short-cut: Ctrl+V) inserts (to the right of the cursor) text that has been placed on the Windows clipboard using Copy or Cut.

Edit: Undo

Undo (short-cut: Alt+Backspace) cancels the last editing command.

Edit: Text Edit

Use Text Edit mode to edit text on a notebook page.

Edit: Graphics Edit

Use Graphics Edit mode to edit graphics on a notebook page.

Search

Use Search to locate certain text in notebook pages or notebook page titles.

Titles
Notes
Re-search Notes
Re-search Titles

Search: Titles

Use Search Titles to search for certain text in notebook page titles.

Search: Notes

Use Search Notes to search for certain text in notebook pages.

Search: Re-search Notes

This command (shortcut: F3) repeats the Search Notes command.

Search: Re-search Titles

This command (short-cut: F4) repeats the Search Titles command.

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 page, simply enter the phone number to be dialed.

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

To dial the number click on Local, Distance, or International.

AutoDial Settings

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

If you need to dial 9 for an outside line, specify "9," in Outside Line Prefix.   The comma instructs Autodial to wait two seconds for the outside dial tone before proceeding.   When an outside line prefix is specified, it will be included during the dialing sequence.

Select "Tone" or "Pulse" depending on the type of phone service you have. Select the serial (Com) port that your modem is on.   To save setting changes without dialing a number, click OK.