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## **BatchReminder 4.x**

BatchReminder is our character based (msDOS-) shareware Organiser/Diary with functions for:

- alarm
- appointments
- addresses
- memo's
- MailMerge
- calculator

The alarm-function is invoked by a memory-resident TSR which works fine in DOS but is somewhat useless under Windows because it fails to show a written message.

In order to accommodate our BatchReminder-users the BatchLauncher will also launch BatchReminder alarms thus making the msdos-TSR batalarm.com obsolete.

In this way the lifespan of BatchReminder is prolonged to survive the introduction of Windows95.



## **BatchNotes**

The concept of BatchNotes is based upon the famous yellow sticky notes. BatchNotes basically creates the notes and allows you to enter 1200 characters of text on the note. *(if you need more then tell us when you register)*. Once you have created a note you can 'stick' it to the screen by means of the note-launcher 'BatchLauncher'.



BatchNotes allows you to set a pop-up time for the note. Batchlauncher keeps these notes minimised until the pop-up time has been reached.



Interaction with the windows-clipboard helps you to paste 'cut' or 'copied' text from other applications to and from a note. You could use this feature to keep portions of standard text as a note-entry in the note file in order to paste it back whenever the text is needed.



## **BatchLauncher**

BatchLauncher is the work-horse of BatchNotes. BatchLauncher reads the note file and launches all notes which are indicated as 'launched' by BatchNotes. \*  
If a note is not indicated as launched but has a pending pop-up time for the current day, it will also be launched in minimised form (Icon).  
When the launcher detects the BatchReminder alarm-file it will also launch the contents of this alarm-file.

BatchLauncher also launches appointments and annual events which are entered by means of the BatchNotes calendar.

The notelauncher itself runs in minimised mode and stays in memory to support the launched notes and alarms. The launcher will automatically detach itself from memory when it is idle. (no more launched notes or alarms).

It is a good idea to keep the BatchLauncher in your Windows startup group so you will not miss out on notes or alarms.



\* *BatchNotes launch-indication*

## BatchNotes Commands:



New Note



Edit a Note



Encrypt/Decrypt a Note



Encryption/Decryption Key-Word



Find text



Launch a note



Delete a note



Undelete a note



Copy note-text to Windows Clipboard



Print a note



Setting pop-up time and day



Locking up the screen



Calendar



Leaving BatchNotes



## Encryption of Note text

If some of the information in the text may not be read by unauthorized persons, you may encrypt the text by means of the encryption/decryption routine.

The encryption routine is not very difficult to crack but will supply a basic level of security for undemanding purposes. Encrypted notes are also protected against update.

The encryption function **toggles** text between an encrypted and a decrypted state by XOR-ing the text with a user supplied key-word. This key-word is asked by BatchNotes the first time when this function is called during a session.

**Caution:** *wrongly decrypted notes will most likely contain some readable characters and will therefore no longer be considered encrypted by BatchNotes and will be viable for update or delete.*



## Encryption and Decryption Key-Word

The keyword is automatically asked by BatchNotes when you press the encryption button for the first time and stays in effect during the entire session until BatchNotes is closed.

When the supplied password is wrong and consequently the decrypted text is still unreadable you can change the session key-word by pressing the key-word button.

However, make sure that you first toggle the wrongly decrypted text back to it's original encrypted state (with the still uncorrect password) before you have another go with a different password.



## **Locking up the screen**

This function is helpful for people who are away from their PC and need to leave a message for visitors where they might be found. The function locks up the screen and displays your message. An empty sticky note floats across the screen and accepts typed in messages from a visitor. The screen-saver is password protected. If you forget your password you will have to switch off the PC.

Password violations will be reported to you when you return.



## **The calendar**

The calendar function is build 'on top' of the note-system and rides along with Batchnotes.

It handles appointments and annual events (eg birthdays) which will be launched to the screen by means of the trusty BatchLauncher.

New appointments or Annuals may be created through the menu or by a right-click of the mouse in either the appointment or annual-window. A double-click brings up an appointment for editing.

New appointments will automatically call up the launcher if necessary.





## **Contacting 'Nice SoftWare!**

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## **New note**

Click this picture to create a new note (input-form appears).  
The description of the note should be a short and unique indication about the contents of the note.  
BatchNotes uses the description as a name-tag when the note has already been launched to the screen.

The note-text can hold up to 1200 characters of text.  
*(if you need more then tell us when you register).*

If there's text on the windows clipboard you can choose the Paste-button to transfer the text to your note.

## **Edit Note**

Click the text-field with the mouse and edit your text.  
Once you change your text, the drawer of the files cabinet should open, thus



When you are done editing, click on the drawer and it will close.



The changes will be saved and written to the note if it is on screen



## **Finding text**

Press this button to let Batchnotes check for the first occurrence of a string of text in either the memo-description or the memotext itself.



forward search for next occurrence of a search-string after a successful find.



finds previous occurrence of a search-string after a successful find.



## **Launch a note**

Once you have created a note, you may wish to have it 'stuck' to the screen . This is done by clicking on the Launch-picture. This immediately will cause the note to be launched to the screen. If no pop-up time was set, the note will appear in normal size. If a pop-up time was set, the note will be launched as an icon on the bottom of the screen.

All notes stay launched and will be launched by the BatchLauncher until you remove the launch indication\*.

A launch indication is removed by clicking on either the launch-picture or the launch indication.

Closing a note in any other fashion will not remove the launch-indication in BatchNotes. The launcher will therefor launch it again whenever it is activated.



\* *BatchNotes launch-indication*



## **Delete a note**

If you click on the match, the text of the note will be ashed (greys over). This will cause the match to be extinguished\*. At this time it is still possible to undelete the note. Undelete is achieved by clicking on the rain-cloud picture. The text will appear as normally and the match will light up again. Once BatchNotes is terminated, deleted notes will be discarded permanently.



*\*Extinguished match shows deleted note*



## **Undelete a note**

Text of a deleted note can be retrieved by clicking on the rain-cloud picture.

Deleted text can only be retrieved in the same session as it was deleted. At such a time the text will be grey and the deletion-match will be out.

Once BatchNotes is terminated by the user, it will discard the deleted notes permanently.



## **Copy note-text to Windows clipboard**

As it is possible to paste a text from the clipboard when a note is newly created, it is also possible to copy an existing note-text to the Windows-clipboard.

Interaction with the windows-clipboard helps you to paste 'cut' or 'copied' text from other applications to and from a note.

You could use this feature to keep portions of standard text as a note-entry in the note file in order to paste it back whenever the text is needed.

If your application fails to 'see' the clipboard text (the paste option stays unabled) , you can trick the application by first to copy a certain amount of text to the clipboard from this application (this will enable the paste-option).

When this is done you replace the clipboard-text with the note-text by clicking on the 'clip'-picture.

From then on your note-text will be available in your application.





## **Print a note**

If you click on the printer-picture, the printer dialogue-box will appear. This enables you to change to a different printer or change the printer-settings.

After pressing OK the memo-text will be printed.



## **setting pop-up time and day**

BatchNotes may be helpful as a reminder when you attach a 'pop-up' time and day on the note by clicking the timer-picture. By default the current time and day will appear in the format Windows is currently supporting.

When the correct time is set , a bell-picture will appear.

If the pop-up time is for today it will be a good idea to launch the note at once. If the pop-up time is for some day in the future, you do not need to launch the note.

The NoteLauncher itself will launch any note with a pop-up time for the current day, either with or without lauch-indication.

In order to remove an alarm you just click the timer-picture again and press the 'NoAlarm' button or delete the note altogether.

A launched pop-up note will run in minimised form until it either pops up or is clicked on by the user.



## **Leaving BatchNotes**

Choose the exit when you are done with BatchNotes. When BatchNotes closes down it will compress the note file by removing all deleted notes.

When BatchNotes is no longer running the launcher will allow you to close notes on screen. When BatchNotes is running, closing of a note should be done by removing the launch indication.

