At the top of the screen one can see the pull-down menu bar. This is used in the common way found in other programs.

In the "File" section you'll find "New, "Open, "Save," "Save As," and "Exit."

"New" is used when you want to start on a new screen.

"Open" lets you open files you worked on before.

"Save" lets you save what you've been currently working on.

"Save As" lets you title or rename the work you've been working on.

"Exit" is chosen when you are finished using Paramind.

The "Edit" menu allows you to copy, move, clear, and undo editing. It will be used when you are using other Windows applications, such as Write or Clipboard.

"Undo" is used when you want to resume the work you were doing which you have erased.

"Cut" is used when you want to remove a piece of work and put it in another place.

"Copy" is used when you want to save a piece of work, but don't want to cut it from the original file.

"Paste" is used when you want to release what has been copied or cut into the place where the cursor is.

"Delete" is used when you want to clear an area.

"Clear All" gets rid of the material on the screen.

The "Search" menu includes "Find," "Replace," and "Next."

"Find" allows you to find a word or any occurrence of words.

"Replace" allows you to find a certain word or occurrence of words and replace them with new ones. This can be very useful in Paramind.

"Next" allows you to move from occurrence to occurrence.

The "Create" menu is where most of the Paramind action will take place.

Here   you   find   "Merge,"   "AutoMerge," "Substitute Highlighted Word," "Find Word to Substitute," "Replace by Category," "Category Type," and "Edit Categories."

"Merge" is used when you want to create lists of new ideas based on your sentence. It is the root of Paramind, the part that uses the "copy-merge" concept mentioned. You write a simple sentence that states the basics of your idea. You then chose one word in that sentence with the mouse and replace it with the   many words   in the   Paramind "Word Category" database. You simply highlight the word you want to remove with the mouse by double clicking on   it. You then select "Merge" from the "Create" menu. It displays the "Word Category" index, and then you select the category in the "Select Category to Expand" column.

When you see the one you think will be a good direction for the expansion of your sentence, you click on "Ok" and Paramind will copy your sentence, each time substituting your highlighted word with a word in the category.

"AutoMerge" is a method to create dozens of pages, as many as even a hundred or more, new pages of ideas in a similar manner as the "Merge," but you select the choices at one time. It is basically the feature you will want to use once you understand "Merge."

"AutoMerge" can turn a two-line sentence into fifty pages of related ideas in about two minutes. With planned usage, which can be gotten from studying the category database, these lists can contain anything from scientific discoveries to decorating ideas for a living room to idea development for a novel. Paramind will send you back your list, which you can then go over and highlight,

saving the ones that you want. Paramind's word processor is too small to contain them, so they will be stored in a file called Merge.txt. You will want to start up Microsoft Write, or any other word processor, and examine the file.

"Substitute Highlighted Word" allows you to browse through the databases and find a word that fits your idea. It is unlike a thesaurus as it doesn't limit you to look for words with similar meanings, but words in related word chains. You must first have a word highlighted in your sentence, like the way you did when using "Merge," to use this feature. It is a condensed way of looking through the related word chains.

When you find a word in the "Selected Category to Expand" column, you then click it on and the words in that category appear on the column on the right. You can pick one of those words, or click on another category on the left hand column (Select Category to Expand) to see words in that category.

When you find one you like just highlight it and click on OK. You will then have that word replace the word you chose.

The "Find Word to Substitute" is an automated search of the categories in the directory that you are in at the time. It will only search one group at a time. So, check the Category type to see if your in a "General" category or "Business,""Science,""Home" or "Other." You may want to select on the "All" category for this feature.

You can import any text you have on your computer into Paramind by copying it in a Windows compatible format and using "Paste." Each word in your sentence is analyzed to see if it is in any category. If it is not, then you will not see any new screens. But if it is found, the "Categories" screen will come up which will show you which categories contain your word, and if you click on that category, or any one of the categories, you will be shown the contents in the right column called "Word to Substitute." This is also a feature like "Replace by Category" that is more advanced, and requires a large category library. (You can create more categories yourself, or write to Paramind for

plans on releasing more word category libraries).

If you prefer one of the words you are now presented with, you can choose it by clicking on it. It will then replace your old word. If you don't like the word, just hit enter. You will see a sign that says, "Continue Search?" Hit "Enter" for yes or click on "No" if you want it to stop. You can use "Find Word to Substitute" on any text that can be imported into Paramind, thus you can use Paramind to brainstorm on any pre-existing text.

If you like this feature and find that you would like to use it often, you may consider putting all your word categories in one directory for times when you want to use this feature. Then when you want to use it you can point the "Directory Type" to that directory, and you will then have access to many new possibilities. Like other processes that require long searches, such as spell checking, or database indexing, Paramind may take several seconds on slower machines to load and check the indexes for your words.

"Replace by Category" is a toggle that allows you to either search the database or skip the search. It is an advanced feature that is best used when you have built a large custom database. A toggle is another name for a switch; you can either click it on to put a "check mark" next to it, or click it on to take the "check mark" off. You will know if it is toggled on by a check next to it. If you want to merge without knowing about a customized database, you will not want it to be toggled on.

An example of using it is to toggle it on, highlight a word, and then select "Substitute Highlighted Word." You will see the group that this word fits in, and you may substitute any one of those words for this word. This is one of the more advanced Paramind routines, and it requires a large database of words to work properly.

The "Category Type" is the section which will determine which word list Paramind will brainstorm from. You can change what directory you want Paramind to read by clicking on "Category Type" and then clicking on one of the boxes. This way you can store

your own word category lists for the subjects that interest you in any category.

It is automatically set to "General 1," but you don't have to keep it there. You will be storing your word lists (or word categories) in multiple directories. It is necessary to change this setting if you want to explore different ideas. You might have not have it accessing the right directory that most of your words will trigger related word chains in. If you want to brainstorm on business ideas and it is reading the "General 1" (general directory #1) or the "Science" directory, it would better to change it to the "Business" directory. If you have other directories which have Paramind categories, you will use this to switch between them.

  If you make your own custom word list directories, then select "Other" on the bottom of the "Category Type" box, then "OK" and type in the Dos pathway where Paramind can find it. If you want to create many new word categories to create new ideas with, first make a Dos sub-directory to put them in. This sub-directory will be the name that you type when you click "Other" in the "Category Type" box. For instance, if you want to make a directory that had all your word categories relating to environmentally safe   fuels,   you   would   type "c:\Paramind\safefuel" in the other category pathway box, if you had created that sub directory in your Paramind directory.

To create your own sub-directories in Paramind,   you   have   to   type   "md sub-directoryname" which stands for "make directory." For more information on this, look in a Dos manual.

"Edit Categories" is the area which you can add new word categories, change or delete them, and manage them in any other way. When you click it on you will first see the "Dictionary Editor."

If you want to go into different word category lists you will want to first click on the "Category Type" on the bottom center. That will pop up another "Directory Type" screen that is specific to the "Category Editor." The two are not related, so you may have to select the category your in all over

again.

The word column on the right side is different than the word column on the "Category Editor." It will not show you the contents of the highlighted categories on the left hand side. It simply shows you in alphabetical order all the words in the categories that are in the directory your in.

The "Add" button lets you add a new word category. All you have to do is type in words and select OK, and you have a new category. You will then press the build index button and let it build an index, or just select "Exit" and you will be prompted to build the index. You will have to do build the index each time you work on the categories.

The "Delete" and "Edit" functions work when you highlight a word category with the mouse.

The "Delete" button will let you delete a category. There is no message that will come up asking if you are sure, so be serious if you press it.

The "Edit" button will let you go into a category and change it in any way you like. Since you must rebuild the index each time you change a category, you might want to do your work on the categories all at the same time, so that you only have to rebuild the index once.