

How To Register

Registrations are handled by **Kagi Software**. You will receive your Identification Key (with instruction) by email or by snail-mail directly from the author immediatly after your registration process.

Register to this software is very easy and cheaper.

You just have to:

Run the register application (register.exe) that is in the distribution file (see below for more detailed instructions) and send the register application output to KAGI. You can choose to send registration to KAGI in many ways.

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<p><u>Run Register Application NOW !!!</u></p>
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Definition of Shareware

DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details—some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee—if you don't use the product, you don't pay for it.

DISCLAIMER - AGREEMENT

Users of this software must accept this disclaimer of warranty:

“This software is supplied AS IS. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or conse-quential, which may result from the use of this software.”

This is a “shareware program” and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of “user-supported” software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using this software and continue to use this software after a reasonable trial period, you must make a registration payment to Lorenzo Pasqualis. The registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

Commercial users of this software must register and pay for their copies within 21 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting Lorenzo Pasqualis at <lorenzo@kagi.com>

You are encouraged to pass a copy of this program along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a personal key code and information about the latest version.

KAGI Software

Use our address on registration form for postal mail.

Kagi Software
1442-A Walnut Street #392-LZ
Berkeley, CA 94079-1405

Registration: <sales@kagi.com> send your registration and registration related questions here.

Support: <support@kagi.com> use this address only AFTER you have registered.

Internet: <<http://www.kagi.com>> read here for more information.

FAQ via email: <FAQ@kagi.com> send a message and receive the current FAQ as a reply.

Fax: +1 510 652 6589 (read FAX.TXT)

How we do business:

Kagi Software does business via email . We receive postal mail, email, faxes and phone calls, and process registration payments. Kagi Software processes software product payments for several hundred authors and their programs.

We need for you to use the Register program that came with you program since most of the payment processing is automated to keep costs low and frees us help you when you need it.

How we can respond to you:

After processing we will send all registered users an email that will give you more information about Kagi Software and your program. Email and fax registrations will be sent an acknowledgement that we received your registration request. Because of the low percentage that Kagi Software charges for payment processing we will not respond with a phone call, unless you have an "800" number or receive collect calls, and we do not send faxes. The only mail that we send is postcard receipts that have been paid for. Kagi Software is NOT a software publisher and does not ship any product or return anything sent on disks. Kagi Software does not provide technical support for any of the other programs they handle.

For technical support:

Contact the authors of the individual programs: <lorenzo@kagi.com> The email address of the author should also be on the copy of the registration form that you send us, so save a copy for yourself.

How to get help from us if you need it:

If you do not get a response from your registration request in a reasonable amount of time, email four days, faxes six days, postal mail a few weeks, please send the message below to us with the information entered. This way we can help you as quickly as possible:

We need this data:

Anything that you can provide us with would be helpful, such as when and how you sent your payment and any previous email messages sent. Please tell us exactly what you want us to do/send to you.

- Payment-method: Card , Check and Check number, cash invoice or First Virtual
- Register-to: Registrants name
- Time/Invoice: if original had this number
- Email: email address
- Addr: If used
- Card-name: card holder's name
- Credit-card number: first 10 digits
- Program: program name and cost

The “**Register**” Application:

Your copy of this software should come with a small program called “**Register**”, which you use to create a personalized registration form to send to Kagi Software. If you do not have the “**Register**” application, you should download a fresh copy of the whole package because the latest version includes the Register program.

It is vital that you use the registration program since payments sent without the registration form it generates can be delayed or lost.

When you launch the **Register** program, a window appears asking for all the necessary information. If you have previously registered a program through Kagi Software your personal information will appear, double check to see that it is right.

You must provide a postal address, a US\$1.00 extra charge, or an email address, so that we can contact you. Please note that we do not reply by FAX.

Type your name, postal address, and e-mail address in the corresponding boxes at the top of the window. If you have no email address enter “none”.

Special Note: If you do not have an e-mail address, you must check the “Postcard Receipt” box (which automatically adds \$1 to your charge) at the bottom right of the window. Otherwise, you will not receive any reply to your registration. You will be registered, but you will not have the codes. After the initial postcard receipt Kagi only replies via email.

Then, fill in the payment details at the bottom left of the window. Choose your method of payment from the pop up menu and complete the relevant information (credit card number, type of currency, etc.) below. Make checks payable to “**Kagi Shareware**.” Checks must be in US Dollars only. Please write the program name on the check as well as your email address, if you have one. See Email, Fax and Postal instructions for more detail.

Note: Your credit card data is scrambled. Although this is not completely secure, we have never had a case of credit card fraud.

Note: Purchase Orders must include payment with the invoice. Please see the Purchase Order instructions.

Next, indicate the programs you want to register in the middle of the window. Type the number of copies you want to register into the “Single User” box. In most cases you should just type “1”. Do not type the purchase price into this box since the “Register” application computes the fee for you. The “Site” and “World-Wide” check boxes are intended for companies or organizations that want a license to use the software on all their machines. Double check this before you send in the form as you may be charged significantly more than you expect if you make a mistake.

If you feel that the program is worth more than the registration fee, you can add an optional bonus in the “Bonus US\$” box.

Note: If the “Register” application lists more than three programs, and you can use the scroll bar at the right of the window to see the others.

Once you have filled in all this required information, the Register program displays the total amount at the bottom right of the window. Double check the total!

Choose one of these three items, see Email, Fax and Postal instructions for more detail.

Print... prints a hard copy of the registration form, which you can mail to Kagi Software with your payment to the address shown on the form.

Copy... puts a copy of the registration form on your clipboard for you to paste into an e-mail message to send to Kagi Software. This method works only with credit cards and First Virtual since it is not yet possible to email cash or checks.

Save... saves a copy of the registration to your hard disk as a SimpleText document for you to print out or e-mail later.

Double check your registration request to see that all the information is correct, if not, correct it using the Register

program. Do not edit the output produced by the Register program. The Kagi email and postal mail addresses are given on the registration form and above. Save a copy for yourself. We suggest printing it out. Note the author's email address.

Kagi Software registration, how it works:

After you register, Kagi Software automatically sends you an e-mail reply titled "**Thanks for your registration**". You should print and save this message as your receipt. You will also need it if you reinstall the program for any reason. If you checked the "Postcard Receipt" box in the Register program, Kagi will send you a postcard with this information. Again, if you do not have an e-mail address, you must request a "Postcard Receipt" since otherwise you will not receive any reply.

It can take Kagi up to a week to process a registration from the date they receive it (please make sure to factor in the delivery time if you use postal mail). If you do not receive the "Thanks for your registration" e-mail message, contact Kagi at support@kagi.com or the postal address given on the registration form to ask about the status of your registration. See We need this data above. Keep in mind that some registrations can get lost in the mail on the way to Kagi. Please make sure to seal the envelope and write your email address on the check. Also, sometimes the e-mail reply gets lost as well (America Online is particularly unreliable when it comes to receiving e-mail from the internet). If you do not receive an email confirmation of your payment, contact us with the We need this data: from above and ask what happened.

The author

For technical support contact the author.

Lorenzo Pasqualis

e-mail1: <lorenzo@kagi.com>

e-mail2: <lorenzo@saatel.it>

Home-Page: <<http://saatel.it/users/lore/>>

To pay via email

Step-by-step procedure for paying for software via email:

When paying via email you can only use a credit card or First Virtual.

1. Run the **Register** program, the icon for the Mac version has a blue diamond with the \$ in it. In Windows the icon is a square.
2. Enter your name. Enter your email address, all lower case.
Enter your postal address and click on "postcard receipt" if you want a paper receipt mailed to you, \$1 extra. You must have either an email address or postcard receipt!
3. Enter 1 in the field next to the single user license text for the software you wish to purchase. More if you need them, click on "Site" or "World-Wide" only if this is what you need.
4. Select your preferred payment method such as "Visa", "Mastercard", "American Express", or "First Virtual." If you have a purchasing department that handles payments, select "Invoice" and print three copies and give them to purchasing. If you must use a Purchase Order, see the Purchase Order instructions.
5. Enter your name as it appears on the card or your First Virtual token in the "First Virtual ID" box.
6. Enter your card number as shown.
7. Enter two digits for the month, a slash, and the last two digits of the year for the expiration date of your card. Do not enter the day if your card shows an expiration day.
8. Click on the "Copy" button, lower right of the Register window.
Read the warning prompts and pay attention to them.
9. Open your email program.
10. Make a new email message with the address as: <sales@kagi.com>
11. Click on the message area and paste. It will paste what was copied from register into the email message. Double check to see that the information is correct, if not reenter it in the Register program, copy and paste over.
12. Send the message. Save a copy for yourself, we suggest printing it out. Note the author's email address.

That's all there is to it. If you do not get an email acknowledgement from us in a couple of working days, you either did not give us an email address or there is a problem.

To pay via postal mail

Step-by-step procedure for paying for software via Postal mail:

All forms of payment in Register program are accepted when paying via postal mail.

- 1.** Run the **Register** program, the icon for the Mac version has a blue diamond with the \$ in it. In Windows the icon is a square.
- 2.** Enter your name. Enter your email address, all lower case. Enter your postal address and click on “postcard receipt” if you want a paper receipt mailed to you, \$1 extra. You must have either an email address or postcard receipt!
- 3.** Enter 1 in the field next to the single user license text for the shareware you wish to purchase. More if you need them, click on “site” or “World-Wide” only if this is what you need.
- 4.** Select your preferred payment method such as “check,” “cash,” “Visa”, “Mastercard,” “American Express,” or “First Virtual.” If you have a purchasing department that handles payments, select “Invoice” and print three copies and give them to purchasing. If you must use a Purchase Order, see the Purchase Order instructions.
- 5.** Enter your name as it appears on the card or your First Virtual token in the “First Virtual ID” box, if used.
- 6.** Enter your card number as shown, if used.
- 7.** Enter two digits for the month, a slash, and the last two digits of the year for the expiration date of your card. Do not enter the day if your card shows an expiration day.
- 8.** Click on the “Print” button, lower right of the Register window.
Read the warning prompts. Double check to see that the information is correct, if not reenter it in the Register program and print again.
- 9.** Make checks payable to “Kagi”. Checks must be in US Dollars only.
Please write the program name on the check as well as your email address, if you have one.
- 10.** Use the postal address that is shown on the form
- 11.** Save a copy for yourself, we suggest printing it out.

Note the author’s email address.

That’s all there is to it. If you do not get an email acknowledgement from us in a couple of weeks, you either did not give us an email address or there is a problem. If no email address then you will receive a postcard if you paid for one.

To pay via fax

Step-by-step procedure for paying for software via Fax:

When paying via fax, you can only use a credit card and First Virtual.

Special note: No cover page please, it just wastes paper and that information should be on your payment form.

1. Run the **Register** program, the icon for the Mac version has a blue diamond with the \$ in it. In Windows the icon is a square.
2. Enter your name. Enter your email address, all lower case. We cannot answer via fax, only email and postcard receipt. Enter your postal address and click on "postcard receipt" if you want a paper receipt mailed to you, \$1 extra. You must have an email address or postcard receipt!
3. Enter 1 in the field next to the single user license text for the shareware you wish to purchase. More if you need them, click on "Site" or "World-Wide" only if this is what you need.
4. Select your preferred payment method such as "Visa", "Mastercard", "American Express", or "First Virtual." If you have a purchasing department that handles payments, select "Invoice" and print three copies and give them to purchasing. If you must use a Purchase Order, see the Purchase Order instructions. Do not fax a Purchase Order to us, payment must accompany the registration request. You may of course fax us with the payment information for the products you are purchasing with a Purchase Order.
5. Enter your name as it appears on the card or your First Virtual token in the "First Virtual ID" box.
6. Enter your card number as shown.
7. Enter two digits for the month, a slash, and the last two digits of the year for the expiration date of your card. Do not enter the day if your card shows an expiration day.
8. Click on the "Print" button, lower right of the Register window. Read the warning prompts. The output should have bar codes on it.
9. Double check to see that the information is correct, if not reenter it in the Register program.
10. Run it through your fax machine or if you have a fax modem, send the information directly from your computer to ours using your fax modem. **Our fax number is: +1-510-652-6589**
11. Save a copy of the form for yourself, we suggest printing it out.

Note the author's email address.

That's all there is to it. If you do not get an email acknowledgement from us within four working days, you either did not give us an email address or there is a problem.

Please note that it can take up to seven days for faxes to get processed. We have to print them and send them out to data entry just like postal payments. If time is critical, we suggest you send your registration via email. Email payments are processed without being sent out to data entry and usually takes only one or two days to get you your payment information.

To pay via Purchase Order

Step-by-step procedure for paying for software via Purchase Order:

Does Kagi accept purchase orders? No, not really but sort of.

We do not support Purchase Orders in the traditional manner.

Here's how to do purchase orders with Kagi.

Please keep in mind that the payment must accompany the invoice.

Here's how to do that.

There is a Register program with the program that you wish to register. It has an "Invoice" payment method that generates a unique invoice/time stamp on the register form. We do not generate and mail "valid invoices" or any other paperwork, except for postcard receipts. Kagi does business via email and receives postal mail, faxes and phone calls. Check in the generic How to Register file for further instructions, please also see Postal mail instructions and Email instructions for more registration specifics.

Please read these instructions as they will help:

1. Get the Purchase Order paperwork from your purchasing department.

That paperwork will be pages and pages of stuff. Wade through all that ... stuff ... and find the Purchase Order number assigned by your organization and locate the address that invoices must be sent to within your organization.

2. Run the **Register** program that comes with the software you wish to purchase. Enter the Purchase Order number as well as your name in the Name field. Enter your email address. We cannot answer via fax, only email and postcard receipt. Enter your postal address and click on "postcard receipt" if you want a paper receipt mailed to you, \$1 extra. You must have an email address or postcard receipt!

3. You will probably need to print three copies of the registration form.

For some reason organizations who can only pay with a Purchase Order require everything in triplicate. If the form prints on multiple pages, be sure to staple them together so that you have three individual sets of forms rather than say six pages or one set with multiple copies stapled together.

4. You don't have to but it is sometimes useful to sign the Register forms where it states that payment is approved.

5. This is important. Using a highlighter or a colored marker, circle the part that states that this form **MUST** accompany the payment. If they do not send the form with the payment we won't know who to send the registration information to. Have them print on the check the program name(s) and an email address. You might also want to circle the part that says that there are no deliverables.

6. Send the three copies and the Purchaser Order stack of paper they gave you to the address where invoices are supposed to go.

Eventually they will pay for the software. We hope that they will include a copy of the form with the payment. When and if that happens, we'll process the payment and send you the registration information.

If you don't hear from us within several weeks, call your purchasing department and obtain the number of the check that they sent to us. If they didn't bother to send the registration form, we can use the check number to search the database to see if we have received your payment.

Even better, get the check from your Purchasing Dept. and send us the forms, registration program printout, and check yourself.

Common Mistakes

Step-by-step procedure: Common Mistakes

We hope that you take the time to read this since you are here. We also hope that you do not have the problems that these people had in registering their programs.

Send registrations only to <sales@kagi.com> or the old address <shareware@kagi.com>. If you send it to the author or to <support@kagi.com> it will have to be manually re-routed and that can add a delay of several days.

If you do not provide an e-mail address, you must give a postal mail address and check the "Postcard Receipt" box (this automatically adds \$1 to the charge). If you do not provide either, you will not receive any confirmation from Kagi, and in particular Kagi will not send you the registration codes. We warn you in the instructions and in the register program. A fax number or a postal address without the postcard receipt being selected will not get you a reply back from Kagi.

Please provide a complete postal address for us to send you a postcard receipt. We cannot guess which country you are from, though we may try. Please give us your address in the format generally used in your country including the country name in all capital letters. Note: United States customers can leave off USA since we are mailing from within the USA. USA Military personnel must give an address to send the postcard to, not just your ID number. Without an address we have no idea how to get the postcard into the Military mail system.

Please type your email address correctly. If you do not know what your email address is, send an email message to a friend and have them tell you what it says. One letter wrong and you will not receive Kagi's confirmation message or the registration codes.

AOL users: yes AOL lets you have a space in your email address but when AOL sends and receives email from the internet it removes the space so if your AOL address is "Joan Doe" your internet address would be joandoe@aol.com

Compuserve users: the comma is replaced by a period and the "@compuserve.com" is appended, for example: 8675.309@compuserve.com

Niftyserve users: your internet address is your Niftyserve address with "@niftyserve.or.jp" appended, for example: BXQ01235@niftyserve.or.jp

Make sure you are registering the right program. Some people mistakenly register another program when there is more than one program to choose from. If you register the wrong program, you will not get the registration codes for the program you desire, and the payment will not be processed correctly.

It will take a bit of communication from you to Kagi to correct this. The program you are registering is given on the "Program:" line of the resulting registration form, so you should double check that this line indicates the correct program.

Sending the "Register" program or a screen shot of the "Register" window is not the way to register. The Register program does not store information in it. You use the "Register" program to create a registration form (which consists of some text and possibly bar codes if you are using the printed version), and you then send that form to Kagi.

Type the quantity into the "Single User" box, not the purchase price. This box is for the number of copies you want to register, and in most cases you should just type "1". The "Register" application automatically computes the total cost for you. Also, do not try to put an "x" in the "Single User" box; it only takes numbers.

If you check the "Site" or "World-Wide" boxes and you really only want to register a single copy, you will be very surprised at how much you'll end up paying (maybe 100 times more than what you expected). These boxes are for companies or organizations that want a license to use the software on all their machines.

If you mistakenly check one of these boxes, you will be charged significantly more than for a single copy.

Kagi does not reply via FAX. We will not send you a fax. If you have a FAX number but no e-mail address, you need to pay for the "Postcard Receipt" and provide us with your postal address.

There are only two forms of payment acceptable via fax, credit card and First Virtual. All other payment methods are not accepted, including invoice. Payment must accompany the registration request.

Payment must accompany the registration form. Kagi gets hundreds of payments each day and if the payment and the form come separately it's very unlikely that they will get matched together and processed any time soon. If you must send the check separately, make sure your email and the program name get put on the check. Otherwise Kagi has to wait for you to complain so that we can get all the information that would tie the two pieces of paper together.

Payments by check must be in US Dollars. We support payments in cash from many countries, see the choices when you select cash in the Register program. See the note about exchange rates! US Dollars work the best. Credit cards are the best way to go as all monies are converted, and are easier for you to trace.

For most software products, the assumption is that you have the software already. In most cases, neither Kagi nor the software authors will send you copies of these programs. You should download these programs yourself from any of the online services or the internet. Typically the payment reply that Kagi sends to you includes where the latest version of the software program can be obtained.

