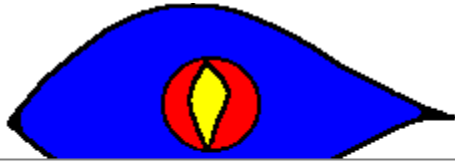


HELP!



Personal Pager

Quick reference guide to the basic functions.

How To:

Register

Create a diary entry

Create an address entry

Create an eMail

View a diary entry

View an address entry

View the Log

View which days in the month have diary entries

Creating an address entry

Select *Create Address* from the menu bar.

or

Click the Address icon on the main toolbar and then the Add New button on the Address screen.

Creating an eMail

You can only create an Email that will be attached to a diary entry. This must be done by firstly creating a diary entry.

On the diary entry screen , click the Email checkbox.



This will take you to the Email screen where you can formulate an Email and then click the Attach button on the Email screen.

Other Email options include: (These options both take you to the Email screen but will not let you attach your Email to a memo)

Select *Create - eMail* from the menu bar.

or



Click the EMail icon on the main toolbar and then the Formulate button on the Email screen.

Note:

For more details on the Email screen see [The eMail Screen](#).

Viewing a diary entry

Highlight an occupied time slot on the memo list and double click.


or

Highlight an occupied time slot on the memo list and right click the mouse. This will show the drop-down menu. Choose the *Set or Edit memo* menu option.

or

Select Create - Memo from the menu bar.

or

Highlight an occupied time slot on the memo list and click the *Edit a selected row* button  on the Diary toolbar

Viewing an address entry



Click the Address Book button on the main toolbar.

then

Highlight a row from the Address Book list.

then

Double click on the selected row.

OR



Click the Edit Address button.

OR



Click the Phone Button in the Setting up a memo screen.

Viewing the Log

Select the Log option from the menu bar.




OR Click the General Setup button on the main toolbar.
then



Click the View Log button on the General Setup screen.

Viewing which days of the month have diary entries.

Select the  *Show all memos for month* button on the Diary toolbar.

The About menu option

This shows the available system resources and information regarding Personal Pager.

The Exit menu option

This will exit the application, saving the current window settings.

The Log menu option

This allows you to see all memos and eMails that have been sent as a result of a diary entry whose time has been met.

The Cut Memo menu option

This option cuts the selected row from the memo list and saves it to the clipboard where it is available to paste into a different time slot.

The Copy Memo menu option

This option copies the selected row from the memo list and saves it to the clipboard where it is available to paste into a different time slot.

The Paste Memo menu option

This option pastes the selected row from the memo list that was either cut or copied earlier.

If you attempt to paste onto an occupied timeslot then you will be given a warning and the choice to proceed with or cancel the paste.

The General Setup menu option

This option displays the General Setup screen where you can set various system features.

The Setup Colors menu option


This option allows you to set the background and text colors of the memo list and the address list.


The Voice Utilities screen

This screen allows you to choose a voice file that you have previously recorded and attach it to a diary entry of your choice.


At the top of the screen are lists. These are the File Repositories that will hold your chosen files and any one can be chosen by clicking on it and pressing the Return button.


The left repository holds the voice files that have been recorded or convertedThe right repository holds the Soundblaster .wav files that you have chosen to add to the repository.

The left and right arrow buttons 


 between the two repositories convert from one format to the other.


The larger up and down arrow buttons have a different purpose:

The Up arrow  takes a file you have selected from the Folder Contents window and places it into the correct Repository.

The Down arrow  does the opposite. It removes the selected file from either repository.

Note: Any files inserted or removed using these 2 buttons are never physically moved from your hard disk - only from the repositories. If you Really want to delete (permanently) a file in a repository then use the

Delete button  on the Voice Utilities toolbar.

The two file repositories hold all voice files chosen. If you press the Save button  all files in either repository will be saved.

The Folder Contents list holds all files of a specified type, from a specified directory on your hard drive. You can navigate the directories by clicking on the Drive and then the Folder List exactly as you would do if you were using Explorer or File Manager.

Voice files can be converted from Soundblaster .wav files to the .voc format. This renders them able to be attached to a diary entry and transmitted over the phone.

The memo list 60 option allows you to set the time increments on the memo list. If you select this option the memo list will show 1 hour increments. If any diary entries have previously been set between the hour then these will not be shown and a status message will reflect this.

The memo list 30 option allows you to set the time increments on the memo list. If you select this option the memo list will show 30 minute increments. If any diary entries have previously been set between the half hour then these will not be shown and a status message will reflect this.

The memo list 15 option allows you to set the time increments on the memo list. If you select this option the memo list will show 15 minute increments.

The Menu Bar

File Edit View Options Create Window Help

File

About

Exit

Log

Shows the Log.

Edit

Cut Memo

Copy Memo

Paste Memo

Setup

General

Colors

Options

Voice Utilities

Memo List 60

Memo List 30

Memo List 15

Create

Address

EMail

#Create address from menu cros reference

#Create mail cross ref

The Timeless Activities Screen

This screen allows you to store activities that you do not want to attach a specific time to.

The screen is divided into 8 x 10,000 character sections where you can enter your text.

Each section has a delete checkbox. If this is checked it means that you wish to delete everything in that section. You will be asked to confirm this deletion later.

Double-clicking in any section will bring up an expanded view of that section where you may find it easier to edit or view the text.

Timeless Delete checkboxes, when checked, will delete all text in each section that has its box checked. You can delete these sections immediately by clicking the Delete button or by clicking the Save button. If any delete checkboxes are checked you will be asked to confirm the delete.

Creating a new diary entry

Highlight a free time slot on the memo list and double click.

or


Highlight free time slot on the memo list and right click the mouse. This will show the drop-down menu.

Choose the *Set or Edit memo* menu option.

or


Select *Create - Memo* from the menu bar.

or

Highlight a row in the memo list and click the *Edit a selected row* button  on the Diary toolbar

See also Setting up a memo.

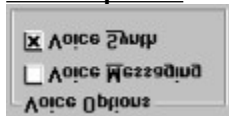
Drag and Drop help

Instant help is available on every screen by left clicking the Help  icon and dragging it onto a button or a part of the screen that interests you. The pointer will change to an arrow if there is help available on the item that you are dragging over else the pointer will change to a circle with a bar through it indicating there is no help on that item.

The General Setup Screen

This screen has the following options:

Voice Options

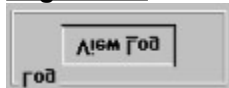


Voice Messaging. This option enables voice message to be attached to a diary entry. To use this option you must have a Voice Equipped Modem ie: a modem that has a Rockwell chipset that is capable of transmitting Voice over a phone line.

If you click on this checkbox to set it, the Voice Router will attempt to start up. If you do not have a modem connected you will receive an error message and the Voice Router will quit.

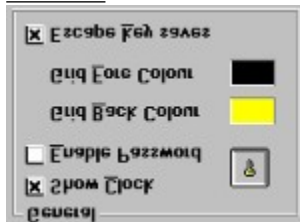
Voice Synth. This option integrates with a suite of files that come standard with your SoundBlaster card. Namely all .DLL files whose names begin with FB_. If these files are in your path you can set this checkbox which will allow you to Speak the current days memos.

Log Viewer



View Log. This will allow you to view the Log

General



Show Clock. Displays the system time on the main toolbar.

Enable Password. This enables or disables the password that was set previously. The button to the right takes you to the Password Screen where you can set up a new password or change an existing one.

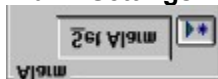
Grid Back Color. Clicking on the color will bring up the Windows color palette where you can choose a color scheme for the background of the memo list.

Grid Fore Color. Same as above except now youre setting the font color.

Escape Key Saves. This option specifies whether, on pressing the <escape> key from any window, that screens data will automatically be saved before exiting. This saves you having to click the Save button before exiting.

Note: If this option is turned off then pressing the <escape> key will exit the screen **without saving**.

Alarm Settings



Clicking the Set Alarm button allows you to choose a default alarm sound that you can attach to a diary

entry. Once an alarm has been selected click the little button to the right to play the sound. For more information on attaching an alarm to a memo see [Creating](#) a memo and [Setting](#) up a memo.

Setting up a memo

The Setup Memo screen has the following parts:

- * A section for specifying a phone number to dial.
- * A section for specifying the text you want to appear on the memo.

- * A Checkbox for recurring diary entries.
- * A Checkbox for Speak it.
- * A Checkbox for Display it
- * A Checkbox for Alarm it

- * A checkbox for Record Voice
- * A checkbox for Attach Voice
- * A checkbox for Hide Memo Description
- * A checkbox for Confidential

- * A checkbox for eMail.

The attach eMail checkbox brings up the eMail screen where you can formulate an eMail and attach it to your memo.

See also : [Creating an eMail](#).

Confidential checkbox prevents anyone from viewing or deleting the diary entry without first entering the password that has been set up in [General Setup](#). If no password has yet been set up then you will see a warning message when you try to access the diary entry but access will still be given.

See also : The [Password Screen](#).

The Hide Memo Description checkbox makes the diary entry text invisible in the memo list.

The Attach Voice checkbox, when checked, will take you to the [Voice Utilities](#) screen where you can select a voice file and attach it to your memo.

The Record Voice checkbox, when checked, brings up the recording panel, where you can record a voice message that will then be attached to your memo.


The Alarm it checkbox means that an alarm will be assigned to your memo. The alarm that is assigned is the default alarm that you can set in General Setup.

The Display it checkbox means that when the memo fires, a screen will pop up with your memo text on it.

The Speak It checkbox enables the speech synthesizer (if present) to speak your memo to you.

Recurring diary entries are entries that never expire - ie: they will keep appearing on todays calendar, until they are either deleted or the Recurring checkbox is unchecked.

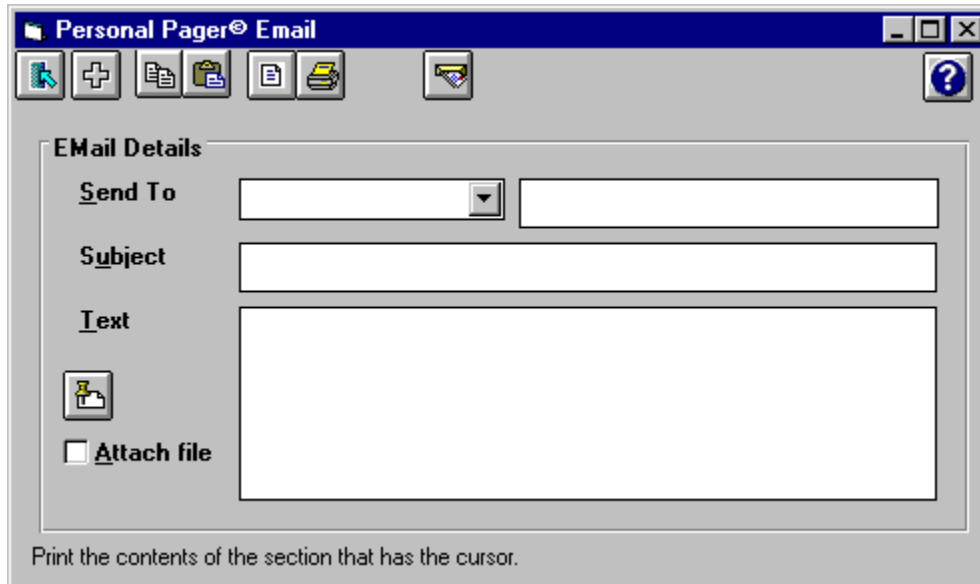
If you have a modem connected and the Voice Messaging turned on in General Setup, you can specify a number to dial when the diary entry displays. Alternately you can click the Phone

button  where you can choose a number from the Address Book.

Setting alarms.

See [Setting up a memo.](#)

The eMail Screen



Personal Pager® Email

EMail Details

Send To

Subject

Text

Attach file



Print the contents of the section that has the cursor.

To successfully send or prepare an eMail you must choose an eMail address from the drop-down list entitled Send To **or** enter an eMail address directly in the box to the right.

The Subject and Text fields are optional but without one of these it could be a pretty boring eMail !

The Attach File checkbox is used to attach a file to the eMail. Click the Get File button just above this checkbox to select a file to attach. Then check the checkbox and your selected file will be attached.

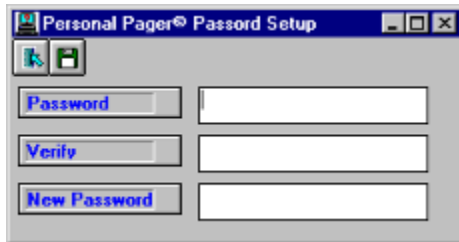
Once your eMail is formulated you can:

- *) Send it immediately by clicking the Send Now  button.
- *) Attach it to your memo by clicking the Attach  button. Note: This option is only available if you have entered this screen from the Setup Memo screen.

Note: You can gain access to the full set of eMail functions by clicking the eMail  button.

Really Really Dull.!!!

The Password Screen



The screenshot shows a window titled "Personal Pager Password Setup". Inside the window, there are three rows of input fields. Each row consists of a label on the left and an empty text box on the right. The labels are "Password", "Verify", and "New Password". Above the input fields, there are two small icons: a blue mouse cursor and a green floppy disk icon. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

This screen allows you to set up a new password or change an existing one.

To set up a new password type the same password in all 3 boxes. Then click the Save button.

To change an existing password, type your old password in the Password and Verify boxes then type your new password in the New Password box. Then click the Save button.

Shareware registration form

Please use this form when ordering by mail.

NAME _____

COMPANY _____

ADDRESS _____

ADDRESS _____

TOWN _____

CITY _____

COUNTRY _____ POST CODE _____

Make cheques payable to: Seeing Eye Software

Mail to:
Seeing Eye Software
P.O. Box 722
Balgowlah
NSW 2093
Australia

The Voice Router

The voice router is a utility program that is started whenever the Voice Messaging checkbox is set. This program normally requires no user interaction and should be left running minimized although when run for the first time you will be presented with a modem setup screen where you can assign values to your modem.

Note that for the voice messaging feature to work you must have a voice modem - ie a modem that has the Rockwell chipset. If you want to use just a normal modem then Personal Pager will still dial the specified number but no voice will be transmitted.

See the General Setup screen.

How to Register

Personal Pager is distributed as Shareware. It is not free or public domain. This means you may copy and distribute it freely but should you find it useful and use it beyond an initial evaluation period of 30 days you are both legally and morally obliged to pay the license fee. See the read me file included in the installation directory for more information.

The single user license fee is £19.50 or US\$39.00.

After registering we will send you a license number that will disable the warning shareware reminders - also we will personally send you future upgrades of this product (approx. every 3 months) and these will be **very** cool enhancements!!!

Pay by Mail. Money Order, Cash or Checks/Cheques can be accepted in any major currency, equivalent in value to US\$39 per copy. Sterling Eurocheques are preferred from European countries that supply them.

Make cheques payable to: Seeing Eye Software

Mail to:
Seeing Eye Software
P.O. Box 722
Balgowlah
NSW 2093
Australia

Click here for [Shareware registration form](#)

Registered users will be sent a registration number to disable the reminder box. This number will be good for all subsequent Shareware versions of the program that may become available. I will also inform you when such upgrades are released.

We would be pleased to receive any comments, bug reports or suggestions for future releases. We may be contacted by e-mail at the address below:

Internet: smayn@ozemail.com.au

Or
Send by mail to the address above.

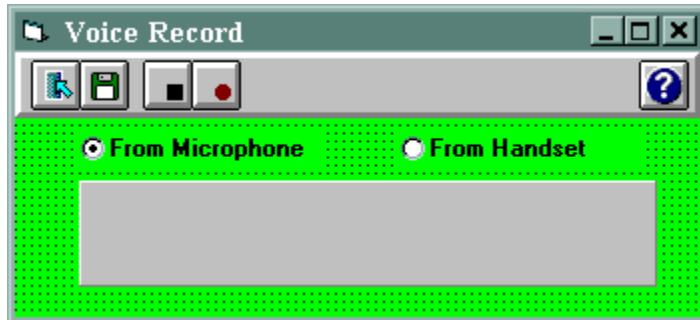
How to record a voice message

To record and attach a voice message to your memo follows these steps :


Compose a memo in the [Setup Memo screen](#)

Click on the [Record Voice](#) checkbox if enabled. If this checkbox is disabled you must enable Voice Messaging in the [General Setup screen](#)


The Recording panel will appear :



Ensure a microphone or similar device is attached to your PC or modem microphone socket.

Click the RECORD  button - in a few seconds you will see the words RECORDING appear in the status bar.


When you have finished your recording click the STOP  button

Then click the EXIT  button which will take you back to the setup memo screen.

Now a voice file is attached to your memo and will be transmitted to the specified phone number when the memo fires. - pretty cool huh !!

Viewing all entries



This screen allows you to view all diary entries for the current year. Click the  View All button from the main screen.

Possible actions include:

View all Recurring


View all recurring option shows all Recurring diary entries for the year.

View all attached eMail


View all attached eMail shows all entries that have an eMail attached.

View Everything

View everything shows ALL entries regardless.

The edit  button will zap you to the day on the memo screen that you have selected.

The search  button picks out anything that you specify to search for.

NOTE: clicking on any month name ie:  will expand the list for that month. Clicking anywhere else on the screen will collapse the expanded list.

