

NoteWare

Version 3.0B (c) 1993

Lee Nelson (ASP member)
Integrated Consulting
P.O. Box 1613
San Juan Capistrano, CA USA 92693

Telephone: 800-272-1377
714-240-2092
Compuserve: 72451,2217

WHAT IS NOTEWARE?

NoteWare is the ultimate PC notepad for DOS and Windows. Pop it up anytime to write notes, to capture screens, to find information in your notes, or to view files and directories.

*"NoteWare is by far the *best* TSR notepad I've seen -- loaded with excellent features. Useful for both DOS and Windows users, it can't be beat! Highly recommended!"*

Michael E. Callahan, < aka Dr. File Finder™ >
Editor-In-Chief, Shareware Magazine

NoteWare's powerful features enable you to:

- Write an unlimited number of notes: Reminders, bright ideas, phone messages, appointments, to-do lists, customer notes, etc.
- Access your notes from Windows, DOS, or a DOS Window.
- Capture whole or partial screens.
- Quickly access information you use on a daily basis, such as frequently called phone numbers.
- Record phone messages using the included message form.
- Create personalized pop-up help for any software.
- Read on-disk documentation of other programs while using them.
- Maintain a monthly calendar.
- View ASCII files with text search and exporting capabilities.
- View directories on your disk.
- Cut, copy, and paste any block of text.
- Search for a string of text in your notes or files.
- Export a block of text from a note to your word processor.
- Save notes as ASCII files.
- View the sample notes: an ASCII chart, a WordPerfect template, and a list of 800 numbers.
- Select notes from a menu.

-1-

TABLE OF CONTENTS

| | |
|----------------------------|---|
| What is NoteWare | 1 |
| Table of Contents. | |

| | |
|--|----|
| 2 | |
| Installation | 4 |
| Automatic. | 4 |
| Do-It-Yourself | 4 |
| Upgrading from Previous Versions | |
| Upgrading from Version 1.x | 4 |
| Upgrading from Version 2.x | 4 |
| Startup | |
| Normal (Conventional Memory) | 5 |
| Advanced Startup (Upper Memory) | 5 |
| Setting up NoteWare for Microsoft Windows. | 6 |
| The Non-TSR Version of NoteWare. | 6 |
| Unloading NoteWare. | 6 |
| Quick Reference | 7 |
| How to Use Noteware | 8 |
| Cursor Movement. | 8 |
| Creating and Deleting Notes | |
| Create a Note - F2 and Ctrl I. | 8 |
| Form Entry - Ctrl F. | 8 |
| Shred a Note - F5. | 9 |
| Editing Notes | |
| Delete a Line - F3 | 9 |
| Block: Cut, Copy, Export - F9 | 9 |
| Paste - F4 | 10 |
| Date - Ctrl D. | 10 |
| Time - Ctrl T. | 10 |
| Original - Ctrl O. | 11 |
| Clean - Ctrl C | 11 |
| Selecting Notes | |
| PgUp, PgDn, Ctrl PgUp, Ctrl PgDn | 11 |
| Index of Notes - F6. | 11 |
| Search for Text - F7 | 11 |
| File Handling | |
| Directory - F10. | 12 |
| View a File - Ctrl V | 12 |
| Resume - Ctrl R. | 13 |
| Save a Note as a File - Ctrl S | 13 |
| Screen Capture | |
| Capture - F8 | |
| 13 | |
| Miscellaneous Features | |
| Move a Note - Ctrl M | 14 |
| Brightness - Ctrl B. | 14 |
| Help Screen - F1 | 15 |
| Printing Notes | 15 |
| Hotkey Selection | 16 |

Tips

| | |
|---|----|
| Reading On-disk Documentation | 16 |
| Making Your Own Pop-Up Help | 16 |
| Calendars | 17 |
| Rolodex | 17 |
| Give Each Note a Title. | 17 |
| Laptop Computers. | 17 |
| Graphics Screens. | 18 |
| Changing the Time Format. | 18 |
| Using NoteWare on a Network | 18 |
| A Few No-No's | 18 |
| System Requirements | 19 |
| Registration Benefits | 19 |
| Description of NoteWare's files | 20 |
| Association of Shareware Professionals. | 20 |

INSTALLATION

If you have Microsoft Windows, see the section "Setting up NoteWare for Microsoft Windows" on page 6.

If you have a previous version of NoteWare, please see the "UPGRADING" sections on this page.

If you're installing NoteWare from a floppy disk, choose one of the following installation methods. If you downloaded NoteWare from a bulletin board, or installed it from a CD-ROM, NoteWare is already on your hard disk--you do not need to reinstall it.

AUTOMATIC INSTALLATION

Automatic installation will create a directory on your hard disk and copy NoteWare's files to that directory. It will optionally load NoteWare each time you boot.

Put the NoteWare disk into drive A:. Type A:INSTALL at the DOS prompt and answer the two installation questions.

DO-IT-YOURSELF INSTALLATION

If you prefer to install NoteWare yourself, create a new directory and copy NoteWare's files into it. Be sure to add the directory to the DOS search path.

For instance, if you create a directory named C:\NOTE, type the following command: COPY A:*.* C:\NOTE .

UPGRADING FROM VERSION 1.X

If you have version 1.x of NoteWare, follow these steps to install version 3.0

1. Unload NoteWare by typing NOTEWARE /U.
2. Rename your NOTEWARE.DTA file to NOTEWARE.OLD.
3. Delete the other NoteWare 1.x files.
4. Copy the NoteWare 3.0 files to the directory where NOTEWARE.OLD is. For example: COPY A:*.* C:\NOTEWR
5. Run the program UPGRADE.
6. Delete NOTEWARE.OLD.

UPGRADING FROM VERSION 2.X

If you have version 2.x of NoteWare, follow these steps to install version 3.0:

1. Unload NoteWare by typing NOTEWARE /U.
2. Rename your NOTEWARE.DTA file to NOTEWARE.OLD.
3. Delete the other NoteWare 2.x files.
4. Copy the NoteWare 3.0 files to the directory where NOTEWARE.OLD is. For example: COPY A:*.* C:\NOTEWR
5. Run the program UPGRADE2.
6. Delete NOTEWARE.OLD.

NORMAL STARTUP

At the C: prompt, type NoteWare and press the <Enter> key. You will see the following message:

```
+-----+
| NoteWare is now resident.
| Press Ctrl-spacebar to activate.
| To unload: type NOTEWARE/U <Enter>
+-----+
```

This message indicates NoteWare has been successfully loaded into memory. When you want to activate NoteWare, hold down the Ctrl key and press the spacebar. NoteWare's Welcome Screen will greet you. Please read the Welcome Screen, then start using NoteWare.

If you don't want NoteWare to occupy conventional memory, read the next section, "ADVANCED STARTUP".

If you prefer a different hotkey, see the "HOTKEY" section on page 16.

ADVANCED STARTUP (Upper Memory)

If you don't want NoteWare to occupy any conventional memory, you have the option of using the "load high" command. The "load high" command installs a memory resident program into your PC's Upper Memory Area (between 640K and 1 meg).

The "load high" command is only available on those PC's that meet certain hardware requirements and use a memory manager such as EMM386 or QEMM. We recommend referring to your DOS manual or other memory manager documentation for instructions about how to load TSR's high. For example, the "LOADHIGH" command in DOS 5 (or 6) only works if you have a 386 or later computer and your CONFIG.SYS contains the following commands:

```
DEVICE=HIMEM.SYS
DEVICE=EMM386.EXE
DOS=HIGH
```

If your computer is set up this way, you would type "LOADHIGH NOTEWARE" at the DOS prompt.

If you use a "load high" command to install NoteWare, you should also use a "load high" command to unload it. For example, using DOS 5 (or 6) you would type "LOADHIGH NOTEWARE /U".

SETTING UP NOTEWARE FOR MICROSOFT WINDOWS

To install NoteWare for Windows, run A:SETUP. SETUP will create a Program Manager group called NoteWare and install icons into it.

You can make NoteWare easier to access by assigning it a shortcut key. Click once on NoteWare, select "File" from Program Manager, then choose "Properties". Enter the desired key in the "Shortcut key" field. We suggest "n" for "notes".

Windows shortcut keys do not work when another application is running in the foreground. If you want to use NoteWare while running another application, first minimize the application, then access NoteWare. When you're done using NoteWare, exit it and restore the application to its original size.

You'll have access to your notes from both DOS and Windows if you load NoteWare before starting Windows. One way to do this is to add "C:\NOTEWR\NOTEWARE" to your AUTOEXEC.BAT (select "File" from the Notepad to edit it). This will enable you to pop up NoteWare over any DOS window. You'll also be able to pop up NoteWare after you've exited Windows.

THE NON-TSR VERSION OF NOTEWARE

To run NoteWare as an application program without the pop-up capability, type NOTEWARE.EXE. This non-TSR version of NoteWare is provided in case you run into a problem running NoteWare as a TSR. This version is also used when NoteWare is run as a Windows application.

UNLOADING NOTEWARE

To unload NoteWare, type NOTEWARE /U at the DOS prompt. Before you unload it, be sure that NoteWare is the last memory resident program loaded.

You do not need to unload NoteWare each time you turn off your computer. This option is provided for a variety of reasons: you may want to defragment your hard disk (see "A Few No-No's, page 18), upgrade to a newer version of NoteWare, use the memory occupied by NoteWare, etc.

QUICK REFERENCE

| If you want to: | Press: | See Page |
|-------------------------------|--|----------|
| Create a note | F2 or Ctrl I | 8 |
| Select a note from a menu | F6 | 11 |
| View each note | PgDn, PgUp | 11 |
| Print a note | Ctrl S and type LPT1 or press PrintScreen | 13 |
| Print more than one note | PRINTNW at the DOS prompt | 15 |
| Delete a note | F5 | 9 |
| Grab another program's screen | F8 | 13 |
| View an ASCII file | Ctrl V | 12 |
| View a directory | F10 | 12 |
| Save a note as an ASCII file | Ctrl S | 13 |
| Move the current note | Ctrl M | 14 |
| Enter the current time | Ctrl T | 10 |
| Enter the current date | Ctrl D | 10 |
| Load a form into a new note | Ctrl F | 8 |
| Cut, copy, paste, or export | F9 (See "Block") | 9 |
| Search for a string of text | F7 | 11 |
| Change text brightness | Ctrl B | 14 |
| Re-load the original note | Ctrl O | 11 |
| Clean up "garbage" characters | Ctrl C | 11 |
| Change the hotkey combination | HOTKEY at the DOS prompt. | 16 |
| Unload NoteWare | NOTEWARE /U at DOS prompt. | 6 |
| Change colors on laptops | NOTEWARE /M at DOS prompt. | 17 |

HOW TO USE NOTEWARE

The first time you pop up NoteWare, it displays a Welcome Screen. When you are ready to write your first note, press F2. NoteWare will give you a blank screen to write on. When you're done writing, press <Esc>. The note will be automatically saved to disk.

The next time you pop up NoteWare, your note will be displayed. You can either edit it, create a new one, or view the other notes.

The bottom line of NoteWare's screen summarizes the commands that are currently available. Normally this is a list of function keys. If you press and hold the Ctrl key, you will see the Ctrl key options on the bottom line. The bottom line also provides instructions while you are performing certain commands. So, if you're not sure what to do, look at the bottom line, it should help!

CURSOR MOVEMENT

In addition to the standard movement of the left, right, up and down arrows, NoteWare provides the following ways to move the cursor:

| To Move the Cursor to: | Press |
|--------------------------------------|------------------|
| ----- | ----- |
| The end of the current line | <End> |
| The first column of the current line | <Home> |
| The next tab-stop (every 8th column) | <Tab> |
| The beginning of the current note | Ctrl Home |
| The end of the current note | Ctrl End |
| The beginning of the previous word | Ctrl left arrow |
| The beginning of the next word | Ctrl right arrow |

CREATING AND DELETING NOTES

Create a Note: F2 and Ctrl I

To create a new note, use either F2 (New) or Ctrl I (Insert). Press F2 to append the new note to your other notes. Press Ctrl I to insert the new note after the current note.

When you press F2 or Ctrl I, NoteWare saves the current note to disk and then clears the screen.

Form Entry - Ctrl F

This feature makes it easy to take phone messages. to fill in order blanks, to input customer information, etc.

Each time you press Ctrl F, NoteWare displays a blank form to fill in. The form we've provided is a phone message pad. When you want to take a message, press Ctrl F. The screen will display the phone message form, and the cursor will move to the space following "Message to:". After you enter the name, press TAB to move to "Date/Time". Press Ctrl D and Ctrl T to insert the current date and time, then press TAB to move to "From:". Fill in the rest of the form the same way. When you press Ctrl F again, you get another blank form.

After you've filled in a form, you may wish to press Ctrl C to clean up the unused lines from the note. Do not clean up the note until you're finished: the TAB key movement depends upon a marker, ASCII 254, which would be erased if you pressed Ctrl C.

If you want to change the form, edit the ASCII file NOTEWARE.FRM in NoteWare's directory. You can either use NoteWare itself to save a new version of NOTEWARE.FRM, or any editor that can save ASCII files. If you want the TAB key to stop at the beginning of a field, use ASCII 254 as a marker. (While holding the Alt key, press 254). If you want to be able to press Ctrl C to clean up the note after writing it, we recommend ASCII 196 to draw horizontal lines.

Shred the Current Note - F5

Press F5 to shred the current note. The bottom line will ask: "Shred this Note (Y/N)?". Press Y to shred the note, or press N.

EDITING NOTES

Delete a Line - F3

Press F3 to delete the current line of text. The lines of text below the current line move up one line. The deleted line is stored in the Clipboard. The Clipboard is a temporary storage area where cut, copied, and deleted text is placed. Whenever text is placed into the Clipboard, the previous contents of the Clipboard are erased.

Block - F9

To use the Block of Text function:

1. Move the cursor to where you want the text to begin and press F9.
2. If you want to block a rectangular area, answer Y to the Column question.

Otherwise press <Enter>. The bottom line displays the Block options: Export, Save to File, Cut, Copy, Bright, and Dim. The Cut and Copy options are not available in Column Block mode.

3. Highlight the text by moving the cursor to where you want the block to end.
4. Select one of the following block commands:

Alt E Exports the block directly into the current program, usually a word processor.

Alt S Saves the block as an ASCII file. When NoteWare prompts you for a filename, type any valid DOS filename. The drive and directory are optional. If you choose LPT1, the block of text will print.

Alt T Cuts (removes) the block and places it in the Clipboard.

Alt C Copies the block into the Clipboard.

Alt B Makes the block bright.

Alt D Makes the block dim.

Paste Text - F4

Press F4 to paste any text currently in the Clipboard to the current cursor location.

When you do a Block Copy (Alt C), Block Cut (Alt T), or Delete a Line (F3), the selected text goes into the Clipboard.

If you accidentally delete a line, you can "undelete" it by pressing F4.

Since the Clipboard is not erased when you press F4, you can paste the same text again by pressing F4.

Date - Ctrl D

Press Ctrl D to enter the current date at the cursor location.

The format of the date is day, month, and year, as in this example: 23 Dec 93.

Time - Ctrl T

Press Ctrl T to enter the current time at the cursor location.

The default format of the time is the US-style am/pm. You can change to 24-format by running the OPTIONS program before you load NoteWare into memory.

Original - Ctrl O

Press Ctrl O to read the original version of the current note from disk. Use this option when you've accidentally messed up a note and want to retrieve it from disk.

Clean - Ctrl C

Press Ctrl C to clean up all "garbage" ASCII characters from the current note. Any ASCII character less than 32 or greater than 127 will be erased. Use this function after capturing a screen having garbage characters, or after filling in a form.

SELECTING NOTES

PgDn, PgUp, Ctrl PgDn, Ctrl PgUp

Press PgDn to move to the next note. If no more notes exist, no action is taken. If you want a new note, press F2 (New).

Press PgUp to move to the previous note.

Press Ctrl PgDn to move to the last note.

Press Ctrl PgUp to move to the first note.

Index of Notes - F6

The Index of Notes enables you to select notes from a menu. Press F6 to see the first line of text of each note; the current note is highlighted. You select a note by moving the highlight bar to the desired note, and pressing <Enter>.

If all your notes don't fit on the Index screen, use the PgDn and PgUp keys to scroll through the Index.

Search for Text - F7

Press F7 to search for a string of text within the notes. After you type the string of text, NoteWare will search for it in all notes, starting at the current cursor location. If the string is found, the cursor moves to that location.

The search is case-insensitive, i.e., it will find Smith, SMITH, and smith.

The search string is preserved each time you perform a search. To search for the next occurrence of the same string, press F7 and <Enter>.

FILE HANDLING

Directory - F10

Press F10 to see a list of files in the current directory. The maximum number of files displayed is 110 (5 columns of 22 files each). Move the highlight bar to the desired file or directory. The file's date, time, and size are displayed in the lower left of the screen. Press <Enter> to view the file, or press E to export the name of the highlighted file (including the drive letter and directory).

If you press <Enter> to view the file, the beginning of the file will be displayed. Your options are:

- Use the cursor keys to scroll through the file.
- Press S to search for a string of text.
- Press E to export a block of text.
- Press C to capture the portion of the file currently displayed into a new note.
- Press F to freeze the file at the current location, so that you can resume viewing it later.
- Press <Esc> to cancel.

View a File - Ctrl V

This feature enables you to view any ASCII file on your disk. If you wish to find a string of text in a file, the Text Search option will quickly find it. If you want to export a portion of the file into a word processor, use the Exporting feature. You can also capture part of the file into a note by choosing the Capture option.

Press Ctrl V to select the View File option. You can enter any valid DOS filename, such as C:*.*, *.DOC, or README.TXT. If your request includes a wildcard (* or ?), NoteWare will display a list of all matching files and directories. It will display a maximum of 110 files (5 columns of 22 files each). Move the highlight bar to the desired file or directory. The file's date, time, and size are displayed in the lower left of the screen. Press <Enter> to view the file, or press E to export the name of the highlighted file (including the drive letter and directory).

If you press <Enter> to view the file, the beginning of the file will be displayed.

Your options are:

- Use the cursor keys to scroll through the file.
- Press S to search for a string of text.
- Press E to export a block of text.
- Press C to capture the portion of the file currently displayed into a new note.
- Press F to freeze the file at the current location, so that you can resume viewing it later.
- Press <Esc> to cancel.

Resume - Ctrl R

If you selected Freeze (F) after viewing a file, you can press Ctrl R to resume viewing the file exactly where you left off. All functions (scrolling, searching, etc.) are available.

When viewing a file, you must press F (Freeze) to enable the Resume feature. If you press <Esc>, you will not be able to use Resume.

Save a Note as an ASCII File - Ctrl S

Press Ctrl S to save the current note as an ASCII file. When NoteWare prompts you for the filename, type any valid DOS filename. The drive and directory are optional.

If the file already exists, NoteWare will ask if you want to overwrite it or append to it.

You can print the note by typing LPT1 as the filename. Type LPT2 for printer 2, etc.

SCREEN CAPTURE

Capture - F8

When you are using another program and want to save what's on your screen, pop up NoteWare and press F8 (Capture). You can either save screen as a file, as a new note, or import part of the screen into the current note.

After you press F8, the bottom line of the screen displays a list of options. The options are:

- Press F to save the screen as a file. When NoteWare prompts you for the filename, type any valid DOS filename.
- Press <Enter> to capture the entire screen into a new note. You don't need to do F2 first, as NoteWare will create a new note for you.

-- Press I to import a portion of the screen into the current note. To select a portion of the screen, move the cursor to where you want the block to begin and press <Enter>. Highlight the text by moving the cursor to where you want the block to end. Press <Enter> to import the block into the current note at the current cursor location.

All 25 lines will be captured if you choose F (filename). A maximum of 23 lines can be captured with the other two options.

MISCELLANEOUS FUNCTIONS

Move a Note - Ctrl M

This function enables you to change the order of your notes. Press Ctrl M to move the current note. Use the PgUp and PgDn keys to select a new location for it, and press <Enter> to place it at that spot.

Brightness - Ctrl B

Press Ctrl B to change the brightness of what you type. If the text had been bright, any new text you type will be dim. If it had been dim, new text will be bright.

If you want to change the brightness of what you've already written, use the Block Option (F9) and select Bright (Alt B) or Dim (Alt D).

HELP SCREEN - F1

The F1 key brings up a Help Screen. When you press it, you'll see the following:

```
-----  N o t e W a r e   H e l p   -----
F2 New      Creates a new note.  The screen clears automatically.
F3 DelLn    Deletes the current line.  Any text below is moved up one line.
F4 Paste    Pastes text from the Clipboard to the current cursor location.
F5 Shred    Shreds (eliminates) the current note.
F6 Index    You select a note from a menu showing the first line in each note.
F7 Srch     You locate a note by typing a string of text.  If that string is
            found in a note, the cursor will move to that location.
F8 Capture  Captures the screen that was displayed when you pressed NoteWare's
            hotkey.  Destination options: current note, a file, or a new note.
F9 Block    Begins a block of text.  The bottom line of the screen displays
            Alt key functions:  Export, Cut, Copy, Save to File, Bright & Dim.
F10 Dir     Displays a five-column listing of files in the current directory.
^V View     View, search, capture, export files.  Filename may include ? or *.
^S SaveFile Saves the current note as an ASCII file.
^M MoveNote Moves the current note to change the order of notes.
^B BrtDim   Changes the brightness of what you type.
^R Resume   Resumes viewing a file after you have selected file "freeze".
^D Date     Inserts the current date in the form DD MMM YY.
^T Time     Inserts the current time in the form HH:MM (am/pm or 24hr).
^C Clean    Cleans the current note of all non-text characters, such as lines.
^F Form     Creates a new note and loads the file NOTEWARE.FRM into it.
^O Original Reads the original version of the current note from disk.
^I Insert   Inserts a blank note after the current note.
```

PRINTING NOTES

To print notes, type PRINTNW at the DOS prompt. This program displays the first line of text of each note, exactly like the Index Function. The bottom line of the screen describes the available options.

You can tag individual notes to be printed by pressing T, or tag all by pressing A. If you decide that you don't want a note to be printed, press U to untag a note, or N to unTag all notes. Press F10 to accept the list of tagged notes.

The program will then ask you how many lines per page should be printed, and the filename. You can also choose whether the current time and date should be printed, and whether to print only one note per page. Press F9 to save your settings.

Although the default is still LPT1, you can change this to any filename, including a disk file. If you choose a filename that does not start with the letters LPT, the other settings (lines-per-page, date & time, etc.) will be ignored.

HOTKEY SELECTION

NoteWare's hotkey combination is Ctrl-spacebar. If you want to change the hotkey combination, type HOTKEY at the DOS prompt. A menu of available hotkeys will be displayed. Choose between Alt/Ctrl/Shift spacebar, and for most keyboards F11 and F12 (with or without the Alt key). The new hotkey combination will take effect the next time you load NoteWare into memory.

TIPS

Reading On-disk Documentation

NoteWare provides a convenient way to read on-disk documentation while you use other software. When you want to read a file on disk, pop up NoteWare and press F10 (Directory). Move the highlight bar to the documentation file and press <Enter>. Use the cursor keys to browse the file, or the Search function to find a specific subject. After you've found a subject, choose the Freeze function to freeze the file at that spot, so that you can use the resume function (Ctrl R) to view the file later.

To read NoteWare's manual, press F10, then highlight MANUAL.TXT and press <Enter>.

Making Your Own Pop-Up Help

You can make your software life a little easier by writing notes to yourself that describe how to use your software. After you've learned something from a manual or on-screen Help, add it to a note. Later on, when you need to use the same feature, your instructions will be there, in your own words! This type of note can save you a lot of grief, especially when the manual wasn't helpful and you had to figure it out yourself.

We suggest you keep a note for each software package you use. Begin the note with a descriptive title at the top -- this will make it easy to find in the Index (F6). Type a short summary of whatever you think you may forget. Move to the next program, enter its title and your reminders. Later, when you want to add to your pop-up Help, select the desired note from the Index and enter the new comment to the note. If the

on-screen Help is useful, you can capture as much of it as you like with the Import option of Capture (F8).

But don't limit your "help" notes to only software. Think about the other procedures you use in the office or at home, and make notes about them.

Calendars

Another use of NoteWare is to keep simple monthly calendars. Take a look at the January 1994 note (this is the month that version 3.0B was released). Each day has enough space for three short entries. When you make an entry in a calendar, NoteWare automatically changes to Typeover mode. This prevents the mess you'd see if Insert mode had been used.

We've included eight months of calendars as ASCII files. When you want to add another month as a note, press Ctrl V and type C:\NOTEWR*. * (the location of NoteWare's files). Move the highlight bar to the desired month, press <Enter>, then press C to capture the month.

Rolodex

It's easy to set up a Rolodex using NoteWare. Enter each person's name and phone number on a line of a note, Type the address if available, You don't need to keep the names in alphabetical order.

When you need a phone number, pop up NoteWare, then press F7 (Search) and type the name of the person you're calling. The cursor will move to the person's name and phone number.

Give Each Note a Title

The simplest way to access a note is from the Index (F6). The Index displays the first non-blank line of text of each note. If you write the top line of each note with this mind, you'll be able to easily recognize them. The sample notes have titles that show up clearly on the Index screen.

LAPTOP COMPUTERS

Many laptops use a monochrome screen with a color adaptor. If your laptop shows bright letters on a dark background and you want to reverse this, type NOTEWARE /M at the DOS prompt. This tells NoteWare that your monitor is monochrome.

GRAPHICS SCREENS

NoteWare is not directly accessible from programs that display graphics images. However, you can access NoteWare if the program has a "shell" or "Go to DOS" function:

1. Activate the "shell" or "Go to DOS" function.
2. Pop up NoteWare and do your work.
3. Press <Esc> to exit NoteWare.
4. Type EXIT to return to your program.

This approach makes it possible to make pop-up Help for complicated graphics programs. See "TIPS" on page 16 for more about pop-up Help.

If you're using a program which has both text and graphics modes, such as WordPerfect 6.0, you can access NoteWare by switching to text mode, and then pressing the hotkey. This would be helpful if you wanted to do a screen capture, for instance.

If you press NoteWare's hotkey combination when your screen is displaying a graphics image, NoteWare will not be activated. Instead you will hear a short beep.

CHANGING THE TIME FORMAT

The default format of the time is AM/PM. To change the format to 24 hour, type OPTIONS at the C: prompt before loading NoteWare.

USING NOTEWARE ON A NETWORK

To use NoteWare on a network, install NoteWare on each workstation rather than the network server. This prevents the possibility of two users trying to access the same NOTEWARE.DTA file on the server at the same time.

Discounts are available for multiple-user installations: see the ORDRFORM.TXT file for details.

A FEW NO-NO'S

- 1, Don't load a TSR (a memory-resident program) from within a DOS shell. Be sure to exit the shell before loading the TSR. Otherwise you may need to reboot.

2. Don't run a hard disk defragmenting program while NoteWare is loaded. This would definitely trash your notes and may cause some damage to the File Allocation Table of your disk. Always unload NoteWare using the /U command before defragmenting your disk.
3. Don't move or delete the NOTEWARE.DTA file while Noteware is loaded. This could cause the same trouble mentioned above. Unload NoteWare first before moving or deleting NOTEWARE.DTA.
4. Don't turn your computer off while NoteWare is on the screen. This would prevent the last changes you made from being saved to disk. Be sure to press <Esc> to exit NoteWare before turning your computer off. This writes the current note to disk.
6. Only export text when your word processor is ready to receive the text. You would get strange results if the word processor was at a pull-down menu, for instance.

SYSTEM REQUIREMENTS

NoteWare occupies 17.7K of RAM and requires DOS 3.0 or above. Each note occupies 4K in the file NOTEWARE.DTA.

REGISTRATION BENEFITS

NoteWare is a copyrighted shareware program. You may use it during a 21-day trial period without obligation. If you use NoteWare after the trial period, you must register by sending \$25 to Integrated Consulting, P.O. Box 1613, San Juan Capistrano, California USA 92693.

Registered users will receive:

- the most recent version of NoteWare
- a menu-driven print-note program
- a printed manual
- telephone support at 800-272-1377 / 714-240-2092
- a quick reference card
- notices of upgrades
- additional monthly calendars
- other quality shareware.

To print an order form: change to the directory where you installed NoteWare, then type REGISTER at the DOS prompt.

Feel free to upload NOTEW30B.ZIP to your favorite BBS. And don't forget to share it with your co-workers and friends. We genuinely appreciate your support of shareware.

DESCRIPTION OF NOTEWARE'S FILES

| | |
|--------------|---|
| README.TXT | Installation and startup instructions. |
| FEATURES.TXT | NoteWare's unique features. |
| MANUAL.WRI | The file you are reading. |
| MANUAL.TXT | The manual in ASCII format. |
| WHATNEW.TXT | Description of newest features. |
| UPGRADE.TXT | Instructions on upgrading from a previous version |
| INSTALL.COM | Automatic installation program. |
| NOTEWARE.COM | The main program. |
| NOTEWARE.EXE | Non-TSR version of NoteWare |
| NOTEWARE.DTA | Your notes (and configuration) are saved here. |
| NOTEWARE.PIF | PIF file for Microsoft Windows |
| *.ICO | Icons for Microsoft Windows |
| NOTEWARE.FRM | Phone message form |
| PRINTNW.COM | Program to print notes. |
| HOTKEY.COM | Program to change NoteWare's hotkey combination. |
| UPGRADE.COM | Converts notes from NoteWare 1.x format |
| UPGRADE2.COM | Converts notes from NoteWare 2.x format |
| ORDRFORM.TXT | Order form to register NoteWare. |
| REGISTER.BAT | File that prints the order form. |
| FILE_ID.DIZ | Description of NoteWare used by bulletin boards. |
| DESC.SDI | 1-line description used by bulletin boards. |
| VENDOR.DOC | Information used by shareware vendors. |
| OPTIONS.COM | Program to select Time Format. |
| OPTIONS.DTA | Data file contains settings for PRINTNW. |
| 199Y-MM | 8 monthly calendars in ASCII format.. |
| SETUP.EXE | Installation program for Microsoft Windows. |
| INSTALL.INF | Data file used by SETUP. |
| NOTEW30B.ZIP | All the above files ZIP'ped into one file. |

ASSOCIATION OF SHAREWARE PROFESSIONALS

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.