Hold-Anything Reference

Overview

Hold-Anything is a program that keeps track of just about anything!   A unique feature allows you to organize entries into any category you wish, then view these categories separately or combined.

You can assign a record to any number of categories, yet enter the data only once.   You can display all records in all categories, or just a specific category.

Hold-Anything includes a feature that lets you specify any criteria to further limit the records displayed. You can then view, edit, or print just the records you selected.   You can also search for any string of characters in all records.

Hold-Anything uses a Microsoft Access database, so it is easy to access your Hold-Anything data using many Microsoft products such as Word, Excel, and Access.

Just enter anything you want into Hold-Anything, and never worry about misplacing that information again.

Categories

You can assign each record to a category which you previously created.   You can then view and print just the records in that category.   You create a category by clicking on the Category button and adding a new category.   You can display just the records in that category by double clicking on the category name on the same screen.

Note:
If you are displaying records in a certain category, any records you add are automatically assigned to that category.

To assign a record to a category, highlight the record you want on the main Hold-Anything screen, then click the Assign button.   The Category Assignment screen appears.   Double-click on a category in the box on the left side of the screen, and that category will be assigned to the current record.   Double-click on a category in the box on the right side of the screen and that category assignment will be removed from the current record.   You can assign a record to as many categories as you want.

The Clipboard

Copying a complete Record:

Clicking the Clipboard button copies all data from the current record to the Windows Clipboard.   You can also hold down the Ctrl key and press the letter "N" to do the same thing.

After copying this data to the Clipboard, you can paste this text into any Windows application by simply holding down the Ctrl key and pressing the letter "V".   All the data will appear at the cursor location. This is especially handy if you are using a word processor to write a letter to someone, and you want to include some of your Hold-Anything data in that letter.

Copying only selected text:

To copy only selected text to the clipboard, first select the text by highlighting it with the mouse (hold down the left mouse button while moving the mouse over the text) or the keyboard (hold down the Shift key while pressing the left or right arrow keys).   Then hold down the Ctrl key and press the letter "C".   This will copy the selected text onto the Window Clipboard.   Paste the text using the Ctrl-V key combination described in the previous paragraph.

Compact Database

Note: The compact program is only supplied with the fully registered version of Hold-Anything.

Periodically, especially if you delete a lot of records, you should click on the **Compact Database** icon in the Hold-Anything program group.   Compacting your database removes any fragmentation, deletes unused areas within your database, and usually makes the database file smaller.

The Compact process creates a new, compacted copy of your database file and calls it HOLDANY.NEW. It then renames your old database file to HOLDANY.BAK.   Then it renames HOLDANY.NEW to HOLDANY.MDB.   This insures that if something goes wrong with the process (highly unlikely!), a copy of your old database still exists, and simply needs to be renamed back to HOLDANY.MDB using either Windows File Manager or the DOS rename command.

Because this process creates a second copy of your database, you need to have enough space on your disk to hold the second copy.

Contacting the Author

You can contact the author of Hold-Anything as follows:

By U.S. Mail:

Michael Paulick
P.O. Box 935
Conifer, CO 80433
U.S.A.

CompuServe id:

70640,1614

Internet address:

70640.1614@compuserve.com

Phone support is not offered except in very special circumstances, and then only if invited to call collect in the evening.   I currently work another full-time day job, and I cannot return phone calls.   Although I would love to personally talk to my customers, please be aware that I am a one-man company, and time and expenses make this difficult.   I respond promptly to all e-mail and letters.   I do not have a VISA or MasterCard merchant account, so I cannot accept credit cards.

Convert Hold-Anything DOS to Windows

Note: The conversion program is only supplied with the registered version of Hold-Anything.

If you are currently using the DOS version of Hold-Anything, click on the **Convert Hold-Anything DOS to Win** icon in the Hold-Anything program group.   Make sure you specify the location of both your DOS Hold-Anything **HOLD.DAT** file and your Hold-Anything for Windows **HOLDANY.MDB** file.   The conversion program will copy all of your data into the Windows version of Hold-Anything.

Your old HOLD.DAT file will not be changed in any way.   You can still use the DOS version of Hold-Anything after the conversion.   Just be sure you do not re-run the conversion a second time unless you delete all previously converted records and all previously converted categories from the Windows version. Otherwise you will end up with duplicate records and duplicate Categories.

Error Messages

Couldn't lock file: SHARE.EXE not loaded

MS-DOS file sharing lock count exceeded

If you get a message similar to those above, here's what you need to do:

Using the Windows Notepad program, the DOS Edit program, or some other text editor, open your Windows SYSTEM.INI file.   This file is usually located in your C:\WINDOWS directory, so the file name you would open is:
 C:\WINDOWS\SYSTEM.INI

Find the line in your SYSTEM.INI file that says:
[386Enh]

Add a new line after that line that says:
DEVICE=VSHARE.386

Save your changes to the SYSTEM.INI file.

Important:
You will then need to totally end Windows and restart it before this change will take effect.
This should solve the problem.

Not so important:
For your information, the VSHARE.386 file is a virtual device driver required by some Windows programs to manage the sharing of files among programs.   During the Hold-Anything installation, the Setup program should have installed this file in your Windows System directory if it was not already there and if the program determined you needed it.   If you installed Hold-Anything some other way, you may get these messages.

The VSHARE.386 program replaces the DOS SHARE.EXE program for use by Windows programs, and is superior to the DOS version, since it dynamically adjusts for the number of file locks needed. DOS programs that share files still require SHARE.EXE.

Filtering records

To view only certain records in your database, click the Filter button.   The "Specify Record Filter" screen appears.   A record filter is simply criteria you specify to limit the records displayed.

If you are familiar with SQL, this should be easy.   Just specify a SQL WHERE statement, leaving out the word WHERE.   If you're not familiar with SQL syntax, it's still easy!   Simply pick a field from the list, or type a field name in the box.   After the field name, specify a comparison operator, such as **=, <, >, <>** (not equal), or **like**.   Then enclose the value you want to compare the field to in quotes.   For example, to show all records which have either an Alternate Name equal to "Colorado", or the word "Denver" in the Notes, your criteria would be:

AlternateName = "Colorado" or Notes like "*Denver*"

Notice the word "or" in the above example, which allows you to check both the AlternateName field and the Notes field at the same time.   This will display all records that have and alternate name equal to Colorado **or** the word Denver somewhere in the Notes.   If you substituted the word "and" instead of "or", you would only display records that have **both** the AlternateName equal to Colorado **and** the word Denver in the Notes.

You use the **like** comparison operator together with asterisks * to find any combination of characters in a certain field.   The asterisk serves as a wild card character.   In other words, any character (or any number of characters) match the asterisk.   So if you want to find all records where the Record Name starts with "mac", you would specify the following criteria:

RecordName like "mac*"

Putting the asterisk as the last character after "mac" means that all records whose RecordName field **starts** with "mac" will be found.   For example, Record Names such as "MacAllister", "MacDonald", or "Mack" will match this criteria.   If you put the asterisk as the first character instead of the last (**RecordName like "*mac"**), any name **ending** with "mac" would be found, such as "Tarmac".   Placing an asterisk at both the front and the back of a character string (**RecordName like "*mac*"**) will find records with "mac" anywhere in the RecordName field, such as "Belmacelroy".   This is especially handy for finding some word or phrase in the Notes field.   You can also place the word "not" in front of the "like" operator, such as **RecordName not like "Mac*"**

You must refer to each field name as it appears in the list on the right side of the Specify Record Filter screen.

Find

To find a string of characters anywhere in your Hold-Anything database, click the Find button, then type the string of characters you are looking for.   Hold-Anything will search all fields and all records in the entire database and then display just those records that contain the characters you specified.   Since this requires a lot of searching, it could take some time if you have many records in your database.

The Find command is quite powerful, and allows the use of the wildcard characters * (asterisk),   ? (question mark), and # (pound sign).   These work similar to the wildcard characters in DOS.   The asterisk matches **any number** of characters, so **th*** finds **the**, **there**, and **three,** while ***ow** finds **how**, **wow**, and **plow**.   The question mark matches any **single character**, so **h?t** finds **hat** and **hit**.   The pound sign works like the question mark, except it matches any **single number**, so 2#4 finds 234, 214, 294, etc.   The left and right square brackets [ ] match any **single** character within the brackets, and you can put multiple characters in there.   For example, **d[oi]g** finds **dog** and **dig**.

You may want to refrain from using these wildcard characters within your data to avoid confusing the Find command.   However, you can match on these characters if they appear in your data by enclosing them in square brackets.   For example, if you want to search for a question mark in your data, you would do a find on **[?]**

The Grid

Description:

The **Grid** is the section of the main Hold-Anything screen which displays the records in your database.   It is made up of rows and columns, and looks similar to a spreadsheet.   Each row contains all of the data for each record in your database.   Each column is a field in your database.

Changing the appearance of the Grid

You have a great deal of flexibility in configuring the appearance and behavior of the Grid.   Many features are similar to a Windows-based spreadsheet like Microsoft Excel.   These features are listed below.

Rearranging Columns:

You can rearrange the columns by dragging and dropping the column name to a new position.   Position the mouse cursor over a column name (such as Record Name), then press the left mouse button and hold it down.   Then move the mouse horizontally across the columns, and release the left mouse button when the column is in the position you want.   This is called "dragging and dropping".   The column will then stay in that position for the remainder of your Hold-Anything session, but will revert to the original position the next time you start Hold-Anything.

Resizing Columns:

To change the width of a column, position the mouse cursor on the right edge of the column until the cursor shape changes to a double-sided horizontal arrow.   Then press the left mouse button and hold it down.   Then move the mouse either left or right to decrease or increase the width.

Allowing/Disabling Grid Editing:

There is an option on the **Edit** menu to **Allow Grid Editing**.   When you choose this option, you can make changes to your data directly on the Grid.   When you choose this option, the menu selection changes to **Disable Grid Editing**, and choosing this will turn off this feature.   When Allow Grid Editing is enabled, you can edit your data by first clicking once on a record on the grid, so that row is highlighted. Then move the mouse cursor to the field you want to change, and click once.   The field will change color, and you can type a new value in that field.   You can press the Esc key prior to moving the cursor off that field to cancel your change.   When you move the cursor off that field or row, the changed field will be saved.

There are a few fields, such as the Date Updated field, which appear on the Grid but cannot be changed.

Locking a column in place so it doesn't move when you scroll

Suppose you want to view or edit a column that is on the right-hand side of the grid.   When you scroll to the right, you can no longer see the Record Name field that helps you identify which record you are dealing with.   To solve this problem, you can split the grid in two so that you can see the fields that help you identify the record   (such as the Record Name column) on the left-hand side of the grid, while scrolling the right-hand side of the grid independently.   To do this see the next section, called "Splitting the Grid".

Splitting the Grid

You will notice a small rectangular black box (called the split box) which appears at the leftmost boundary

of the horizontal scrollbar. In other words, this box is in the bottom left corner of the Grid.   When you move the mouse cursor over this box, notice that the cursor shape changes to a downward facing arrow attached to two vertical lines.   Once the mouse is positioned over this box, drag and drop this cursor to the right.   Dragging is defined as pressing and holding down the left mouse button while moving the mouse.   Dropping is defined as letting up on the left mouse button after the mouse is positioned where you want it.   Drop the cursor where you want the split to occur.

After dragging and dropping the split box, you will notice the Grid now appears as two grids side by side. You can now scroll each side of the Grid separately.   This lets you position a column such as Record Name on the left side of the Grid, while then scrolling to another column on the right side of the Grid. You can reposition the split by dragging and dropping the new split box that appears when you create a split.

You are **not** limited to just two splits.   You can create as many splits as you need by dragging and dropping the left-most split box.   This allows you to have three, four, or even more independantly scrollable regions on the Grid.   This is very handy if you need to view certain columns that are not located right next to each other.

You can eliminate the split by dragging the split box all the way to the left.   The splits will also go away when you end Hold-Anything and start it again.

Locate

To locate any record in your database, make sure the cursor is on the Locate box on the main Hold-Anything screen, then simply type a character in that box.   Hold-Anything will highlight on the Grid the first record it finds whose Record Name starts with that character.   If you type a second character, Hold-Anything will find the first record whose Record Name starts with those two characters.   You can continue to narrow the search by typing more characters of the Record Name.

If no record in your database matches what you typed, the current record highlighted on the Grid remains the same.

The above example assumes that you have not changed the sort order, so your records are sorted by Record Name.   If you change the sort to another field such as Alternate Name, the Locate function will search in that field instead.

Note:
Refrain from typing double quote marks (") in the Record Name or Alternate Name fields.   The Locate feature ignores double quotes, so typing a double quote in the Locate field will have no effect.   Certain special characters (like * and #) are also ignored.

Export

You can export your Hold-Anything data for use with other programs. Simply choose the option "**Export Data to HOLDOUT.TXT file**" from the Hold-Anything Reports menu. Choosing this option will create a file called HOLDOUT.TXT in the current directory on your hard disk (usually C:\HOLDWIN).

The HOLDOUT.TXT file is a standard comma-delimited ASCII file which will contain your Hold-Anything data. Only the records displayed in Hold-Anything at the time you created the file will be contained in this ASCII file. Most word processors can use this data file for merging with a word processor document. Refer to the documentation for your specific word processor for instructions on how to merge an ASCII file into a document.

Multiple Users and Multiple Databases

Use on a LAN

Hold-Anything for Windows works great on a Local Area Network (LAN).   Multiple users can all share the same database simply by specifying the database name in the command line used to start Hold-Anything (see below).   Record locking is handled automatically by the Microsoft Access database engine.

Important:
Use on a LAN requires an individual payment to the author for each person using Hold-Anything.   If you have more than 10 users, a site license is available.   Contact Michael Paulick for pricing.

Multiple Databases or Multiple Users Sharing the Same Database

Normally, your Hold-Anything database is located in the **C:\HOLDWIN** directory, and the name of your Hold-Anything database is **HOLDANY.MDB**.

Most users will not want to change this.   However, in some cases you may want to have several people sharing the same database, or multiple Hold-Anything database files in different directories on your hard drive, while still having only one copy of the Hold-Anything program.   This can be accomplished by specifying the full path name (drive, directory, and file name) of your Hold-Anything database on the command line used to start the Hold-Anything program.

For example, the normal command line used to start Hold-Anything is:
> **C:\HOLDWIN\HOLDANY.EXE**
Note that there is nothing on the command line after the program name HOLDANY.EXE.

If you have a second Hold-Anything database in another directory called MYNAME, then you can use the following command line to start Hold-Anything using this second database:
> **C:\HOLDWIN\HOLDANY.EXE   C:\MYNAME\HOLDANY.MDB**
Note that the location and name of the Hold-Anything database is listed on the command line after the program name.   The program location and name is the same, but by specifying the location and name of the database file HOLDANY.MDB after the program name, Hold-Anything uses the database in directory MYNAME rather than the one in directory HOLDWIN.

Similarly, you can specify the location of the HOLDANY.MDB file on your LAN file server if you want several people to share the same data.

The command line referred to above is located in the Program Item **Properties** window in the Microsoft Windows Program Manager.   If you have never created a new Program Item or never changed Program Item Properties in Windows, you should enlist the help of someone more experienced with Windows, or refer to your Windows Users Manual.

Repair Database

In the unlikely event that your database is damaged, you can attempt to repair it by clicking on the Repair Database icon in the Hold-Anything program group.

A database can become damaged due to a sudden loss of computer power while the program is performing an update operation.   A computer hardware problem can also cause damage.

Only certain types of problems can be corrected by the repair program.   Therefore, make sure you always have a recent backup copy of your **HOLDANY.MDB** file.

Reports

To print reports, click the Reports button or select the Reports menu.   A list of available reports will be displayed.   Select the report you want from the list by clicking it with the mouse.

Selecting Records

If you want to display specific records by individually choosing each record from a larger list, you can do this easily.   Just position the mouse cursor to the extreme left of the <u>Grid</u> on the record you want to select.   The mouse cursor will change to a check mark when it is positioned in the correct spot.   Then simply click the mouse once and that record will be selected.   You can then display just the selected records by pressing the button which says: **"Show Selected Records Only"**.   The Edit menu has additional options for hiding all selected records and for removing all selection marks.

Show All Records

To display all records in your Hold-Anything database, click the **Show All** button.   This is useful if you previously limited the records displayed by choosing a specific <u>Category</u>, or by specifying a <u>Filter</u> or <u>Selecting Records</u>.

Sorting

To sort your records in a different order, just click on the **"Sort by"** box on the main screen.   A list will appear the fields in the database you can sort by.   Select a field name by clicking it with the mouse. Your list will then be rearranged based on the contents of the field you selected.

Any reports will print in the current sort order.

View/Edit or Add a record

To **View or Edit** an existing record in the database, double-click the row on the <u>Grid</u> which displays the desired record, or click the **View/Edit** button.   The next screen which appears displays and lets you change all the data for the selected record.   This screen is referred to as the Edit screen.

To **Add** a new record to the database, click the **Add** button.   The next screen which appears allows you to add new data into a record.   This screen is also referred to as the Edit screen.

The Tab, Enter, and Up/Down arrow keys

The Tab, Shift-Tab, Enter, and Up and Down arrow keys move the text entry point (the text cursor) from the Record Name field to the Alternate Name field or to the Notes field.   However, once in the Notes field, the Enter and Up/Down arrow keys move from line to line within the Notes.   The Tab key still moves the cursor out of the Notes field.   To indent a line within the Notes field, hold down the Ctrl key and press the Tab key.