

About Jot

What is Jot?

Jot can be described as a number of things, such as a text database, a simple personal information manager, or as a note-card program. Jot can be used for all of these purposes, so perhaps "text manager" might be the most accurate description.

What is Jot useful for?

Jot is useful for any task where items of textual information need to be kept together. The information does not need to be related. Some examples:

- Addresses and contact information
- Software inventory
- Note-taking for a paper or book
- Bibliographies
- Recipes
- Random notes and jottings
- To-do lists
- Tracking bugs and change requests for a program
- Source code library, storing little subroutines and bits of code (very useful for Visual Basic)
- FTP sites, WWW home pages
- Lists of any sort, from grocery shopping to family clothing sizes

Who is using Jot?

Jot is in use primarily in England, with registered users in the USA and Japan. My registration file includes one of the UK's top 2 banks, a top 5 merchant bank, a London borough council, a number of other firms, as well as professionals from a wide variety of fields.

Jot is being used for addresses, a novel's plot outline, recipes, book/movie lists, and a host of other applications.

Jot Add-ons

This and future versions of Jot will provide optional features (add-ons) which can be enabled by paying a fee for the particular add-on desired. This feature would also be used to provide customer-specific facilities.

At present, there are no Jot add-ons publicly available, although Jot's help text is prepared using an internal add-on.

Known Problems

This section will document any known problems, bugs, or features. The README.TXT file that came with the **Jot** distribution may have additional information.

Last updated: 27 Jun 1995

- Files are not kept open, so once a file is loaded, there is nothing to prevent another user from changing the file. This is not a bug, *per se*, but needs to be addressed.
- Write permission is required on a directory in order to save files to it, because Jot first writes to a temporary file in the destination directory.
- DDE support is quite incomplete, and will probably be removed very shortly to be replaced with support for OLE Automation. (Update: Both will probably be supported).
- The Print Preview display does not re-scale itself when displaying two pages. This involves rewriting the preview code, so it probably won't happen until 2.0.

Edit Clear All Command

The Edit|Clear All command deletes the entire text of the note.

Edit Copy Command

The Edit|Copy command leaves the selected text intact and places an exact copy of it in the clipboard. To paste the copied text into another document, choose Edit|Paste.

Edit Cut Command

The Edit|Cut command removes the selected text from your document and places the text in the clipboard. Choose Edit|Paste to paste the cut text into another document. The text remains selected in the clipboard, and can be pasted multiple times.

Edit Clear Command

The Edit|Clear command deletes the currently selected text from the current document. The text is not placed in the clipboard. Use the Edit|Undo command to restore the text.

Search Find Command

The Search|Find command searches the current document for a text pattern. The command displays the Find dialog which controls the search process. Options in the dialog determine whether only whole words are to be matched, whether the case of characters is significant, and whether the search should be conducted forwards or backwards through the document. As each match is found, it is highlighted in the document.

Search Dialog

Search Find Next Command

The Search|Next command repeats the last Find or Replace operation.

Edit Paste Command

The Edit|Paste command inserts the text currently selected in the clipboard into the current window at the cursor position.

Search Replace Command

The Search|Replace command searches the current document for a text pattern, and replaces occurrences of the of the pattern with new text. The command displays the Replace dialog which controls the search/replace process. Options in the dialog determine whether only whole words are to be matched, and whether the case of characters is significant. The dialog is also used to specify the pattern to search for, and the text to replace occurrences with.

Replace Dialog

Edit Select All Command

The Edit|Select All command selects the entire text portion of the note.

Edit Undo Command

The Edit|Undo command restores the file in the current window to the way it was before your most recent edit operation. Undo inserts any characters you deleted, deletes any characters you inserted, replaces any characters you overwrote, and moves your cursor back to a prior position. Some operations, such as file commands or Tool|Timestamp cannot be undone.

File Exit Command

The File|Exit command exits Jot. If you've modified documents without saving, you'll be prompted to save before exiting.

File Insert Command

The File|Insert command prompts for the name of a file and inserts the contents of that file into the current document.

See Also:

[Supported File Formats](#)

File New Command

The File|New command opens a new, untitled document, and makes it the active window. The application prompts you to name untitled documents when they are closed.

File Open Command

The File|Open command displays the Open a File dialog box so you can select a file to load into a new document window. You can also create a new document by naming a file that doesn't currently exist.

See Also:

[Supported File Formats](#)

File Print Command

The File|Print command prints the contents of the active window. Use File|Print Preview to see how the document will be laid out on printer pages. Use File|Print Setup to select a printer, and to set printer options.

File Print Preview Command

File|Print Preview opens a special window that shows how the active document will appear when printed. The preview window shows one or two pages of the active document as they would be laid out on printer pages. Controls on the window allow you to page through the pages of the document.

File Print Setup Command

The File|Printer Setup command displays the Printer Setup dialog box which allows you to select and configure the printer to be used to print documents in the application.

File Save Command

The File|Save command saves the document in the active window to disk. If the document is unnamed, the Save File As dialog box is displayed so you can name the file, and choose where it is to be saved.

See Also:

[Supported File Formats](#)

File Save As Command

The File|Save command saves the document in the active window to disk. If the document is unnamed, the Save File As dialog box is displayed so you can name the file, and choose where it is to be saved.

See Also:

[Supported File Formats](#)

File Write Command

The File|Write command prompts for a file name and writes the contents of the document to that file. If encryption is requested and valid for the file format, you will be prompted for a password. This command is similar to File|Save As, but does not alter the state of the document.

See Also:

Supported File Formats

Note Add Command

The Note|Add command prompts the user for the name of the new note, and creates a new note with empty text. This new note becomes the current note.

Note Copy Command

The Note|Copy command copies the current note to the Clipboard in text format, with the note title becoming the first line of the Clipboard text.

Note Cut Command

The Note|Cut command places the current note onto the Clipboard in text format and removes it from the document. The title of the note becomes the first line of the Clipboard text.

Note Delete Command

The Note|Delete command removes the current note from the document. You will be asked to confirm this operation.

Note Duplicate Command

The Note|Duplicate command creates a new note that has the same title and text as the current note.

Note Paste Command

The Note|Paste command takes text from the Clipboard and creates a new note. The first line of the Clipboard text becomes the title of the note, with the rest of the text becoming the note text.

Note Rename Command

The Note|Rename command prompts you for a new title for the current note, with the current name as a default.

Note Revert Command

The Note|Revert command reverses changes to the current note since it became the current note. Note that many operations (such as file, printing, and search/replace) 'save' the current note, preventing revert from working.

Options Autodial Command

The Option|Autodial command allows editing of the autodial configuration.

Autodial Options Dialog

Options Editor Command

The Options|Editor command allows the editor configuration to be modified.

Editor Options Dialog

Options File Command

The Options|File command allows the current document's encryption state, password and title to be modified.

NB Document titles will be supported in a future release.

[File Options Dialog](#)

Options Page Setup Command

The Options|Page Setup command allows the page setup configuration to be modified. The page setup includes margins, columns, fonts, and tab size.

Page Setup Dialog

Options Register Command

The Option|Register command allows the user to enter registration details for this copy of **Jot** .

Registration Dialog

Search Goto Command

The Search|Goto command prompts for a string and searches for the next note with the specified string in its title. If a matching note is found, it becomes the current note.

Tool Autodial Command

The Tool|Autodial command tries to extract a phone number from the selection. If successful, the autodial dialog is displayed to confirm the number. The number will then be dialled, and the user will be prompted when to pick up the handset.

The **Jot** autodial facility recognises the international dialling prefix ('+') at the beginning of a number and will replace it with the configured international prefix.

The standard prefix number will be added after any international prefix.

Tool Fill Text Command

This option is only available to registered users.

The Tool|Fill Text command removes excess newlines from the selection, replacing single newlines with a space, and multiple newlines with a single newline.

If a line begins with whitespace (spaces and/or tabs), a new paragraph is assumed.

This facility is useful for importing plain text and reformatting it to take advantage of **Jot's** editor; e-mail and Usenet News are two examples

Tool Timestamp Command

The Tool|Timestamp command inserts the current date and time into the current note at the cursor position.

The timestamp has a fixed format at the moment, but it be made configurable in a future release.

Getting in Touch With the Author

Mail

The author can be reached at the following address:

Michael J Marshall
60b Jackson Road
London N7 6EE
ENGLAND

Telephone

+44 171 609 0985

Calls will only be accepted between 1700-2200h UK Time (GMT/BST); please use other methods of contact first.

Fax

+44 171 713 8001

Electronic Mail

Internet: support@unicorn.compulink.co.uk (for non-support queries, use
jot@unicorn.compulink.co.uk)

CompuServe: 100327,765 (for better response, use the Internet address)

CIX: mmarshall (There is also a conference on CIX, "mmarshall", where support is provided)

World Wide Web

I now have a Web site available, which will be kept current with information about **Jot**, including problem reports and work-arounds, documentation errata, and anything else suggested by users. Worth checking out every now and again.

URL: <http://www.compulink.co.uk/~unicorn/jot.html>

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Jot Credits

Development Tools

Jot was developed using the following tools:

- **Borland C++ 4.53** with the OWL and BIDS class libraries.
- **PFE** (Programmer's File Editor)
- **Chief Install Pro** to install the application.
- **Jot** was used to compose the help text, and **RTFGen** generated the final help file.

Beta testers

The following people on CIX have been involved in the beta testing of this and previous versions of **Jot** ; their efforts have been valuable in bringing **Jot** to life.

- Hazel Bradbeer (hbradbeer)
- Kevin Golding (kgolding)
- Iain Laskey (ilaskey)
- Graham Lemon (anzio)
- Clive Marshall (camarshall)
- Serge Moes (serge)
- Jerry Ozaniec (joz)
- Simon Phipps (sshipps)
- Terry Ryan (t_ryan)
- Paul Smith (psmithb)
- James Wilde (jwilde)
- ...

Dedication

This program is dedicated to my Other Half, **M.J.**, without whom my life would be much less interesting (although it *would* be much quieter, and I'd get into the bathroom more often!).

Cursor Movement Keys

Key(s)	Function
Arrow key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or Ctrl+Left Arrow	Moves to the beginning of a field.
Page Up or Page Down	Moves up or down in a field, one screen at a time.

DDE Commands

Most of these commands map to menu items, reflected in their names.

Please note that commands that take no parameters do not have parentheses (e.g. Exit).

The following commands are supported in this version of Jot:

EditCopy	Copies the current selection to the Clipboard.
EditCut	Cuts the current selection to the Clipboard.
EditPaste	Pastes the contents of the Clipboard into the current document, replacing the current selection.
Exit	Terminates Jot. The user will be prompted to save any unsaved file.
FileAbandon	Equivalent to FileNew(), but will not save changes.
FileNew	Creates a new Jot file. If the current file has unsaved changes, the user will be prompted to save them.
FileOpen(filename)	Opens a file. If filename is "", the user will be prompted for a filename.
FileSave	Saves the current file. If the file is untitled, the user will be prompted for a filename.
FileSaveAs(filename)	Saves the current file under a new filename.
FileView(filename)	Equivalent to FileOpen(), except that the file is opened in read- only mode.
FileWrite(filename)	Equivalent to FileSaveAs(), except that the internal filename is unchanged.
Insert(text)	Inserts text at the insertion point. This command will be expanded in a future release.
NoteAdd(title)	Adds a new document called title, making it the current document.
NoteSelect(n)	Selects document n to be the current document, where n has the value 0..NoteCount-1.
CaretTop([select])	Moves the caret to the beginning of the note. If select is provided and non-zero, the current selection is extended otherwise the previous selection is cancelled.
CaretBottom([select])	Like CaretTop(), but moves to the end of the note.
CaretLeft([n,[select]])	Moves the caret n places to the left, with n defaulting to 1. The current selection will be extended if select is non-zero.
CaretRight([n,[select]])	Like CaretLeft(), but moves the caret to the right.
CaretUp([n,[select]])	Like CaretLeft(), but moves the caret upwards.
CaretDown([n,[select]])	Like CaretLeft(), but moves the caret downwards.
CaretHome([select])	Moves the caret to the beginning of the current line, optionally extending the selection.
CaretEnd([select])	Like CaretHome(), but moves the caret to the end of the current line.

DDE Data Items

Topic "Editor"

FileChanged	Tells you if the current file has been modified. The reply will be "Yes" if the file needs to be saved, or "No" if the file is unchanged.
FileName	Gives you the filename of the current file, or "Error" if there if the file is currently untitled.
FileWritable	Gives you the read-only status of the current file. The reply will be "No" if the file is read-only, otherwise "Yes".
Format	A list of the clipboard formats supported by Jot's DDE server. This will be the string "TEXT".
NoteCount	Returns the number of documents in the current file.
NoteTitle	Returns the title of the current document.
NoteText	Returns the text of the current document, which can be up to 64K in length.
NoteCurrent	Gives the index of the current document, with the first document being number 0.
Result	Gives you the result of the last command executed over the DDE link. The reply will be one of the strings "OK" or "Error" if a result is available, and "Busy" if the server is currently processing a DDE link command.
Status	Gives you the current status of the DDE server, one of the strings "Ready" or "Busy".
TopicItemList	The list of items supported by the Editor topic.
Version	Gives you the current version of Jot, which can be used to determine which facilities are available. The current version of Jot returns 1.1.0 .
Result	Holds the result of the last DDE command executed, either Ok or an error string of the form Error or Error: reason .
Caret	Returns the location of the caret as an offset from the beginning of the note.

Topic "System"

Formats	A list of the clipboard formats supported by the Jot DDE server. This will be the string "TEXT".
Protocols	A list of Protocols supported by the Jot DDE server. The reply will be "Execute Protocol 1".
Status	The current status of the DDE server. The reply will be one of the strings "Ready" and "Busy".
Systems	A list of items supported by Jot under the "System" topic, separated by tab characters.
TopicItemList	The list of items supported by the System topic.
Topics	A list of the topics supported by Jot , separated by tab characters.
Version	Returns the current version number of Jot .

Jot DDE Interface

The Jot DDE interface is still under development; the contents of this section are not guaranteed to remain stable between versions, though I will endeavour to minimise incompatibilities. If you have specific needs or requirements for **Jot** DDE, please get in touch.

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Controlling Jot over a DDE Link

DDE commands are sent to **Jot** using the standard DDE methods. Your application should open a DDE link to **Jot** specifying the relevant DDE service name (**Jot** under Win3.1, and **Jot32** under NT and Windows 95), and a topic name of either **Editor** or **System**. From Visual Basic for example, you would perform a *Link.Execute* operation. The DDE item name is not used. Once the link is established, you can send one or more command strings to be executed. The command string should have the general form

[CommandName(argument,...)]

where the arguments you supply within the parentheses will vary depending on the command. The command name can be written in any mixture of upper- and lower-case letters. A maximum of 128 bytes can be sent in any transaction.

Jot will return a response of DDE_FAIL immediately if the command syntax is ostensibly correct, or DDE_FNOTPROCESSED if there is some obvious error. The command itself is executed asynchronously to the DDE client, which will regain control immediately after sending it. If the last DDE command resulted in a lengthy action - such as loading a large file, or asking the user for input in a dialog box - the server may not be able to accept a new command immediately. In this case it will return a reply DDE_FBUSY to the client, which should wait for a suitable interval before attempting the command again.

To determine whether any DDE link command worked or not you need to request the data for the item "Result" from the "Editor" topic. This data item will contain the string "OK" if the command succeeded, "Error" if it failed, and "Busy" if the server has not yet completed its processing.

List Of DDE Commands

DDE Poke Items

Topic "Editor"

Paste	This item allows you to paste data into the current window at the position of the caret. The data should be in CF_TEXT clipboard format, with the end of each line marked by a CR-LF byte pair, and a final null byte terminating the block.
Caret	Poking this item sets the location of the caret in the current note.

Under Windows 3.1, you may not paste more than 64 kilobytes of data in one operation. As DDE Poke operations are performed asynchronously, the "Result" item will need to be queried to determine if the operation succeeded.

Caps Lock Indicator

Displayed when the **Caps Lock** state is active.

Note Counter

Displays the index of the current note followed by the number of notes in the document.

The Editor

Displays the text of the current note, which can be edited if the document is not read-only.

Message Area

Displays messages and progress information.

Document Modified Indicator

If the document has been modified, a '#' will be displayed here.

Num Lock Indicator

If the Num Lock state is active, this indicator will be displayed.

Read-Only Indicator

If this document cannot be modified, '**RO**' will be displayed here.

Shareware

Shareware is software distributed under a 'Try-Before-You-Buy' philosophy, which gives you a period to evaluate software packages free of charge. If you continue to use a package beyond the trial period, you are morally obligated to purchase the program.

Title List

The title of each note in the document is displayed here, in alphabetical order. Non-English characters are supported, so u-umlaut comes after u and c-cedilla after c.

The ToolBar

(Also known as a SpeedBar, ButtonBar, IconBar, ToolRibbon, WhatChaMaCallit, etc)

The picture buttons on the toolbar are shortcuts to various commands. To see what a button does, move the mouse cursor over it, and its description will be displayed in the status bar.

Twips

A twip is $\frac{1}{20}$ of a point, or $\frac{1}{1440}$ of an inch.

Win16

Includes Windows versions 3.1, 3.11, and Windows for Workgroups 3.11.

Win32

Includes Windows95 and Windows/NT 3.5+ (**Jot** has not been tested with earlier versions of NT).

Win32s

A special version of Win32 that runs under Win16 systems. The Win32 version of **Jot** will run under Win32s, but with some functionality disabled.

Dialog Keys

Key(s)	Function
Tab	Moves from field to field (left to right and top to bottom).
Shift+Tab	Moves from field to field in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
Arrow key	Moves from option to option within a group of options.
Enter	Executes a command button. Or, chooses the selected item in a list box and executes the command.
Esc	Closes a dialog box without completing the command. (Same as Cancel)
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects item in a drop-down list box.
Spacebar	Cancels a selection in a list box. Selects or clears a check box.
Ctrl+Slash	Selects all the items in a list box.
Ctrl+Backslash	Cancels all selections except the current selection.
Shift+ Arrow key	Extends selection in a text box.
Shift+ Home	Extends selection to first character in a text box.
Shift+ End	Extends selection to last character in a text box.

Distributing Jot

General Rules

- No file in the distribution may be modified in any way.
- No file may be removed from the distribution, but a vendor may add a single file to identify itself and where **Jot** was acquired.
- No registration information may be given to any party other than the registered user - to do so is a criminal offense in most countries.

Personal Distribution

You are encouraged to distribute copies of Jot to friends and colleagues. If you are a registered user, you may give copies of the disk you received to others, as long as you do not give them your personal registration details.

Bulletin Boards

(This includes services such as CIX, Compuserve, America Online, and FTP sites.)

If you upload Jot to a bulletin board, I would appreciate notification, so the BBS provider can be notified of subsequent releases. It would be best to notify me beforehand via e-mail, so I can ensure you have the most current release.

Magazines

A magazine once put Jot on their cover disk, which was very nice. Except that they put an older version that contained a serious bug in it (fixed shortly after detected). The magazine was not even considerate enough to notify me of their intentions; I found out when someone registered.

To prevent this from happening again, Jot may not be placed on *any* magazine cover disk or CD-ROM without written permission from myself, and the magazine is obligated to ensure that they are distributing the current release.

Shareware Vendors

Shareware vendors require written permission to distribute Jot, and may not charge more than GBP 3.00 to cover costs.

Autodial Dialog

Number

The number to dial. This field initially contains the selection. Digits, dashes and spaces are permitted (dashes and spaces will be stripped out), and a leading '+' is allowed for international numbers.

Prefix

This number is prefixed to the telephone number (and the international prefix), as is generally used in locations that require a special number to be dialled to get an outside line (usually '9').

Use Prefix

If this field is checked, the prefix will be used, otherwise it will be ignored.

See Also:

[Autodial Setup Dialog](#)

Autodial Setup Dialog

Port

Choose the port the modem is connected to.

Baud Rate

Choose the speed required to communicate with the modem. For most modems, the default of 9600 should be fine.

Prefix

If your site uses a special prefix to dial external numbers (usually '9'), enter that number here.

Int'l Prefix

Jot supports international prefix codes (and any service provider codes, such as Mercury, Sprint, or MCI). Enter the prefix required to access international numbers.

Modem Init String

The string used to initialise your modem. All Hayes-compatible modems should accept the default string, but check your modem's documentation if you wish to change it.

Pulse Dial

Check this box if your phone line does not support tone dialling (increasingly rare these days).

Editor Setup Dialog

Autosave

This facility is only available to registered users

Autosave On

When checked, the autosave facility is enabled.

Period

Defines the period between autosaves, in minutes. The recommended range is 5-15 minutes.

Title List %

Specifies the proportion of the **Jot** client area devoted to the title list. The valid range is 5-95, with the recommended value within 30-60.

Tab Size

Defines the spacing between editor tab stops.

Make Backups

If this box is checked, when files are saved, any existing file is renamed with a '.bak' extension.

Title Font

Press this button to choose the font for displaying note titles.

Text Font

Press this button to choose the font for displaying note text.

File Options Dialog

Encryption

This facility is only available to registered users.

Encrypted

Initially indicates whether the file is encrypted or not. Registered users may change this setting. If this setting is changed, the password will be cleared.

Password & Confirm

To change or set the password, enter it into this field, and again in the confirm field; the two passwords must match before they will be accepted.

Read-Only

This check-box indicates whether the document is read-only or not. It may not be changed.

Title

This field is reserved for a future release, and is disabled for now.

Page Setup Dialog

Header/Footer

Specifies the header and footer text to use when printing.

[Syntax of Borders](#)

Margins

Enter the desired margins here. The units are inches or centimeters depending on the Control Panel setting for measurements.

Columns

Number

Jot supports 1-6 columns.

Gutter Width

This is the spacing between columns.

Tab Width

This is the spacing between tab stops.

One note per page

When checked, each note will be printed on a separate page.

Title Font

Press this button to choose a font for note titles.

Text Font

Press this button to choose a font for note text.

Border Font

Press this button to choose a font for the header and footer.

Registration Dialog

User Name

Enter your user name here. Spaces and the case of letters are significant, so enter this field *exactly* as given on your registration certificate.

Serial Number

Enter your serial number here.

Activation Key

Enter the activation key from your registration certificate here.

Replace Dialog

For performing searches.

Text to Find

Specifies the text to find. A history of previous choices is maintained.

New Text

When a match is found, it will be replaced with this text. Instances of the special character '%' in this text will be replaced with the matched string. (e.g. if the matched string is "abc" and the new text is "%(%)" then "abc" will be replaced with "abc(abc)")

Options

Case Sensitive

If unchecked, case will be ignored, so "aa" would match "aa", "aA", or "AA".

Whole Words Only

Matched strings must start and end on word boundaries.

Regular Expression

This facility is only available to registered users.

The search pattern should be treated as a regular expression.

Prompt on Replace

If checked, you will be asked to confirm each replacement before it is made.

Direction

Specifies whether to search forwards or backwards.

Search All Notes

If unchecked, only the current note is searched.

Replace All

Normally, only a single replacement will be made; when this button is used, all instances of the search text will be found and replaced. If Prompt on Replace is selected, each instance will have to be confirmed separately (and is recommended to avoid replacing *too* much).

Search Dialog

For performing searches.

Text to Find

Specifies the text to find. A history of previous choices is maintained.

Options

Case Sensitive

If unchecked, case will be ignored, so "aa" would match "aa", "aA", or "AA".

Whole Words Only

Matched strings must start and end on word boundaries.

Regular Expression

This facility is only available to registered users.

The search pattern should be treated as a regular expression.

Direction

Specifies whether to search forwards or backwards.

Search All Notes

If unchecked, only the current note is searched.

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

Edit Menu

The Edit menu provides commands to undo edits, access the clipboard, and to delete text.

Undo

Undo the previous operation.

Cut

Delete selected text and move it to the clipboard.

Copy

Copy selected text to the clipboard.

Paste

Move text from the clipboard to the current document.

Clear

Delete selected text.

Clear All

Delete all text in the current note.

Select All

Select all text in the current note.

Supported File Formats

Jot can import and export a number of different file formats.

Jot

Extension: .jot

This is the native **Jot** file format.

Microsoft Cardfile

Extension: .crd

Jot supports import and export of both version 3.0 and 3.1 Cardfiles. The only limitation on import is that embedded graphics and OLE objects will be ignored.

Exporting Cardfiles is more complicated, because of Cardfile's title and text length restrictions . There may also be problems with a large number of notes.

Comma-Separated Values (CSV)

Extension: .csv

Jot is better at importing CSV than exporting. The first field of each CSV record becomes the note title, with each remaining field becoming a separate paragraph in the note. The reverse is true when exporting CSV data.

Please note that if some of your notes have different numbers of paragraphs, the resulting CSV file may be rejected by other programs.

Plain Text

Extension: .txt

A new addition to the supported file formats.


For import, each note (if more than one in the file) must be separated by a Form Feed (ASCII 12/FF) followed by a newline. The first line of each "section" is used for the title of the new note, with the remainder used as the note's text. An optional blank line is permitted between the title and text of a note.

File Menu

The File menu provides commands for creating new files, opening existing files, saving files, printing files, and exiting the application.

<u>New</u>	Create a new, untitled, document.
<u>Open</u>	Open an existing file.
<u>Save</u>	Save the current document if its contents have changed.
<u>Save As</u>	Save the current document under a new name.
<u>Write</u>	Write the current document to a file.
<u>Insert</u>	Insert the contents of a file into the current document.
<u>Print</u>	Print the current document.
<u>Print Preview</u>	View a sample printout of the current document.
<u>Print Setup</u>	Set printer characteristics.
<u>Exit</u>	Exit Jot application.

Help Keys

Key(s)	Function
F1	Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics. In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
Shift+F1	Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about. (This feature is not available in all Windows applications.)

Jot Reference

This part of the **Jot** help file covers advanced issues. Nothing in these topics is required to use **Jot** , but advanced users may find useful information here.

[Initialization File](#)

[DDE Interface](#)

Initialization File Format

For Win16, configuration information is stored in the file UNICORN.INI, located in the Windows directory. Jot 1.0 information is located in the section [Jot-1.0], and should normally not need be modified by the user.

For Win32, configuration information is stored in the Registry under key **HKEY_CURRENT_USER\Software\Unicorn\Jot1.0**. Do not modify the contents of this key unless you *really* know what you're doing.

(If you're using Win32s, information is stored as for Win16.)

This section is provided for advanced users, and is subject to change without notice.

The following tags are used:

Autosave=number

If number is non-zero, the auto-save feature will be activated.

Default: 0 (off)

Save-Period=number

The period, in minutes, between auto-saves.

Default: 5 minutes

Make-Backups=number

If number is non-zero, backups will be made of all files when saved.

Default: 0 (off)

List-Size=number

Number is the percentage of the client window area devoted to the title list window. Legal values range from 5-95.

Default: 35

Edit-Tab=number

Width of tabs in the editor, given in twips.

Default: 360 (1/4 inch)

Dial-Port=number

Specifies which communications port to use for the autodial service. For COM1: use 0, COM2: use 1, etc.

Default: 0 (COM1:)

Dial-Speed=number

Specifies the communications speed of the port used for the autodial service. Legal values are: 0 = 300 baud, 1 = 1200 baud, 2 = 2400 baud, 3 = 4800 baud, 4 = 9600 baud, 5 = 19200 baud.

Default: 4 (9600 baud)

Dial-Pulse=number

If number is non-zero, pulse dialing is used for the autodial service, otherwise tone dialing is used.

Default: 0 (tone dialing)

Dial-Prefix=string

The autodial prefix, prepended to all numbers.

No Default

Dial-Intl-Prefix=string

The autodial international prefix, prepended to all numbers beginning with a '+'. For the UK, this should be '00'.
No Default

Dial-Modem-Init=string

MRU-List-Count=number

The size of the Most Recently Used (MRU) file list. Legal values are 0 (no list) to 64. In the current release, the MRU list size is fixed at 4.
Default: 4

MRU-List-*n*=filepath

These entries are numbered 1 to MRU-File-Count, and contain the full path of a file, with the most recent file first.
Defaults: none

Edit-Text-Font=*facename,size,style*

Specifies the font used in the editor. Facename is the name of the font, size is given in twips, and style is one of R (regular), B (bold), I (italic), or BI (bold italic).
The default is the system font.

Edit-Title-Font=*facename,size,style*

Specifies the font used in the title list box. The format is described above.
The default is the system font.

Print-Text-Font=*facename,size,style*

Specifies the font to use when printing document text. The format is described above.
The default is printer-dependent.

Print-Title-Font=*facename,size,style*

Specifies the font to use when printing document titles. The format is described above.
The default is printer-dependent.

Print-Border-Font=*facename,size,style*

Specifies the font to use when printing headers and footers. The format is described above.
The default is printer-dependent.

Header=string

Specifies the header used for printing. Header Syntax
Default: &c&f

Footer=string

Specifies the footer used for printing. Footer Syntax
Default: &c&p

Margins=number number number number

The left, top, right, and bottom printing margins, measured in twips.
Default: 720 720 720 720 (1/2 inch margins)

Columns=number

The number of printed columns per page, ranging from 1 to 6.
Default: 1

Gutter=number

The amount of blank space between columns in multi-column printouts, measured in twips.
Default: 720 (1/2 inch)

Print-Tab-Size=number

The width of tabs in printed output, in twips.
Default: 720 (1/2 inch)

Size=number number number number

The dimensions of the Jot window, in screen units.
No Default

Search-History-Size=n

The number of search history entries maintained.

Find-Count=n

Find-n=string

Replace-Count=n

Replace-n=string

Replace-Prompt=n

Search-Ignore-Case=n

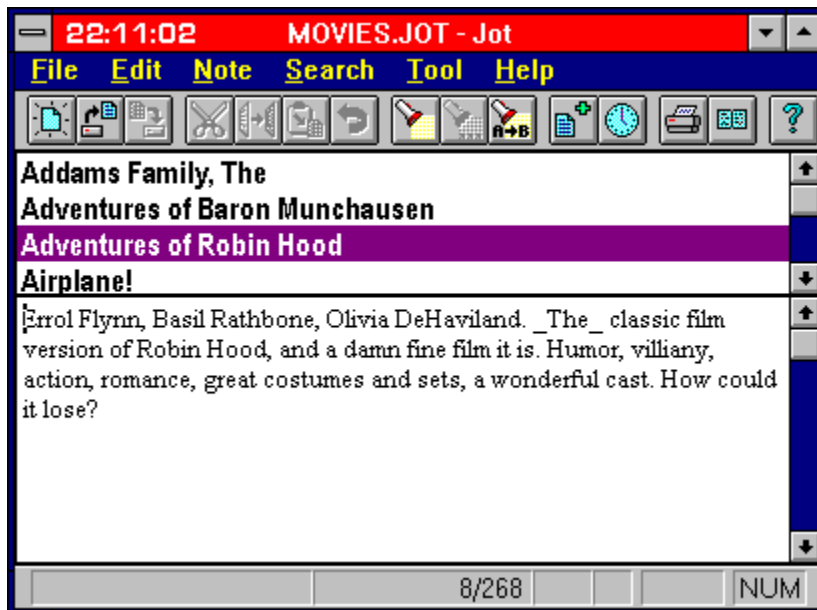
Goto-String=string

Jot Keys

Key(s)	Function
Ctrl+A or F7	Note <u>A</u> dd
Ctrl+F	Search <u>F</u> ind
Ctrl+G or F4	Search <u>G</u> oto
Ctrl+R or F6	Note <u>R</u> ename
Ctrl+T	Tool <u>T</u> imestamp
F3	Search <u>N</u> ext
F5	Tool <u>A</u> utodial
F8	Tool <u>F</u> ill Text
Alt+PgUp	Move to the previous note
Alt+PgDn	Move to the next note
Alt+Home	Move to the first note in the document
Alt+End	Move to the last note in the document

The Jot Window

Click on parts of the picture of the **Jot** window below to see what they are.



License and Warranty

Copyright (c) 1993-1995 Michael J Marshall
All Rights Reserved

TERMS

The PROGRAM is **Jot**.

The AUTHOR is **Michael J Marshall**.

The EVALUATION PERIOD is **Thirty (30) days**.

The REGISTRATION FEE is **GBP 20.00 (Twenty pounds sterling)**.

WARRANTY

There is no warranty for this product beyond those provided by the appropriate legislation in force at the time when you registered this software.

Unregistered users of the PROGRAM have no warranty whatsoever.

LICENSE AGREEMENT

Installation of the PROGRAM on your computer system implies agreement with the terms and conditions that follow.

Either party may terminate this agreement at any time by notifying the other party in writing.

The PROGRAM is **Shareware**; it is not free or public-domain. The user is permitted to evaluate the software free of charge for the EVALUATION PERIOD. If the PROGRAM is used after the EVALUATION PERIOD ends, the user is required to register the program immediately by paying the REGISTRATION FEE to the AUTHOR.

The PROGRAM is like a book, where only one person may use it any one time. The PROGRAM may be installed on any number of machines or archived onto disk/tape, as long you ensure that no more than one person can use the PROGRAM at any time.

Multiple copy licenses specify how many people can use the PROGRAM simultaneously.

If the PROGRAM is installed on a network server that cannot restrict the number of concurrent users, or if it is installed on individual machines, a license is required for each workstation or machine.

Neither the PROGRAM nor its documentaion is guaranteed to be "error-free".

This statement may only be modified in writing signed by you and the AUTHOR.

U.S. Government RESTRICTED RIGHTS: Use, duplication, or disclosure by the Government is subject to restrictions as set forth under FAR 52.227-19 and DFARS 252.227-7013.

IMPORTANT DISCLAIMER

Connection Software is my employer, but the program **Jot** was developed on my own time. Connection Software is not involved in the **Jot** project, and has no liabilities vis-a-vis this program.

(Basically, they shouldn't be blamed for any screw-ups of mine!)

Windows Keys

Cursor Movement Keys

Dialog Box Keys

Editing Keys

Help Keys

Menu Keys

System Keys

Text Selection Keys

Window Keys

Jot Keys

Context Menu

When you press the right mouse button in the title list or the note editor, a pop-up menu will be displayed, where you can select from the most common commands. With context menus, you don't have to constantly move the mouse to the menu bar or toolbar.

Menu Keys

Key(s)

Alt

Letter key

Alt+Letter key

Left or Right Arrow

Up or Down Arrow

Enter

Function

Selects the first menu on the menu bar.

Chooses the menu, or menu item, whose underlined letter matches the one you type, when a menu has focus.

Pulls down the menu whose underlined letter matches the one you type.

Moves among menus of the main menu bar.

Moves among menu items within a drop-down menu.

Chooses the selected menu item.

Migrating from Jot 0.7a

If you've been using **Jot** 0.7a (and if you have, are you [registered?](#)), you will notice that **Jot** 1.1.0 is quite a different program. This topic will discuss most of the changes, which should prevent confusion.

The Toolbar

Jot now uses a graphical toolbar instead of a textual one.

[Click here for more on the toolbar](#)

Terminology

Some of the terms **Jot** uses have changed to better match their common Windows definitions.

[Click here for terminology information](#)

Menus

The Document menu in 0.7a is now the Note menu.

[Click here for information on the Note menu](#)

Context Menus

The right mouse button now provides context menus.

[Click here for information on the context menus](#)

Print Preview

Now you can see what you're going to print!

[Click here for more on Print Preview](#)

Timestamping

With one click on the toolbar you can insert the current date and time, great for call logs!

[Click here for more on Timestamp](#)

Text Filling

Reformats the selection to remove excess newlines, great for importing text files.

[Click here for more on Text Filling](#)

Note Menu

The note menu provides commands for adding, deleting, and modifying Jot notes.

Add

Add a new note.

Cut

Move current note to the Clipboard.

Copy

Copy current note to the Clipboard.

Paste

Create a note from Clipboard text.

Delete

Delete the current note.

Duplicate

Duplicate the current note.

Rename

Rename the current note.

Revert

Undo recent changes to the current note.

Options Menu

Editor

Page Setup

Autodial

File

Register

Syntax for Headers/Footers

A header or footer is divided into three areas: The first left-justified, the second centered, and the third right-justified. Each area may contain plain text or special markers which will be replaced with current values.


Area Selection

&l	Text after this marker will be left-justified.
&c	Text after this marker will be centered.
&r	Text after this marker will be right-justified.

Markers

&t	Replaced with the time of printing.
&d	Replaced with the date of printing.
&f	Replaced with the document filename.
&p	Replaced with the current page number.

Copying Text

To copy text to a document from the clipboard, position the cursor at the desired insertion point, and choose Edit|Copy from the menu or press the  toolbar button.

Deleting Text

To delete text from a document, select the text, and choose Edit|Cut or Edit|Delete from the menu. Cut will put the deleted text in the clipboard, and Delete will simply delete it.

You can also use the  toolbar button to cut the text.

Importing a Microsoft Cardfile

Jot can import data from a number of sources, including Comma-Separated Values (CSV) and Microsoft Cardfiles.



Choose File|Open or File|Insert and select the relevant file to import - **Jot** will automatically convert the contents when loaded.

Important Note

In this release of **Jot** , embedded pictures and OLE objects cannot be loaded, and will be ignored.

Printing

There are three commands on the File menu which support printing of documents from the application. File|Print Setup is used to select and configure a printer device. File|Print Preview displays a special preview window which shows how the document will appear when printed. File|Print causes the current document to be printed.

The toolbar shortcuts are  for Preview and  for Print.

Procedures

Copying Text

Deleting Text

Printing

Importing a Microsoft Cardfile

This area needs to be expanded...

Registering via Compuserve SWREG

On Compuserve, **GO SWREG**.

The ID for **Jot** is 2643, and the registration fee is USD 35. This includes all postage. You cannot get multiple-copy discounts this way, nor can upgrades be purchased.

Credit Card Registrations

Special Note

I may not be able to offer Credit Card registration by the time you read this - if you cannot use any of the other methods of payment, please contact me to check whether I can accept Credit Cards.

Only MasterCard/Access and Visa are accepted.

On your credit card statement, the registration will show up as a payment to **Connection Software, London**, which is my credit card service provider. If there are any problems, please contact me, *not* Connection Software, and I will investigate.

Please provide the following *additional* information for credit card registrations:

- MasterCard/Access or Visa
- Name as it appears on the card
- Card number
- Expiration Date of card
- Billing Address of card (important)
- If this a written registration, please include your signature

Registration details and documentation will *only* be sent to your card's billing address.

Note for EEC residents: Credit card registrations are VAT-inclusive because the credit-card provider has to charge VAT - I absorb that cost. You will receive a VAT invoice and credit card receipts with your registration documents.

It is not a good idea to submit credit card registrations over e-mail because the medium is inherently insecure. Mail, phone, or fax would be much safer.

Regular Expression Syntax

Regular expressions are a special type of search pattern that uses rules to specify how to match strings in a concise manner. A sample will demonstrate their use:

```
[A-Z][a-z]+
```

This pattern will match any string that begins with an uppercase letter followed by one or more lower-case letters; it will match "Hello", "Jot", or "Abracadabra", but not "abc" or "123.4".

Regular expressions use these special characters:

```
. [ ] - ^ * ? + $
```

General Rules

Characters other than the special characters match themselves. For example "yardbird" matches "yardbird".

A backslash (\) followed by a special character, matches the special character itself. For example "Pardon\?" matches "Pardon?". The following escape codes can be used to match control characters:

\b	backspace
\e	Esc
\f	formfeed
\n	newline
\r	carriage return
\t	tab
\xdd	the literal hex number 0xdd
\^x	where x matches some control-code (for example \^c, \^c)

One-Character Regular Expressions

The . special character matches any single character except a newline character. For example ".ive" would match "jive" or "five".

The [and] special characters are used to denote one-character regular expressions that will match any of the characters within the brackets. For example, "[aeiou]" would match either "a", "e", "i", "o", or "u".

The - special character is used within the [] special characters to denote a range of characters to match. For example, "[a-z]" would match on any lowercase alphabetic character between a and z.

The ^ special character is used to specify search for any character but those specified. For example, "[^g-v]" would match on any lowercase alphabetic character NOT between g and v.

Multiple-Character Regular Expressions

The * special character following a one-character regular expression matches zero or more occurrences of that regular expression. For example, "[a-z]*" matches zero or more occurrences of lowercase alphabetic characters.

The + special character following a one-character regular expression matches one or more occurrences of that regular expression. For example, "[0-9]+" matches one or more occurrences of lowercase alphabetic characters.

The ? special character specifies that the following character is optional. For example "xy?z" matches on "xy" or "xyz".

Regular expressions can be concatenated. For example, "[A-Z][a-z]*" matches capitalized words.

Jot Registration Form

Registration form for Jot 1.1

Please PRINT clearly, and provide as much information as possible. Items marked (!) are REQUIRED. Some items are for determining who uses **Jot** for what.

All information you provide will be kept on a non-networked computer for my use in supporting **Jot** ; no details will be given to any third party.

! Full Name:

! Mailing Address:

! Daytime Telephone Number (include country/city code):

Fax Number:

E-mail address(es):

Payment Method:

[Cheque] [Access/Visa/MasterCard] [MoneyOrder]

Card Number:

Expiry Date:

Name on Card:

! Billing Address of Card:

Which **Jot** Version: 1.1

Number of Copies Required:

Which operating system:

[Windows 3.1] [Windows for Workgroups 3.11] [Windows 95] [Windows NT 3.51] [Other (specify)]

Where did you acquire **Jot** :

Where do you use **Jot** :

[Home] [Office] [Club/Organisation] [Other(specify?)]

What do you use **Jot** for:

Registering Jot

Jot is Shareware.

Registration costs **GBP 20** (UK Pounds Sterling) for a single copy and provides the following benefits:

- A copy of the current version of Jot.
- A password which allows you take advantage of advanced functionality auto-save and encryption.
- Free technical support via electronic mail.
- Free maintenance updates (releases with the same major number, eg 1.1, 1.3).
- Special upgrade price for release 2.0.

Registration payments must be made in UK Pounds Sterling, using any of the following means:

- Cheque drawn on a UK bank
- Postal Order
- International Money Order
- Credit Card
- Compuserve SWREG
- Cash, as a last resort and purely at your own risk!

Cheques, Postal Orders, and Money Orders must be made out to **Michael J Marshall**.

Postage surcharges

For EEC registrations, there is no surcharge.

For European non-EEC registrations, there is a GBP 0.50 surcharge.

For non-European registrations, there is a GBP 1.50 surcharge.

The surcharge is to cover the extra shipping costs to these regions.

Registration Form

Prices are guaranteed until 31 March 1996 - after then please query.

Where to Register Jot

Site Licenses

Jot Release Notes

1.1

Released 23 Oct 1995

- A splitter bar has been added, so you can alter the size of the titles list without having to use the Tool|Options|Editor dialog.
- The Win32 version of **Jot** has been renamed **Jot32.exe**, to allow sites to hold both versions in the same directory.
- The DDE support has been greatly improved. There are new data items and new commands.
- You can now import and export plain text.
- New contact information, including a Jot Web site!

1.0

Released 27 Jun 1995

- Two versions - Windows 3.1+ (Win16) and Windows NT/95 (Win32). The Win16 version will not run under Windows95. If you're using Win32s, you will not be able to use the autodial facility (and possibly other features, depending on your Win32s version).
- The Win32 version of Jot stores configuration information in the Registry under **HKEY_CURRENT_USER\Software\Unicorn\Jot\1.0**

Search Menu

The Search menu provides commands to find and replace text.

Find

Find a pattern of text.

Replace

Replace one pattern of text with another.

Next

Find and/or replace the next occurrence of text pattern.

Goto

Find next note with a pattern in the title.

Text Selection Keys

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right.
Shift+Down or Up	Selects one line of text up or down.
Shift+End	Selects text to the end of the line.
Shift+Home	Selects text to the beginning of the line.
Shift+Page Down	Selects text down one window. Or, cancels the selection if the next window is already selected.
Shift+Page Up	Selects text up one window. Or, cancels the selection if the previous window is already selected.
Ctrl+Shift+Left or Right Arrow	Selects text to the next or previous word.
Ctrl+Shift+Up or Down Arrow	Selects text to the beginning (Up Arrow) or end (Down Arrow) of the paragraph.
Ctrl+Shift+End	Selects text to the end of the document.
Ctrl+Shift+Home	Selects text to the beginning of the document.

Site Licenses

Organisations wishing to purchase multiple copies of **Jot** receive a significant discount on each copy, dependent on the number of copies purchased:

Quantity	Cost/Copy (GBP)
1st copy	20.00
2nd-10th copies	15.00
11-100th copies	10.00
101st copy+	5.00
Unlimited license	1500.00

For example, a license for 5 copies would cost (1x20.00 + 4x15.00) GBP 80.00, and a 65-copy licence would cost (1x20.00+9x15.00+55x10.00) GBP 705.00

If you purchase more licenses at a later date, you simply pay for the extra copies, so upgrading a 15-copy license to a 20-copy license will cost (5x10.00) GBP 50.

An unlimited-copy site license is available which allows an unlimited number of users within the same organisation/group. Please contact the author for further details on this option.

Prices are guaranteed until 31 March 1996 - After then please get in touch.

Technical Support

When contacting me for support, I may require any or all of the following:

- **Jot** version (via Help|About)
- **Jot** registration certificate number
- Operating system (Windows 95, Workgroups 3.11, etc)
- CPU type (386SX-16, Pentium 133, etc)
- How much memory your machine has
- Other software running on your machine, especially TSR's and system utilities such as anti-virus shields.

Obviously some of this information you may not have a clue about - don't worry; it just means it may take a bit longer to solve your problem.

[Getting in Touch](#)

[Registering Jot](#)

System Keys

The following keys can be used from any window, regardless of the application you are using.
















Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Jot Terminology

Document	The contents of a file, once loaded into the program, is known as a document.
Note	A document consists of one or more notes, which each have a title and some text.
CSV	Comma-Separated Values, a text-based file format used to share database and spreadsheet data. Each record/row/note is a single line in the CSV file, with individual fields/cells/paragraphs separated by commas within the line. Virtually all database and spreadsheet programs can read and write CSV files.

The Toolbar

The Toolbar is a row of buttons at the top of the main window which represent application commands. Clicking one of the buttons is a quick alternative to choosing a command from the menu. Buttons on the toolbar activate and deactivate according to the state of the application.

Button	Action	Menu Equivalent
	Create a new document	File <u>N</u> ew
	Locate and open a file	File <u>O</u> pen
	Save the file in the active window	File <u>S</u> ave
	Cut selected text to Clipboard	Edit <u>C</u> ut
	Copy selected text to Clipboard	Edit <u>C</u> opy
	Paste text from Clipboard	Edit <u>P</u> aste
	Undo previous editor action	Edit <u>U</u> ndo
	Search for text	Search <u>F</u> ind
	Repeat last Find or Replace operation	Search <u>N</u> ext
	Replace text	Search <u>R</u> eplace
	Add a new note	Note <u>A</u> dd
	Insert timestamp	Tool <u>T</u> imestamp
	Print the active window	File <u>P</u> rint
	Preview the printout of the active window	File <u>P</u> rint Preview
	Display help file contents	(None)

Tool Menu

The Tool menu contains miscellaneous useful commands.

Autodial

Timestamp

Fill Text

Options

Addons

Dials selected number.

Insert current date/time at cursor.

Removes excess newlines from selection.

Configures Jot options.

Jot add-ons.

Creating a new Jot document

For this tutorial, we will create a *Jot* document that will be used to maintain contact information. When you should do something in *Jot* , the actions to perform will look like this:

Do this please.

The first thing we'll do is create the new document:

Select New from the File menu

You should now have an empty document, which you'll add to in the next step.

Adding a new note

Now that we've got the new document, let's add the first note to it.

Select Add from the Note menu, or press the  button on the toolbar.

You will be presented with a dialog box where you enter the title for the new note.

Enter your own name, in the form *Lastname, Firstname*, and press Enter.

The new note will be added to the document and you will be placed in the editor pane, where you should enter the contents of the note.

Enter your address and phone number.

When you are satisfied, you can now add some more notes by repeating the previous steps.

Add a few notes with the names, addresses, and phone numbers of friends or family.

You will note that the notes will be sorted by last name, in alphabetical order. (*Jot* handles non-English characters correctly.)

Saving the document

Before we do anything else, let's save your work!

Select Save from the File menu, or press the  button on the toolbar.

You will be prompted for a filename for your document.

Enter "tutorial.jot" into the dialog box and press Enter.

Changing Notes

Now let's make some changes to the notes we've already entered.

Select the note with your name on it from the title pane.

The note with your personal details on it will be displayed in the editor pane.

Enter your birthdate at the end of the note.

For the other notes, you could add other information, such as anniversaries, names of pets or children, dietary restrictions, any information you might want.

Select the note with your details on it, then select Duplicate from the Note menu.

A copy of your note will be made and inserted into the document. Now we will rename the duplicate note:

Select Rename from the Note menu, or double-click on the note's title.

The rename dialog will be displayed, with the note's current title already displayed.

Replace the title with "Picard, Jean Luc".


The duplicate note will be given the new title and placed in its correct order in the titles list.

Select the "Picard" note, and select Delete from the Note menu.

You will be asked to confirm your intention to delete the note; select "Yes". The note will be removed from the document.

Printing the document

Printing a *Jot* document is straight-forward.

Select Print from the File menu, or press the  toolbar button.

You will be prompted for printing options. Here you can choose to print the current note, all notes, or just note titles.

Press OK.

If your printer is connected and functioning normally, your notes will be printed.

If you'd like to change some of the print settings, such as the fonts used or the margins, choose Page Setup from the Tool|Options menu.

Recording a phone call

Jot is very useful for tracking communications with people.

Select a note. Position the cursor at the end of the note.

We are now in a position to record a phone call.

Select Timestamp from the Tool menu, or press the • toolbar button.

The current date and time will be inserted at the cursor position.

Enter some text, e.g. "Cancelled meeting on Thursday".

You can add as many entries as you like, preferably each on a new line. When you come back to the record, your notes will be complete. If you're dealing with a contractor or local government and a dispute arises, detailed notes such as those you can maintain with *Jot* will be invaluable! (The author has had experience with this!)

Jot Tutorial

This tutorial provides an introduction to **Jot** and will help you get started. Along the way, you will learn about **Jot**'s capabilities and get some ideas on how **Jot** can be useful to you.

Some Basics

First look at these topics and learn about the **Jot** window and this program's terminology.

[The Jot Window](#)

[Terminology](#)

[GO 1. Creating a new **Jot** document](#)

[GO 2. Adding a new note](#)

[GO 3. Saving the document](#)

[GO 4. Changing notes](#)

[GO 5. Printing the document](#)

[GO 6. Recording a phone call](#)

Window Keys

Key(s)	Function
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Arrow key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

