




**Menü Datei**

 command **New** (menu **File**)

Creates a new (empty) *InfoBase*. Before you can work with the new pool you have to assign a file name to it and it is saved to that location.

 command **Open** (menu **File**)

Opens an existing *InfoBase* in a new *InfoBase Window*.

If an *InfoBase* is open already and a record is active and in the field with the *reference* or in the text of this record something is selected, this command tries to open an object specified by the selection.

## command **Open As** (menu **File**)

Opens an existing *InfoBase* in a selected mode.

This command can be useful if an *InfoBase* is used simultaneously by several users. You can select from these open modes:

**Write or Read** This is the normal mode that is also applied when you select the simple Open command. At first opening of the *InfoBase* is tried in write mode. If that fails it is opened in read-only mode.

**Write only** If opening the *InfoBase* in write mode fails it is not attempted to open read-only. This mode should be selected if in a multi-user environment changes to the *InfoBase* are intended. This action fails if anyone has already open this *InfoBase* in write mode.

**Read only** The *InfoBase* is opened in read-only mode. This should be selected if in a multi-user environment no changes to the *InfoBase* are intended. In this case the *InfoBase* is opened on a snapshot of the current content. To see later changes you must close and reopen the *InfoBase*.

command **Close** (menu **File**)

Closes all *InfoBase Windows* of the active *InfoBase*. If necessary, unsaved changes are saved automatically.

▣ command **Save** (menu **File**)

Saves changes. This command is not available when there are no unsaved changes.

command **Save As** (menu **File**)

Saves the active *InfoBase* under a new name (making a copy).



command **Properties** (menu **File**)

Opens a dialog window with the properties of the active *InfoBase*.

command **Comment** (menu **File**)

Opens a dialog window for editing the *comment* for the active *InfoBase*.

If this command should be executed on every opening (and closing) of the *InfoBase* insert the string '###' ('###') into the *topic* (File/Properties) of the *InfoBase*.

command **Alarms** (menus **File, InfoBase, Info**)

Opens a dialog window for editing the active *alarms*. You also can delete *alarms* here.

There are three variants of this command. Depending on the menu where you select it. You see all alarms, only the alarms of the active *InfoBase*, or only those of the active *Info*.

If this command is not available there are no active *alarms* in this context.

 command **New (free) Alarm** (menu **File**)

Defines a *free alarm*. A *free alarm* is not linked to any *InfoBase* record, hence this command is also available if no *Info* is active.

If you want to set an alarm that is linked to an *InfoBase* record select the command **New Alarm** in menu **Info**.

command **Page Setup** (menu **File**)

Sets page margins and other layout options for printing..

 command **Page Preview** (menu **File**)

Shows print output for the current print options on screen.


 command **Print Options** (menu **File**)

Opens a dialog window with the options for printing.

When you want to print something from an *InfoBase* first select this command to select what to print.

Next, select the command **Print Preview** in menu **File** to see the result on the screen before final printing.

 command **Print** (menu **File**)

Prints data of the active *InfoBase* corresponding to the selected print options. To select print options click on **Print Options** in menu **File** or on .



### **Commands 1, 2, 3, ... (menu **File**)**

Use the numbers and file names listed in menu **File** to reopen the most recent closed *InfoBases*.

You may change the number of listed *InfoBases* with the command **Tools/Options**.

command **Exit** (menu **File**)

Terminates your *infoHandler* session. All unsaved changes are automatically saved.

## **Menü Bearbeiten**

command **Undo** (menu **Edit**)

The last action is undone. If that is not possible this command is not available.

 command **Cut** (menu **Edit**)

Removes the currently selected characters from the *Info Title* or *InfoText* of the *active Info* and copies them onto the clipboard.

 command **Copy** (menu **Edit**)

Copies selected characters onto the clipboard. The command is not available if currently no characters are selected.

 command **Paste** (menu **Edit**)

Inserts a copy of the content of the clipboard at the insertion point. This command is not available if the clipboard is empty.

✘ command **Delete** (menu **Edit**)

Deletes the selected object in the active area..

The result of this command depends on what you selected last. There are the following possibilities:

- Records on the *InfoList*,
- Text on the *Info Title Field*,
- Text on the *Info Reference Field*,
- Text on the *InfoText Area*.

**Note** Deletion of records cannot be undone.



command **Select All** (menu **Edit**)

Selects all data objects in the field that currently has the keyboard focus. Possible data objects are titles on the *InfoList*, *Categories* on the *Category Lists*, and *InfoText*.

 command **Find** (menu **Edit**)


Opens/closes the Find Dialog.

Use this to search for text patterns in the title and text of the records in the *InfoList* of the active *InfoBase Window*. If you don't need it anymore close it using this command, by pressing the Esc-key, or clicking on the X-button.

 command **Edit All Records** (menu **Edit**)

Toggles the **Edit-All-Records** mode on or off.

When you activate a record normally at first this is protected against all modifications. To be able to edit it always immediately select this command.

When this mode is on you can switch it off also using the command **Edit Info** (menu **Info**) or clicking .

## Menü Ansicht

 command **List View** (menu **View**)

Maximizes the *InfoBase Area*. If this state is set already the normal view is reestablished.

 command **Card View** (menu **View**)

Maximizes the *Info Area*. Rearranges the *InfoBase Window* such that only the *title*, the *reference*, and the *text* of the *active Info* is shown. If this state is set already the normal view is reestablished.

If you are in *card view mode* and change the layout of the *InfoBase Window* such that the *InfoBase Area* becomes visible the *card view mode* is reset.

**Note** This View corresponds to the view of a single index card drawn from the card box - hence the analogy.

command **Time Bounds** (menu **View**)

Shows/hides the *time bounds bar*.

You use the *time bounds bar* if you want to set time bounds for the various time stamps of the displayed *InfoRecords*. With some commands you can set bounds for the *InfoTime* also directly. If in this case the *time bounds bar* is not yet visible it is shown automatically and displays the effective bounds.

command **Time Bounds** (menu **View**)

Shows/hides the *time bounds bar*.

You use the *time bounds bar* if you want to set time bounds for the various time stamps of the displayed *InfoRecords*. With some commands you can set bounds for the *InfoTime* also directly. If in this case the *time bounds bar* is not yet visible it is shown automatically and displays the effective bounds.



## command **History** (menu **View**)

Shows/hides the History *window*.

This is a small window with a list of the most recently activated *InfoRecords*. Clicking on one of the entries activates the resp. *Info*. You can change position and size of this window persistently. The maximal count of entries in this list you can set using **Options** in menu **Tools**.

**Note** If you have several *InfoBase Windows* open the entry highlighted at the *History List* is not always synchronized with the active *Info* at the currently active *InfoBase Window* - the highlighted entry always reflects either the *Info* most recently (newly) activated or selected from the history list.

command **Status Bar** (menu **View**)

Shows/hides the *status bar*.

command **Toolbar Standard** (menu **View**)

Shows/hides the *standard toolbar*.

command **Toolbar Format** (menu **View**)

Shows/hides the format toolbar (with special commands for formatting the InfoText).

## Menü **InfoPool**

 command **New Info** (menu **InfoBase**)

Creates a new record. If you do not type a title for the new record the creation is undone again.

 command **New Document** (menu **InfoBase**)

Opens a dialog window for creating a new document of one of the registered document types. At the same time a new record is created with a link to the new document.

This command is only available if the InfoBase is enabled for references.

command **New Group** (menu **InfoBase**)

Creates a new *Category Group*. You may create up to 16 *Category Groups*.



command **Order Groups** (menu **InfoBase**)

Opens a dialog window for reordering the *Category Groups*.

The ordering of the *Category Groups* also influences the sorting of the *Categories*.

command **<Group>: New Category** (menu **InfoBase/<Category Group>**)

Creates a new Category for this *Category Group*.

You find this command also in the context menus of the diverse *Categories* Lists. Further you may create a new Category by clicking on the headers of the *Categories* Lists in the **Info Area**.

command **Add Category** (menu **InfoBase**)

Defines a new Category for this *Category Group*.

command **<Group>>: Properties Category** (menu **InfoBase/<Category Group>**)

Edit the properties of a *Category* in this *Category Group*.

You find this command also in the context menus of the diverse *Categories Lists*.

**Note** Changing properties of a *Category* does not mean the creation of a new *Category*. Hence the change is automatically done with all records that contain the *Category*.

command **<group>: Move Category** (menu **InfoBase/<Category Group>**)

Moves one or more of the *Categories* of this *Category Group* to another *Category Group*.

You find this command also in the context menus of the diverse *Category Lists*.

command **<group>: Delete Category** (menu **InfoBase/<Category Group>**)

Deletes a Category in this *Category Group*.

You find this command also in the context menus of the diverse *Category Lists*.

command **Delete Category** (menu **InfoBase/<Category Group>**)

This command can be executed either from a submenu of the menu **InfoBase** or from the context menu of a Category list. For the affected *Category Group* a Category should be deleted. A dialog opens for selecting the Category to be deleted.

command **<group>: Properties** (menu **InfoBase/<Category Group>**)

Opens a dialog window to edit the properties of this *Category Group*.

You find this command also in the context menus of the diverse *Category Lists*.



command **<group>: Delete** (menu **InfoBase/<Category Group>**)

Deletes this *Category Group* if it is empty (contains no *Categories*).

You find this command also in the context menus of the diverse *Category Lists*.

## Menü InfoListe

 command **Update InfoList** (menu **InfoList**)

The *InfoList* is updated corresponding to the selected restrictions for *Categories* and time.

This command is only available if a delay is set for the automatic update (command **Options** in menu **Tools**). Select this command when you do not want to wait for the delayed update after changing the restrictions.

 command **Reset Categories** (menu **InfoList**)

Resets the *InfoBase Category Lists* to a neutral state. All lists are set to 'nothing selected' and operation 'and' so that no restrictions on the *InfoList* are effective.

 command **Reset Time Bounds** (menu **InfoList**)

Resets the time bounds to the absolute bounds of this *InfoBase* (minimum and maximum) so that no restrictions for the records on the *InfoList* are effective.

**Q**command **Reset InfoList** (menu **InfoList**)

Combines the commands **Reset Categories** and **Reset Time Bounds** and so all records of the *InfoBase* are displayed in the *InfoList*.

On the other hand, if this command is not available then all records are displayed.

**K** command **Activate First Record** (menu **InfoList**)

Activates the first record in the *InfoList*.

◀ command **Activate previous Record** (menu **InfoList**)

Activates the previous record before the *active Info* in the *InfoList*.



▶ command **Activate next Record** (menu **InfoList**)

Activates the next record after the *active Info* in the *InfoList*.

▶ command **Activate last Record** (menu **InfoList**)

Activates the last record in the *InfoList*.

### command **InfoTime Today** (menu **InfoList**)

Sets the bounds for the *InfoTime* to the current day (e.g. shows the dates of today).

The hot key for this is **Ctrl+1**. Furthermore, the hot keys **Ctrl+2**, ..., **Ctrl+8** set the bounds for the *InfoTime* to the next 2, ..., 8 days, always inclusive the current day.

**Note** These commands are special for dates management. For this purpose there is also a special tool window with graphic access to these and other commands that you may open with command **Dates Control** in menu **View**.

**Hinweis** Diese Befehle wurden speziell für die Überwachung von Jahrestagen (z.B.Geburtstagen) eingeführt.

### command **InfoTime Today Every Year** (menu **InfoList**)

Sets the bounds for the *InfoTime* to the current day independent of the year (e.g. shows the birthdays recurring today).

The hot key for this is **Ctrl+Shift+1**. Furthermore, the hot keys **Ctrl+Shift+2**, ..., **Ctrl+Shift+8** set the bounds for the *InfoTime* of every year to the next 2, ..., 8 days, always inclusive the current day.

**Note** These commands are special for anniversary management. There is also a special tool window with graphic access to these and other commands that you may open with command **Dates Control** in menu **View**.

command **Move Documents** (menu **InfoList**)

Moves the documents (files) of the selected records to another folder that you select in a dialog window.

command **Open Documents** (menu **InfoList**)

Opens the linked documents (files) of the selected *InfoRecords*.

**Note** Be cautious using this command!

command **Print Documents** (menu **InfoList**)

Prints the linked documents (files) of the selected *InfoRecords*.

**Note** Be cautious using this command!



command **Delete Documents** (menu **InfoList**)

Deletes the linked documents (files) of the selected *InfoRecords* in a save manner.

**Note** Broken links are also removed by this action.

command **Autocategorize** (menu **InfoList/Categories**)

*Autocategorizes* the selected *InfoRecords*.

On *Autocategorizing* the *InfoText* of an *InfoRecord* is searched for occurrences of the names or synonyms of *Categories* that are enabled for *Autocategorizing*. The *Category* is assigned automatically to the *Info* if such an occurrence is found.

command **Add Category** to records (menu **InfoList/Categories**)

*Assigns a Category to the selected InfoRecords.*

command **Remove Category** from records (menu **InfoList/Categories**)

*Removes a Category from the selected InfoRecords.*

command **Replace Category** in records (menu **InfoList/Categories**)

*Replaces a Category in all selected InfoRecords by another one.*

## Menü Info

 command **Edit Info** (menu **Info**)

Toggles the *edit mode* for the *active Info*..

When you activate a record normally at first this is protected against all modifications. To be able to edit it select this command.

To be able to edit all records immediately after activation select the command **Edit All Records** in menu **Edit**.

 command **New Alarm** (menu **Info**)

Defines a new *alarm* that is linked to the active *Info*.

If you want to set a *free* alarm (not linked to any *Info*) select the command **New Alarm** in menu **File**.



command **Duplicate** (menu **Info**)

Creates copies of the active record thereby incrementing the *InfoTime* by one week, one month, or one year for each new record.

This command is not available if the active Info has nor *InfoTime* assigned. To it.

Use this command to create periodically recurring dates.

command **Autocategorize** (menu **Info**)

*Autocategorizes* the active *Info*.

On *Autocategorizing* the *InfoText* of an *InfoRecord* is searched for occurrences of the names or synonyms of *Categories* that are enabled for *Autocategorizing*. The *Category* is assigned automatically to the *Info* if such an occurrence is found.

command **Document Print** (Menu **Info/Linked Object**)

Prints the document linked to the *active Info*.

command **Document Move** (Menu **Info/Linked Object**)

Moves the document linked to the *active Info* to another folder.

This command is only available for local documents (files).

command **Document Delete** (Menu **Info/Linked Object**)

Moves the document linked to the *active Info* to the recycle bin.

This command is only available for local documents (files).

command **Document Read-only** (Menu **Info/Linked Object**)

Makes the document linked to the *active Info read-only*. If the document is already read-only this state is removed. If the document is read-only this command is checked and the background of the *reference field* is colored reddish.

This command is only available for local documents (files).

## command **Object Open** (Menu **Info/Linked Object**)

Opens the object linked to the *active Info*.

This action depends on the kind of the linked object. For local documents the particular application is opened with the document, for internet objects the specific action is executed, i.e. accessing a web page or sending e-mail.

You can activate this command also by double-clicking on the title of the record or by single-clicking on the symbol before the title in the *InfoList*.


**Note** This command is not available if the record has no *reference* or only a 'broken' *reference*..

**Note** If you don't like the action after single-clicking on the symbol - you can disable this with **Tools/Options...**

command **Document Properties** (Menu **Info/Linked Object**)

This command is not yet available!



 **command To Floppy (Menu Info/Linked Object)**

Saves the *linked* file to the floppy. A file with the same name is overwritten only if it has an earlier modification date. If no file with the same name is already on the floppy you are asked whether to create it.

 command **From Floppy** (Menu **Info/Linked Object**)

Loads a *linked* file from floppy if there exists a file with the same name and a later modification date. The replaced file is moved to the wastebasket prior to this:

command **Reference File** (Menu **Info**)

Opens a dialog window where you can select a file to be linked by the *active Info*.

## **Menü InfoZeit**

 command **Set Now** (menu **InfoTime**)

Sets the *InfoTime* of the *active Info* to the current time.

🔗 command **Set Last** (menu **InfoTime**)

Sets the *InfoTime* of the *active Info* to the value previously set for another record. This command is useful if you input several records for the same date (e.g. articles of a periodical).

command **InfoTime + One Week** (menu **InfoTime**)

The *InfoTime* of the *active Info* is incremented by one week.

**Note** This command is special for handling weekly recurrent dates.

command **InfoTime + One Month** (menu **InfoTime**)

The *InfoTime* of the *active Info* is incremented by one month. If the number of the day is greater than the 28th it is reduced to 28 else the same day number is set..

**Note** This command is special for handling of monthly recurrent dates. Please note that this day may be a Sunday or holiday, so correct it if necessary if the next weekday is wanted.



command **InfoTime + One Year** (menu **InfoTime**)

The *InfoTime* of the *active Info* is incremented by one year. The same day in the same month is selected (Exception: the 29th February is reduced to 28th).

**Note** This command is special for handling of yearly recurrent dates. (e.g. birthdays).

command **Delete InfoTime** (menu **InfoTime**)

The *InfoTime* of the *active Info* is removed.


## **Menü InfoText**

command **Font** (menu **InfoText**)

Changes the font of the selected text.


command **Paragraph** (menu **InfoText**)

Changes indentations and text alignment in the selected paragraph.

 command **Bullet** (menu **InfoText**)  
Formats the selected paragraph as a bulleted list.

**command Open (menu InfoText)**

Interprets the selected text as an object and tries to open it.

If the *InfoText* has the input focus (eg after just selecting some text) the command **Open** in menu **File** (or clicking ) has the same effect.

command {...} (menu **InfoText**)

Brackets the selected text between { and }.

Thereby you define a *textfield* where you may jump to using the Page-up/Page-down keys.



command [...] (menu **InfoText**)

Brackets the selected text between [ and ].

Thereby you define a *textfield* where you do not jump to using the Page-up/Page-down keys.

## command <...> (menu **InfoText**)

Brackets the selected text between < and >.

Thereby you define a *textfield* where you do not jump to using the Page-up/Page-down keys.

*Textfields* of this type are devised as links to objects that you might "open". So use it for URLs, E-mail addresses, or for paths to local documents. If you double-click on such a field the content is not only selected but also interpreted and "opened" - no need to press **Ctrl** simultaneously as with the other field types. But there is another condition for acting as a field like this: there must be not blank space anywhere between the brackets. The latter condition makes sure that there are no unwanted effects if you use this characters as standing for themselves.

command ... (menu **InfoText**)

Removes one pair of brackets '{...}', '[...]', or '<...>]' around the selected text.

## Menü Extras

Command **History/Go Backward** (menu **Tools**)

Activates the previous *InfoRecord* in the *History List*.

**Note** To see the *History List* select **History** in menu **View**.

Command **History/Go Forward** (menu **Tools**)

Activates the next *InfoRecord* in the *History List*.

**Note** To see the *History List* select **History** in menu **View**.

Command **Options** (menu **Tools**)

Opens a dialog for setting global options for all *InfoBases*.

Command **Calendar** (menu **Tools**)

Shows/hides a calendar just for your convenience.



Menü Fenster

command **New Window** (menu **Window**)

Opens a new window for the active *InfoBase*.

The ability to open several windows for the same *InfoBase* enables you to view different parts of an *InfoBase* simultaneously. When you change anything in one window this change is reflected in all other open windows for this *InfoBase*.

The new window becomes the active *InfoBase Window*.

 command **First Window** (menu **Windows**)

Activates the first window in the list of open *InfoBase Windows*.

This command is useful if you use a special *InfoBase* for handling the other *InfoBases* and you open this special *InfoBase* always at first (see also the article 'Management of InfoBases' in chapter 'Hints for Using *infoHandler*').

**Menü ?**

 command **Help Mode** (menu ?)

Use the command **Help Mode** to get help for a certain part of graphic user interface of *infoHandler*. When you execute this command the mouse pointer changes to an arrow with question mark. Click then with the mouse somewhere in the *infoHandler* window, e.g. onto another symbol on the tool bar, a entry in a menu, or some field somewhere else. The help topic for the clicked component is then shown.

## Symbolleiste **Format**

command **Font** (Toolbar **Format**)

Changes the font of the selected *InfoText*.

command **Size** (Toolbar **Format**)

Changes the font size of the selected *InfoText*.



**F**command **Bold** (Toolbar **Format**)


Toggles the formatting **bold** for the selected *InfoText*.

**⌘** command **Italic** (Toolbar **Format**)

Toggles the formatting *italic* for the selected *InfoText*.

**U** command **underline** (Toolbar **Format**)

Toggles the formatting underline for the selected ***InfoText***.

 command **Color** (Toolbar **Format**)

Formats selected *InfoText* in the selected color.



## **Begriffe**

## ***OneOf CategoryGroup***

This is a special ***CategoryGroup***, with these properties:

Each record of the *InfoBase* has exactly one ***Category*** assigned to of such a group.

One of the *Categories* of this group is declared the ***default Category*** for this group. This *default Category* is assigned to a record implicitly if you do not select another one

Define a ***OneOf CategoryGroup*** if it doesn't make sense to assign more than one *Category* from this group to any record. In the ***InfoList*** you can sort the records by the *Categories* in such a group..

## Alarm

**InfoHandler Alarms** come in two variants, free and bound to *Info*. The former ones you set with command **New Alarm** in menu **File** and no *InfoBase* has to be active then. The latter is also called **InfoAlarm** and you set this with command **New Alarm** in menu **Info** after first activating an *InfoRecord*, the alarm is then bound to the *Info* of this record.

At the set time (minute) the alarm "rings" with displaying a little window with the assigned message. Of course *infoHandler* must run to make this happen (if *infoHandler* does not run at the set time the alarm rings at the next start of *infoHandler*). If this alarm is an *InfoAlarm* you can activate the attached *Info* from within this window.



## ***InfoBase* properties**

The attributes that you can set and change individually for each *InfoBase* with the command **File/Properties**. Some of these properties like **title**, **topic**, **author**, **company** and **comment** you can view and change also by other means, e.g. using the command **Properties** of the **Windows Explorer**.

## **Aktives Fenster**

Wenn Sie ein oder mehrere Infopoolfenster geöffnet haben, so ist immer genau eines davon aktiv oder ausgewählt. Sie wählen z.B. ein Fenster aus, indem Sie mit der Maus hineinklicken..

## **Aktiver Infopool**

Wenn Sie ein oder mehrere *Infopools* geöffnet haben, so ist immer genau einer davon aktiv oder ausgewählt. Dies ist der *Infopool*, der dem aktiven Fenster zugeordnet ist.

### ***active Info***

If you **activate** an *InfoRecord* its ***Info*** is presented at the ***Info Area*** of the *InfoBase Window*. We then call this *Info* the ***active Info***.(of this *InfoBase Window*) You can change the *active Info* only if you enable the **edit mode** additionally.

See also: **Activating an InfoRecord**

## **Bemerkungen zu einen *Infopool***

Ein optionaler längerer Text (bestehend aus mehreren Abschnitten) den ganzen *Infopool* betreffend.

Zum Eingeben bzw. Ändern des Kommentars zum aktiven *Infopool* wählen Sie den Befehl **Datei/Eigenschaften**

## **Zeitgrenzen**

Zeitgrenzen bilden ein weiteres Mittel (zusätzlich zu den *Kategorien*) zur Auswahl von *Infos*. Sie können Zeitgrenzen auf jede der drei Arten (*Infozeit*, *Erstellungszeit*, *Änderungszeit*) anwenden.

Zur Anzeige bzw. Einstellung der Zeitgrenzen dient ein eigener Bereich des *Infopoolfensters*.

## ***InfoTime***

*InfoTime* is an optional component of the *Info* of an ***InfoRecord***. Its value is some date/time since 1/1/101 that can be changed any time by the user. Also the name of the *InfoTime* (preset: 'InfoTime') and its format can be changed (command **File/Properties**).

Use the *InfoTime* eg to store the publishing date of journals, birthdays, appointments, last access to a linked object, etc.

**Creation time of a record**

For each record the date and time of the first creation is stored and may be used as a criterion to restrict the displayed records.



**context menu**

If you click somewhere in the *InfoBase Window* with the right mouse button almost always a menu pops up that contains commands relevant to this place. These menus are called 'context menus' accordingly.

## ***InfoRecord, Info***

An ***InfoRecord*** - or just '**record**' for short - is the container for some of the information (*Info*) that is managed by *infoHandler* in ***InfoBases***.

The *Info* of an *InfoRecord* can have some or all of these components: ***InfoTitle***, ***InfoLink***, ***InfoTime***, ***InfoCreationTime***, ***InfoModificationTime***, ***InfoCategories***, ***InfoText***. Additionally you can attach ***InfoAlarms*** to the *Info* of an *InfoRecord*.

## **Info Area**

The lower main area of the ***InfoBase Window*** that presents the Info of the ***active Info***. Subareas are from top to bottom: the ***InfoTitle Area***, the ***InfoText Area***, and the ***Info Categories Area***.

## **InfoTitle Area**

The first subarea of the ***Info Area***. It contains three or four fields: the ***InfoTitle field***, the ***Info Reference Field*** if this *InfoBase* supports *references*, the ***Info dates field***, and the ***Info Categories field***.

***InfoTitle* field**

The first field in the ***InfoTitle Area*** for entering and presenting the title of the *active Info*.

***InfoLink* field**

The second field in the *InfoTitle Area* if this *InfoBase* supports *references*. Is for entering and presenting the *reference* of the *active Info*.

***InfoTime* field**

The second or third field in the *InfoTitle Area* for presenting the dates assigned to the *active Info*.

### ***InfoCategories* field**

The second or third field in the *InfoTitle Area* for presenting the dates assigned to the *active Info*.



### ***InfoText area***

The second subarea of the ***Info Area*** for presenting and editing the **text** of the ***active Info***.

### ***InfoCategory area***

The third subarea of the ***Info Area*** contains for each defined *CategoryGroup* a list with the defined *Categories*. You select in these lists the *Categories* for the *active Info*.

## ***InfoBase Window***

presents an *InfoBase*.

The upper part of an *InfoBase Window* is called the ***InfoBase Area*** because it represents the whole *InfoBase*. The lower part is called ***Info Area*** because it presents the Info of the ***active Info***.

For each loaded *InfoBase* you may open several different *InfoBase Windows* simultaneously.

***InfoList***

The list of *InfoRecords* displayed top-right in the *InfoBase Window*. Only those records are displayed that meet the current restrictions set by *Categories* and time bounds.

## **InfoBase**

An ***InfoBase*** is the container for ***InfoRecords***. Normally you will create a new ***InfoBase*** for gathering information of a certain kind that is characterized and differentiated by a common set of ***Categories***. Externally, an ***InfoBase*** is stored in a file with the extension 'iba'.

Important components of an ***InfoBase*** are: **InfoBaseProperties**, the **Categories**, the **CategoryGroups**, and the **InfoRecords**

## ***InfoBase Area***

The upper main area on the ***InfoBase Window***. Subareas are: the *InfoBase Category Lists* at the left, the *InfoList* with the *time bounds field* and beneath the area with the *Category queries* at the right.

## **Infopoolkategorienlisten**

Dieser Unterbereich links im [Infopoolbereich](#) enthält 8 Listen mit den *Kategorien* ausgewählter *Kategoriengruppen*. Mit Hilfe dieser Listen bilden Sie *Kategorienfilter* zwecks Eingrenzung der in der *Infoliste* angezeigten *Infos*.

### **Kategorienfilter**

Durch Selektion einzelner *Kategorien* und logischer Operatoren in den *Infopoolkategorienlisten* formulieren Sie Bedingungen für die Auswahl der in der *Infoliste* angezeigten *Infos*. Die Gesamtheit der auf den *Kategorien* basierenden Auswahlbedingungen bezeichnen wir als *Kategorienfilter*. Die jeweils effektive *Kategorienfilter* wird außer in den *Infopoolkategorienlisten* zusätzlich in einer übersichtlichen Form im *Filterbereich* dargestellt.



## ***InfoText***

***InfoText*** is the text assigned to an ***InfoRecord***. There is no limit to the size of this text and you can set font and paragraph properties.

**Note** *InfoText* is stored internally in two different modes: as **simple text** or as **rich text**. The latter only is the case if you apply a command for setting font or paragraph properties, or if you paste rich formatted text from the clipboard. On storing this mode uses a little more space than the storing of simple text.

**Note** *InfoText* is loaded on activation of a record and unloaded on deactivation (saved if necessary). Therefore there is no special burden on the main memory if you have many records with extensive text.

### ***Categories of an InfoBase***

Simplified seen, the *Categories* of an *InfoBase* are a set of text-strings (i.e. a sequence of characters - often several words) that describe *Categories* of information or objects. Each of the records in the *InfoBase* can be assigned any number of these *Categories*. These assigned *Categories* are then an important means for the specific selection (retrieval) of records.

The *Categories* of an *InfoBase* are organized in ***CategoryGroups***

**More about *Categories***

### ***Categories of an InfoRecord***

Normally, you assign one or more **Categories** to every *InfoRecord*. These *Categories* are the most important means for the selective retrieval of the *info*.

## **CategoryGroup**

The **Categories** of an **InfoBase** are organized in **CategoryGroups**. Each of these groups is identified (named) by a text string. You may define up to 16 different **CategoryGroups**.

While from normal **CategoryGroups** you may assign any number of **Categories** to each **Info**, from **OneOf**

**CategoryGroups** **HID\_OneOfN** you can assign always exactly one.

**CategoryGroups** can be "open" or "closed". The latter have a closed name space for the contained **Categories** so that the names of the **Categories** are independent of the names in other **CategoryGroups**. On the other hand you cannot move **Categories** from or to closed **CategoryGroups**.

By default **CategoryGroups** are open. You can freely move **Categories** between open groups but all the **Categories** in these groups must have unique names respective to all these groups.

**CategoryGroups** can be **enabled for AutoCategorizing** (but are disabled by default). If they are, all contained **Categories** are enabled for **AutoCategorizing** by default but can be disabled again individually.

## **CategoryLists**

There are several kinds of **CategoryLists** in an **InfoBase Window**:

**InfoBase CategoryLists** You find these above in the **InfoBase Area** top-left, beside of the *InfoList*. They are used to select *Categories* for queries onto the *InfoBase* that restrict the records displayed in the *InfoList*. With each of these lists you can associate any of the defined *CategoryGroups*. Altogether, there are eight of these lists so that you may formulate up to eight simultaneous selection criteria for up to eight different *CategoryGroups*.

**Info CategoryLists** You find these below in the *Info area*. They are used to select *Categories* for the *active Info* in edit mode. For each *CategoryGroup* there is exactly one *Info Category List* and these lists are arranged in the defined order of the *CategoryGroups*.

These two kinds of *Category Lists* have context menus whose commands refer to the associated *CategoryGroup*. The width of these lists can be changed by dragging at the edge of the header (even to zero so it becomes invisible). Beside these active *Category Lists* where you can select *Categories* there exist "passive" *Category Lists* as components of the *InfoList*, the *Categories* query, and in the attributes area. These have no context menus and so are not referred to when speaking of the "context menu of a *Category List*".

***modification date***

For every *record* the date and time of the last modification is stored and may be used as a criterion to restrict the displayed records.

## **Dialogfenster**

Ein '**Dialog**' oder 'Dialog-Fenster' ist die Bezeichnung für ein Fenster das nur kurzzeitig erscheint, um zusätzliche Informationen zu einem aktivierten Befehl einzugeben. Meist müssen Sie dieses Fenster schließen, ehe Sie irgend etwas anderes auf dem Bildschirm tun können..

***default Category***

see *OneOf CategoryGroup*



## ***InfoTitle***

The title of a record identifies the **record**. It is always displayed in fields with only one line, so its length should be restricted.

The title is the only obligatory component of a record - it cannot be empty - all other components are optional. After creation of the title on first creation of the record it can be changed any time afterwards.

**Note** The title should identify the record unambiguously. But this requirement is not enforced by *infoHandler*, so several records with identical titles are may be coexisting.

## **splitter bar**

The ***InfoBase Window*** is divided in several areas that are separated by splitter bars. To change the relative size of the areas position the mouse pointer upon one of the splitter bars, press the left mouse button and then, moving the mouse, drag the bar to a new place.

## Links (References)

There are two kinds of links: *Infolinks* and embedded links.

*Infolinks* are separate optional components of an *InfoRecord* and link the *Info* to an external object (a file, a folder, or an Internet page). You can manipulate the linked object out from *infoHandler* in several ways - open it, move it, rename it, or even delete it. You can create *Infolinks* by dragging some files onto the window of an *InfoBase* or as a side effect while creating a new document (file) out from *infoHandler*. In this documentation, when we speak just of "links", we usually mean this kind of links if not suggested otherwise by the context.

To create *Infolinks* in an *InfoBase* the latter has to be enabled for links either on first creation or later on using **Properties** in menu **File**.

Aside from the *Infolinks* you can have "embedded links". These are strings of text embedded in the text or title of the *Info* that can be interpreted as references to external objects and also to (internal) *InfoRecords*. Differently from *Infolinks* the functionality of embedded links is limited to activation ("opening") the linked objects.

## **Zwischenablage**

Die allgemeine Zwischenablage des Betriebssystems, mittels derer Sie Texte und Grafiken zwischen verschiedenen Fenstern (einer oder verschiedener Anwendungen) übertragen können.

Die den Feldern des *Infofenster* zugeordneten Hilfstexte in geometrischer Folge von oben nach unten

## Toolbars

Normally the toolbars are positioned horizontally at the top of the *infoHandler* window below the menu bar. They provide for a quick access to frequently used *infoHandler* commands.

There are two different toolbars:

- the *standard toolbar*,

- the *format toolbar*.

The *standard toolbar* shows symbols for commands of the menus of the menu bar. You can customize this tool bar. To customize click with the right mouse button anywhere on the bar.

The *format toolbar* shows commands for formatting that are usable only for editing the text of the active *Info*.

You can drag the tool bars with the mouse to other locations inside the main window, either free floating or docked to the upper or lower window border..

To hide or show the tool bars use the commands **Toolbar Standard** or **Toolbar Format** in menu **View**.

## InfoList

Shows a selection of *InfoRecords*. Only those records are displayed that conform to the restrictions set by the selected *Categories* in the *Category Lists* on the left and the set time bounds set at the *Time Bounds Bar* (if enabled) underneath the *InfoList*. When you click on the title of an *InfoRecord* in the *InfoList* the record becomes *activated*. If you click on the header of a column of the *InfoList* all the records in the list are sorted by this column (a ▲ or ▼

before the header stands for ascending or descending order by this column).

If a record has a *reference* attached, the icon for the linked object is shown in front of the title. You can "open" (activate) the linked object by double-clicking on the title or (single-)clicking on the icon.

## Time Bounds

This is the *Time Bounds Bar*.

The currently effective bounds for the *InfoTime*, the creation date, and the date of last modification are set and displayed on this bar. The displayed records in the *InfoList* satisfy these bounds.

To set time bounds use the various date editor fields on this bar. Such an editor field shows a green background if its value does not restrict the records displayed in the *InfoList*. On the other hand, if the background is red this indicates a restriction for the displayed records by this value. An exception of this rule are year-independent bounds for the *InfoTime*, these are displayed on blue background. You select this mode by checking the box **e.y.** ("every year").

You may hide/show the *Time Bounds Bar* with the command **Time bounds** in menu **View**. If hidden, the *Time Bounds Bar* is shown automatically when you set the time bounds with one of the commands in menu **InfoList** or on the *Date Control Window*.



## Category Filter

The queries specified through selection of *Categories* in the *InfoBase Category Lists* are displayed here again in a more intuitive format. Just open this area if you select many *Categories* or you do not see anymore all used *Category Lists*.

## InfoBaseCategoryList

One of eight list boxes where you can select *Categories* to narrow the selection of records in the *InfoList*. On top of the list of *Categories* you see the name of the resp. *CategoryGroup*. By clicking on this entry you select another group. Above that you see the button for setting the logical operation for this list: AND, OR, or NOT.

If you do not see all eight lists drag the vertical bar to the right to see more of them.

To change the width of a list box click with the mouse at the right side of the button with the operator and drag to the new size.

The context menus of these list boxes provide commands for defining new *Categories*, rename *Categories* and other actions concerning the resp. group. Especially you can select ranges of *Categories* with the commands in submenu **Select** - this possibility can come handy for numerically interpreted *Categories*.

This movable bar separates the *InfoBase CategoryLists* on the left from the *InfoList* and *Time Bounds Field* on the right side. Drag this bar to the right if you want to see more *Category Lists*.

This movable bar separates the *CategoryLists* and the *InfoList* above from the area with *Category queries*. Drag this bar upwards if you want to see this convenient presentation of the currently effective *Category Filter*.

This movable bar separates the *InfoBase* area (above) from the *Info* area. Use it to set the relative sizes of these areas as needed.

This movable bar separates the *Info Title Area* from the *InfoText Area* below. Drag this bar downwards if you want to see more of the fields of this area (there are up to four fields: *Info Title Field*, *Info Reference Field*, *Info Times Field*, and *Info Categories Field*).

This movable bar separates the *InfoText area* above from the *Info Category Lists* for the active *Info*. Drag this bar downwards to see more *InfoText*, drag it upwards if you want to assign *Categories* to the active *Info*.

## InfoTitle Area

This area contains up to four different fields for displaying components of the active *Info* (all but the *InfoText*):

- The **InfoTitle field**.
- The **InfoLink field** if this *InfoBase* is enabled for *InfoLinks*.
- The **InfoTime field**: *InfoTime* and the times of first creation and last modification.
- The **InfoCategories field**.



## **InfoTitle Field**

If the active *Info* is in *edit mode*, you can edit its *title* here. You find some commands for this in the context menu.

## InfoLink Field

If an *InfoLink* is assigned to the active *Info*, this field shows the path to the file or folder, or the URL of an Internet object. You assign an *InfoLink* in several ways using keyboard or mouse. Different colors stand for type and status of the *InfoLink*. You find more about *InfoLinks* in the topics of chapter 'About Links and References'.

The context menu contains commands for manipulation of the *reference*.

This field is only visible if the *InfoBase* is *enabled for InfoLinks* (command **File/Properties**).

## **InfoTime Field**

You find this field in the *InfoTitle* area below the *InfoTitle* field and the *InfoLink* field (if existing).

This shows the *InfoTime* (if assigned), set alarms, and the times of first creation and last modification of the active *Info*. If the *Info* is in *edit mode* you can assign and set the *InfoTime* in this field.

## **InfoCategories Field**

Shows the *Categories* assigned to the active *Info* (sorted).

## **InfoText area**

Displays the *InfoText* of the active *Info*. You can format this text by using the commands of the context menu and/or the *format toolbar*.

## InfoCategoryLists

If the active *Info* is in *edit mode* you can add or remove *Categories* to or from the active *Info* by selecting or deselecting in these lists.

With the commands of the context menus you may define new *Categories*, rename *Categories* or do other actions for the resp. group.

To define quickly a new *Category* just click on the header of the resp. list.

If you create a new *Category* from one of these lists, and at the same time some *Info* is active and in *edit mode*, the new *Category* is automatically assigned to this *Info* (This is not the case if you define the new *Category* elsewhere).

The properties of a *CategoryGroup* are shown as parenthesized single characters after the names in the headers of the Info Category Lists as follows:

- 1 OneOf Group
- : Closed group with own name space
- A Used for *Autocategorizing*.

## **Status Bar**

The *status bar* is shown at the bottom of the *infoHandler* window. You can toggle its display status shown/hidden using the command **Statusbar** in menu **View**.

At the left part of the status bar help messages are shown if you move through the entries of menus or over the symbols of a toolbar. Also, status messages about internal working might be displayed there.

At the right side you find fields with the count of records in the currently active *InfoBase Window*, and the current date and weekday.





## Eigenschaften Infopool

The (current) **file name** of the *InfoBase*.

The **path of the folder** for this *InfoBase*.

You can change this **title of the *InfoBase*** if you do not want the original file name.

The **topic of the *InfoBase***.

If somewhere here the string `###` or `####` is inserted the comment (see below) is shown on each opening or opening/closing of the *InfoBase*.

Your name.

Your company.

A **comment** for this *InfoBase*.

If you want to see this comment on every opening of the *InfoBase* in a special window, just insert the string '###' somewhere in the field for the topic (see above). If you insert '####' the comment will also be shown when closing the *InfoBase* (so you may add some notes).

**Note** If you only want to see or edit the comment select **Comment** from menu **File**.



Here you can change the Name of the *InfoTime* - this name is then used instead of the preset '*InfoTime*' (not in commands).

Select here your preferred format for the *InfoTime*. E.g. the 1st of February 1999 is formatted as shown here for some of the variants:

YYYY-MM-DD:	1999-02-01
YYYY-MM:	1999-02
YYYY:	1999
DD.MM.YY	01.02.99
DD-MMM-YY	01-Feb-99
MM/DD/YY	02/01/99
MMMM DD, YYYY	February 01, 1999
MMMM YYYY	February 1999

If you select 'System short format' or 'System long format' the global settings for the short resp. long date/time format of the operating system is used (see 'International' in 'System Control' of Windows).

**Hint** Two-digit year numbers are only defined for years greater or equal 1900.

Select here whether on displaying the *InfoTime* the weekday should be displayed too, and where and how.

Select here whether on displaying the *InfoTime* the time should be displayed too, and where and how.

Check this box if the *InfoBase* should be able to contain *InfoLinks* to files (documents), folders, or internet objects. You cannot reverse this option but select it anytime later on. So, if you are not sure, better not select it this time.

If you have checked the box **Has InfoLinks** you can check this box too. If you do this the *InfoTime* is set to the current date on every opening (accessing) of the linked object. Also, when you create a new *reference* to a file, the *InfoTime* is initialized with the time of last access to this file.

**Tip** If you check this box you should also rename the *InfoTime* to something like 'last access' or so.

If you check this box then also those records without attached *InfoTime* are displayed when you set bounds for the *InfoTime*.

This makes sense if you use the *InfoTime* for appointments. If you then want to determine a date for the next day, to see only the already made dates, you first would bound the *InfoTime* for this day. Then you create a new *InfoRecord*. This record does not have an *InfoTime* to begin with but should not reset the *InfoList* because of this.

An example for the opposite setting would be an *InfoBase* where systematically only part of the records have an *InfoTime* and you want to filter out certain time periods (eg see sample *InfoBase* 'CD-Collection').

If you check this box the layout of an *InfoBase Window* is stored on closing. On next opening of the *InfoBase* this layout is re-established.

Because of technical reasons the layout is not stored if the window is maximized before closing.

The stored layout encompasses the position in the main window, the sizes of the *InfoBase Window* and the diverse areas inside and the sizes and assignments of the *Category Lists*.

This behavior is often desirable, at least with *InfoBases* that you load frequently, but it may be undesirable if you often change the size of the main window.



The license information under which this InfoBase was created..

## **Kategorie Eigenschaften**

The name of the *Category* must be unique inside the group for closed *CategoryGroups* and globally for open groups, but may contain any character including blanks.

**Tip** Avoid using the character ':' (colon) since this is used for the qualified representation of *Categories* in closed groups.

This box is only enabled if the *CategoryGroup* is to be used for *Autocategorizing*.  
Uncheck this box if this *Category* should not be used for *Autocategorizing*.

If this box is checked on autocategorizing only whole words are compared with the name and synonyms of this Category. Uncheck this box if also parts of words should be compared.

If this box is checked for autocategorizing only synonyms (not the name of this Category) are used.

Check this box if you want to define synonyms for this *Category* after closing this window.  
Synonyms are used in addition to the name for *Autocategorizing*.

This area is only enabled if the *CategoryGroup* is to be used for *Autocategorizing*.

Here you can define the synonyms for using at *Autocategorizing* with this *Category*.

To define a new synonym enter the text into the edit field at the top of the area and click on **New**.

To change a synonym select this in the list box, edit it in the edit field, and click on **Replace**.

To delete a synonym select this in the list box and click on **Delete**.

All synonyms are capitalized before storing.





## **Kategoriengruppe Eigenschaften**

The name of the *CategoryGroup* must be unique, but may contain any character including blanks.

**Tip** Avoid using the character ':' (colon) since this is used for the qualified representation of *Categories* in closed groups.

Check this box, if this should be a OneOf group. To every record is assigned exactly one of the *Categories* of such a group (not any number as with other groups). In the *InfoList* an extra column is created for each OneOf group.

Type here the text string for the default *Category* of this OneOf *CategoryGroup*. This is assigned automatically to all records which have none of it's *Categories* assigned to explicitly.

Check this box if you want this to be a "closed" *CategoryGroup*.

Closed *CategoryGroups* have an own, closed name space for the contained *Categories*, the names of which are therefore independent of used names in other groups. You cannot move *Categories* to or from closed *CategoryGroups*.

On the other hand the names of *Categories* in "open" *CategoryGroups* have to be unique for all open groups and you can move them freely between these groups.

You can change this property later on (open the group again) provided there are no conflicts with other open groups. Of course you may "close" an open group later on any time.

Check this box if you want the *Categories* in this group to be sorted as numbers. You can change this property later on any time.

In this case 777 is greater than 88 and -1 is less than 1. But also '777 Euro' is greater than '88 Euro', since only the first characters of the name are scanned for digits. Names that start with a non-digit are given the "value" 0.

Using the commands **Select/Before**, **Select/Between**, **Select/After** in the context menu of an *InfoBase Category List* you set in a simple way intervals for the *Categories* of such "numeric" groups as *filters* for the displayed *InfoRecords*.

Check this box if you want this group to be used for *AutoCategorizing*. The *Categories* of this group are then used for *AutoCategorizing* by default, but can be excluded explicitly if necessary. You can change this property later on any time.

On *AutoCategorizing* the *InfoTitle* and the *InfoText* of an *InfoRecord* is searched for occurrences of the names or synonyms of *Categories* that are enabled for *AutoCategorizing*. The *Category* is assigned to the *Info* automatically if such an occurrence is found.

You find commands for *AutoCategorizing* in the menus **Info** and **InfoList**. Also in the course of the automatic initialization of *Info* while importing Email or News messages *AutoCategorizing* is applied.



**Neues Dokument**

### **List of the Registered Document Types**

Lists all known applications for that *infoHandler* can create a new document.

**Templates for the Current Document Type**

These templates/samples were found in the above folder for the current document type. If you select one of them the new document is created as a copy of this.

**Folder with Own Templates**

The folder in which the templates listed underneath were found. Click on the button labelled '...' to specify another folder.

Finds another folder for the templates.

**Name of the New Document**

Type here the name for the new document.

Type only the name, not also the already existing folder or the file extension. But if you want to create a new folder in the underneath displayed existing folder you can specify it here. Do this using the following format:

**MyNewFolder\MyNewDocument**

(You may create only one new folder this way)

**Folder for the New Document**

The folder for the new document. Click on the button labelled '...' to specify another folder.

Finds another folder for the new document.



Check this box if you want to work with the new document right away.

Click here if you want to assign some *Categories* to the new record right now (this is limited to at most one *Category* from any of the first six *CategoryGroups*). This is advisable in particular if you want to work right away with the new document.

## **Anordnung der Kategoriengruppen**

This lists the *CategoryGroups* in the current order. To reorder select a group and click **Move up** or **Move down**.

Moves the selected group up one level.

Moves the selected group down one level.

## **Globale Einstellungen**

On this page you can change various aspects of the graphical presentation.



Check this box if you want flat buttons on the tool bars.

Select here the format for the presentation of dates. This setting is globally applied in all *InfoBases* for the creation date and the date of last modification for all records.

**Note** To the right of this box you see an example for the selected format.

Here you set the language for *infoHandler* independent of the global settings of the operating system. This takes effect after the next start of *infoHandler*.

**Note:** For the German language the file ResDeu.dll must exist in the installation folder!

If this box is checked the global settings are used for the names for weekdays and months. If not, the names for the set language (English or German) are used if they are available from the system.

Clear this box if your system is neither English nor German and you do not like the mix-up of two languages on your interface.

Check this box if you want the *Category queries area* shown. This area offers an alternative presentation of the restrictions for the *InfoList* set up by selecting *Categories* and operators in the *InfoBase Category Lists*.

On this page you can change various aspects of the *InfoList*.

The delay time in seconds for automatic updating the *InfoList* after changing the restrictive *Categories*. A value greater 0 (e.g. 3 to 6 sec.) is recommended if you frequently compose complex queries for big *InfoBases*.

If this box is checked a single click with the left mouse button on the symbol before the title of a record in the *InfoList* opens the linked object. If it is not checked a double click is necessary (same as it is with the *Info Title*).



Select here what should happen when you drag one or more records from one *InfoList* upon the *InfoList* of another InfoBase (drag & drop) and thereby press the left mouse button.

The first (preset) alternative is a **menu** from which you may select the action but also may cancel the procedure (this menu is the only alternative for dragging with the right button pressed).

The other two alternatives are Move or Copy without further affirmation.

**Note** With all alternatives there is always a further dialog with the user if assigned *Categories* are not defined in the target InfoBase, or if *references* cannot be created.

On this page you can change various aspects of the *InfoText*.

If this box is checked a double-click on a <...> field does not only select its content but also tries to interpret this as a reference to an object and opens such an object.

This behavior can be useful since bracketing with < and > is often used for email addresses and Internet URLs.

Select here the wanted behavior if you - editing InfoText - press one of the page keys. Normally you scroll with that by one window content. Alternatively you can set to jump to the next or previous field of a certain kind - preset is a jump to a {...} field.

Select here the default font size for new *InfoText*.

On this page you can set the font size for the various areas of an *InfoBase Window*. You can also select between normal or bold font weight.  
The new settings become effective with new *InfoBase Windows*.

On this page you can select various other global settings.

Here you can change the number of 'recently used InfoBases' that should be displayed for quick reopening in the menu **File**. The maximum is 9.

**Note** An alternative to this (customary) list is to administer all *InfoBases* in one special InfoBase (see the article 'Management of *InfoBases*' in the chapter 'Suggestions for using infoHandler').



Here you can select how many of the most recently activated *InfoRecords* should be stored as history. You can set this to any number between 10 and 100.

Druckoptionen

Check this if you want to print parts of all records in the *InfoList*.

Check this if you want to print only parts of selected records in the *InfoList*.

Check this if you want to print only parts of the *active Info*.

Check this entry if you want to print the *InfoBase* title as header

Check this entry if you want to print the count of printed records and the currently valid restrictions (for *Categories* and time).

Check this entry if you want to print the file info. The parts of the file info that are supported by infoHandler are title, topic, author, company and comment.



Check this entry if you want to print this time stamp for every record.

Select here the *CategoryGroups* of which the *Categories* should be printed for each record.

Check this box if the *reference* (path, URL) for every record if existing should be printed.

Check this box if the *InfoText* for every record should be printed.

Select here one of three preset font sizes for the output. This does not influence the presentation of the *InfoText* though, this is always output in its original font and size..

If you import contacts from *Microsoft Outlook (by drag & drop)* you should set here the options for the links back from *infoHandler* to *Outlook*.

You have the choice between an *InfoLink*, an embedded link at the *InfoText*, or no link at all (but only some of the contact info copied to the *InfoText*). If you select a link make also sure that the correct path to the contact folder in *Outlook* is set.

## Terminsteuerung

The period that includes the (own) dates of the displayed records.



Clicking one of these buttons adjusts the bounds for the *InfoTime* such that only the dates of that day are displayed in the *InfoList*. These buttons work directly for the next 8 days counted from the current day. To select days after click buttons '+' and '-'.

If **Every Year** is checked the selection is done independent of the year .

**Note** Disabled keys hint that there are no dates for these days.

Switches to the dates of the next day.

Switches to the dates of the previous day.

Clicking one of these buttons adjusts the bounds for the *InfoTime* such that only the dates of the next days are displayed in the *InfoList*. These buttons work directly for the next 8 days counted from the current day. To select prolonged periods click buttons '+' and '-'.

If **Every Year** is marked, the selection is done independent of the year .

**Note** Disabled keys hint that there are no more dates for these prolonged periods.

Prolongs the period by one day.

Shortens the period by one day.

Mark this box if the dates should be selected independent of the year. Birthdays or other anniversaries are then shown though their years may be not corresponding with the current year.

The (own) date of the *active record*.



Increases the (own) date of the *active record* by one day.

Decreases the (own) date of the *active record* by one day.

Increases the (own) date of the *active record* by one week. Use these command to reset a weekly recurrent date.

Decreases the (own) date of the *active record* by one week.

Increases the (own) date of the *active record* by one month. Use these command to reset a monthly recurrent date.

Decreases the (own) date of the *active record* by one month.

Increases the (own) date of the *active record* by one year. Use these command to reset a yearly recurrent date (e.g. birthdays).

Decreases the (own) date of the *active record* by one year.



**Find**

Enter here the pattern that you want to find. Case is not significant.

Check this box if the *Info Titles* should be searched too.

Check this box if the *references* should be searched too.

Check this box if the *InfoText* should be searched too.

Here you'll see messages about the searching.

Activates the first record in the *InfoList* and starts the search in this record.

Activates the record before the current *active record* and starts the search in this record.



Activates the record after the current *active record* and starts the search in this record.

Searches the records before the current *active record* until either the search pattern is found or the begin of the list is reached.

Searches the records after the current *active record* until either the search pattern is found or the end of the list is reached.

Resumes the search in the current *active record* beginning at the current position of the insertion point. The insertion point is set at the beginning of the first search target (title, *reference*, or text) when the record is activated or when the search pattern is changed. If the search pattern is found somewhere the found text is selected and becomes the position of the insertion point.

## AlarmSetting

The title of the linked *Info*. If this is a "free" *alarm* without linked *Info* this field is empty.

The *InfoBase* of the linked *Info*. If this is a "free" *alarm* without linked *Info* this field is empty.

Change here the date for the *alarm*.

If there exists already other alarms for the linked *Info* the time of the last is taken as a presetting for the new alarm.  
Otherwise the current time is taken.



Change here the time for the *alarm*.

If this alarm is an *Info Alarm* and if there exists already other alarms for the linked *Info* the time of the last alarm is taken as a presetting for the new alarm. Otherwise the current time is taken.

Enter here the message for the *alarm*.

If this alarm is an *Info Alarm* the title of the linked *Info* is taken as a presetting for the message of the new alarm. If the linked *Info* has an *InfoTime* assigned this time is taken additionally as a prefix to the title.

**AlarmRinging**

The message of this *alarm*.

Tries to activate the *Info* connected with this *alarm*. If the *InfoBase* with this *Info* is not loaded it is opened on this occasion.  
If no *Info* is connected to this *alarm* this command is not available.

Makes a new *alarm* for this context. Use this command e.g. if you want to postpone this *alarm* a bit.

Closes this window without further action.

## Alarms



The currently active (not yet triggered) *alarms*. If you select one of them you can edit it in the lower part of the window.

Change here the date for the *alarm*.

Change here the time for the *alarm*.

Change here the message for the *alarm*.

The complete path of the *InfoBase* that contains the *Info*.

Tries to activate the Info connected with this *alarm*. If the *InfoBase* with this *Info* is not loaded it is opened on this occasion.  
If this is not an *Info Alarm* this command is not available.

**Duplicate Info**

Select here the step size for incrementing the *InfoTime* for each created new record.



Selects the total number of created records.

Selects the time period for the created records. This period can only be set between the date of the source record and Jan. 1, 2038.

Enter the total number of created records here (max 100).

Enter here the date up to which the *InfoTime* of the new records should be incremented (max. Jan 1, 2038).

## Move Folders or Files

The path of the target folder for this moving. If you used this feature before you'll find up to 10 of the most recently used files in this list. Click on the button at the right to choose another folder.

Select here whether you want to move only files or also folders.

If you check this box you may change your mind separately for every file or folder.



## Export/Import Alarms

Select this option if you want to transfer the alarms of this computer to another computer and want to avoid to have alarms ring twofold. After copying the alarms to the file all active alarms in the system are deleted!

Select this option if you want to make a backup of the active alarms for security reasons. If you use this method for transferring alarms to another computer there may be alarms ringing twofold on both computers.

Select this option for importing alarms that were exported earlier to a file with one of the options above. The alarms of the file are merged with the alarms already active in the system, this means that only those alarms from the file are added that are different in some aspect from any of the alarms already present.

Kategorien Edit/Delete


Edit the selected Category.

Delete the selected Category. If this Category is used in any record the user has to confirm this command.

Close this dialog window.



## Opening an *InfoBase*


1 Click in menu **File** on **Open** or click on 

2 In the *file selection dialog window* select the folder and the file with the *InfoBase* and click **Open**.

**Tip** To open a recently used *InfoBase* click in the lower part of menu **File** on the file name. Alternatively you should consider to organize your *InfoBases* in a dedicated special *InfoBase* and open them from there. To learn more about this possibility see [\*InfoBases in InfoBases\*](#).

**Note** If you like to see the comment of the *InfoBase* (see **File/Properties** and **File/Comment**) at every opening of the *InfoBase* just insert the string '###' somewhere in the *topic* of the *InfoBase* (command **File/Properties**). Include '####' if you want to see it on closing too. This would be an opportunity to make notes after using the *InfoBase* and see them again next time.

## Creation of a new *InfoBase*

1 Click in menu **File** on **New** or click on 

2 In the *file selection dialog window* select the folder, type the (file) name of the new *InfoBase* and click **Save**.

3 In the dialog window *Properties* fill in the given fields as you like and click **OK**.

4 Now you can start to create records immediately and create *Category Groups* and *Categories* on the fly as needed. Alternatively, you may first define some Category Groups and some Categories suitable to your task (you can restructure them later anytime).


**Note** If this *InfoBase* should support references select this option in the dialog window *Properties*. But remember, you may add this option later anytime - you cannot remove it again afterwards!

**Note** If you click on **Cancel** in the dialog window *Properties* the creation of the new *InfoBase* is canceled.

**Tip** If you administer your *InfoBases* in a special dedicated *InfoBase* (see *InfoBases* in *InfoBases*), you can create new *InfoBases* (as other documents) out of that *InfoBase* (see Creating a New Document with Record).

## Saving an *InfoBase*

Normally, you do not have to save an *InfoBase* explicitly, this happens automatically on several occasions. For example, a new or changed record is stored as soon as you activate or create another record, or when you activate another *InfoBase Window*.

If you want to save the active *InfoBase* explicitly select **Save** in menu **File** or click on . Changed parts of the *InfoBase* are then stored in the file.

**Note** When there are no unsaved data for the active *InfoBase* this command is not available. If you want to make a copy of the active *InfoBase* use the command Save As in menu File.

**Note** If you make such a copy you do not work afterwards with this copy (as is common practice in other applications) but work on with the original file

**Tip** In particular you should consider making a copy of the active *InfoBase* if you are going to delete records because you cannot undo this action. If you administer your *InfoBases* in a dedicated *InfoBase* (see [here](#)) you have this alternative at your disposal.

## Opening Another Window for an *InfoBase*

For a loaded *InfoBase* you may open any number of windows simultaneously. This makes sense if you want to see several different choices of records side by side, or if you want to activate several records simultaneously. To open another window for an *InfoBase* proceed as following:

- 1 Make sure that a window for this *InfoBase* (an '*InfoBase Window*') is active (if necessary click onto such a window).
- 2 Select **New Window** in menu **Window**.

**Note** You'll see that all changes to an *InfoBase* that you make in one window immediately show up in all windows that present this *InfoBase*.

## Defining a New *CategoryGroup*

- 1 Click in menu **InfoBase** or in the context menu of an ***Info CategoryList*** on **New Group**
- 2 In the dialog window *Properties of Category Group* type the name of the new group (all characters are allowed, even blanks - but avoid the colon ':' since this is used as a special delimiter) You may change this name any time afterwards.
- 3 If this should be a **OneOf Group** check the corresponding box (later conversion of a *Category Group* to this mode is a little awkward). Change the name of the **Default Category** if you like.
- 4 If you want for this group a "closed" own name space for the contained *Categories* check the related box. In this case names of *Categories* have to be unique only within this group and can be reused in other *Category Groups*. But notice that you cannot move *Categories* between this group and other groups any more. You can also "close" the group later if you like, but you can reverse this property again only if the names of all contained *Categories* are unique with respect to all the other "open" *Category Groups*. When *Categories* of closed *Category Groups* have to be presented out of the context of the group the names of the *Categories* are prefixed by the name of the group with a ':' (colon) as delimiter between.
- 5 If you want this group to be used for *Autocategorizing* check the related box. The *Categories* of this group are then used for *Autocategorizing* by default, but can be excluded explicitly if necessary. You can change this property later on any time.
- 6 Click **OK**.

If one or more of the described properties are set different from their default value for a *Category Group* they are shown as parenthesized single characters after the names in the headers of the *Info Category Lists* as follows:

- 1 *OneOf-Group*
- : Closed group with own name space
- A Used for Autocategorizing.

## Changing Properties of a *CategoryGroup*

- 1 Click in menu **InfoBase** on the name of the *Category Group*. Alternatively, use the context menu of one of the *CategoryLists*.
- 2 Select in the pop-up menu **Properties Group**.
- 3 In the dialog window *Properties of Category group* change the properties as you like. More about these properties you can learn in section 'Defining a New *Category group*'
- 4 Click **OK**.

## Changing the order of the *Category groups*

You can change the order of the *Category Groups* for displaying in the *InfoBase Window* as you like (the only exception is the automatically created group 'Reference Type' that is always positioned first). If you change the order of the *Category Groups* also the ordering of the *Categories* is changed thereby. To change the order of the *Category Groups* proceed as following:

- 1 Select the command **Order Groups** in menu **InfoBase** or in the context menu of one of the **Info CategoryLists**.
- 2 In the dialog window *Order Category groups* change the order in the list using the buttons at the right side.
- 3 Click **OK**.

**Note** Changing the order of the *Category Groups* is not reflected immediately in the opened windows of this *InfoBase*. To see the change in the windows close the *InfoBase* and then open it anew.

## Deleting a *Category Group*

- 1 Click in menu **InfoBase** on the name of the *Category Group*. Alternatively, use the context menu of one of the *CategoryLists*.
- 2 Select in the pop-up menu **Delete Group**.
- 3 Click **OK**.

**Note** You can only delete empty *Category Groups*. So before deleting a group, delete all *Categories* in this group or move them to other groups.



## Defining a New Category

- 1 Click in menu **InfoBase** on the name of the **CategoryGroup** for the new *Category*. Alternatively, use the context menu of a **CategoryList** for this group. Select in the pop-up menu **New Category**.
- 1a Alternatively click on the header of an **Info CategoryList**.
- 2 In the dialog window **New Category** type the name of the new *Category* (all characters are allowed even blanks, and you may change this name any time afterwards).
- 3 If the containing *Category Group* is enabled for *AutoCategorizing* (see 'Defining a New Category group') this dialog window has additional fields for the *AutoCategorizing* with this *Category*. Uncheck the field **Use for AutoCategorizing** if this *Category* should not be used for that. Otherwise you have the option to define *synonyms* for this *Category* after checking **Edit synonyms** and closing this window. *Synonyms* found in the *InfoText* also result in assigning a *Category* during *AutoCategorization*.
- 4 Click **OK**.

**Note** If you define a new *Category* using one of the **Info Category Lists** and simultaneously there is *Info active in edit mode*, the new *Category* is assigned to this *Info* automatically.

**Note** You should avoid using the character ':' (colon) in names of *Categories* and *Category Groups* since this is used as a delimiter in qualified naming *Categories* of *closed Category Groups*.

## Changing Properties of a Category

- 1 Click in menu **InfoBase** on the name of the **Category Group** that contains the *Category*. Alternatively, use the context menu of a **Category List** for this group. Select in the pop-up menu **Rename Category**.
- 2 In the dialog window **Categories** select the *Category* of which you wish to change properties and click **OK**.
- 3 In the dialog window **Properties of Category** make the wanted changes (see also section '**Defining a New Category**').
- 4 Click **OK**.

## Moving Categories to another *CategoryGroup*

- 1 Click in menu **InfoBase** on the name of the ***CategoryGroup*** that contains the *Categories* you want to move. Alternatively, use the context menu of a ***CategoryList*** for this group. Select in the pop-up menu **Move Categories**.
- 2 In the dialog window *Move Categories* select in the left list those *Categories* that you want to move to another group and in the list on the right the target group where you want to move to.
- 3 Click **OK**.

**Tip** If you want to select several *Categories* in the *Category List* press **Ctrl** together with each click or select a whole range pressing the **Shift** key.


## Deleting a *Category*

- 1 Click in menu **InfoBase** on the name of the **CategoryGroup** that contains the *Category*. Alternatively, use the context menu of a **CategoryList** for this group. Select in the pop-up menu **Delete Category**.
- 2 In the dialog window *Delete Category* select the *Category* that you want to delete and click **OK**.

If this *Category* is assigned to records the number of these records is displayed and you must acknowledge the deleting - otherwise, the *Category* is without further asking deleted.

**Note** The *Category* is automatically unassigned from all records that used it.

## Creating New *Info*

- 1 Click in menu **InfoBase** on **New Info** or click on  or type **F2**.
- 2 Replace in the *InfoTitle* field '--- new Info ---' by the title of the new *Info*. Press **Enter** or the **tab** key or use the mouse to proceed to the next field which is either the field for the *InfoLink* or for the *InfoText*.
- 3 Attach an *InfoLink* if appropriate.
- 4 Enter *InfoText* as you like.
- 5 **Add** suitable *Categories*.
- 6 Set the *InfoTime* if necessary.
- 7 **Save** the new *Info* explicitly if you like (this is done anyway on deactivation the *Info*).

**Note** If you do not type the title immediately after the command **New Info** but activate something else the command is canceled.

**Note** The **title** of the *Info* should uniquely identify the record in the *InfoBase* - but this requirement is not enforced by *infoHandler* so that several *InfoRecords* with the same title are possible. To avoid double input of records by mistake, during creation of new records you should sort the *InfoList* by title.

**Note** New *Info* is automatically in **edit mode** until deactivated by some event, so you may change all its components as you like. At the next activation the *edit mode* normally is disabled to avoid unintentional changing.

## Activating and Editing the *Info* of an *InfoRecord*

There are several ways to activate the *Info* of an *InfoRecord*:

- Click with the left mouse button on the title of a record in the *InfoList*.
- With the commands **Activate First Record**, **Activate last Record**, **Activate next Record**, and **Activate Previous Record** you activate *InfoRecords* even if you do not see the (hidden) *InfoList*.
- If the *InfoList* has the keyboard focus (e.g. set by clicking with the mouse on it) you may navigate also with the arrow keys to activate *InfoRecords*.

**Note** Activation of an *InfoRecord* means presentation of the *Info* of this record with all its components in the *Info Area* of the *InfoBase Window*. This *Info* is then called '**the active Info**' (of this *InfoBase Window*). To edit the active *Info* select the command **Info/Edit**

**Note** You can move the keyboard focus between the *InfoList* and the fields on the *Info Area* also using **F6**. For example, if you navigate the *InfoList* with the arrow keys and then want to edit the text of the active *Info*, you can move to the **textfield** with **F6**, switch to *edit mode* with **F3** and then edit the text without using the mouse during this procedure.

## **Adding Categories to Info**

- 1 **Activate** the record and make sure that **edit mode** is enabled.
- 2 Make sure that the *Info Category Lists* in the lower part of the **Info Area** are visible (if necessary, drag the lower **splitter bar** upwards with the mouse).
- 3 Select the suitable *Categories* in the **Info Category Lists** by clicking with the left mouse button.
4. If necessary, define new *Categories* on this occasion.

**Note** If you prefer working without mouse, using **F6** you walk sequentially through the list boxes and can select there *Categories* using the arrow keys and the space bar (the latter you need with multiple choice boxes).

**Note** Of course the same way you can remove *Categories* from the active *Info*.

You can also add *Categories* to the active *Info* by *Autocategorizing* (command **Info/Autocategorize**, see also [this article](#)).

Without activating any *Info* you can select records in the *InfoList* and then add, remove, replace a (single) *Category* or *autocategorize* these *InfoRecords*. To do this, select the commands **Add Category**, **Remove Category**, **Replace Category**, resp. **Autocategorize** in menu **InfoList/Categories**.

## Assigning *InfoTime* to *Info*

**Activate** the record and make sure that ***edit mode*** is enabled.


Make sure that the ***Times Field*** in the *Info Area* is visible.

There are several possibilities to assign an ***InfoTime*** to a record:

- Check the box at the right of the name of the *InfoTime*. The currently displayed time on the date and time editors at the right of this is then attached to the record.
- Change the date and/or time in the date and time editors. You can jump there from the *title field* by repeatedly pressing **Enter** or **Tab** and then edit date or time using the arrow-keys. Alternatively click on the buttons of the editors with the mouse.
- To set the *InfoTime* to the current time or to the time previously assigned to another record you can use the special commands **Set Now** or **Set Last** in Menu **InfoTime** or the associated function keys.



## Editing the *InfoText*

- 1 **Activate** the record and make sure, that the **Edit Mode** is switched on.
- 2 Make sure, that the **InfoText Area** is visible. If not, drag the adjoining **Splitter Bars** in position or select the command **Card View** in menu **View** or click on .
- 3 Activate this area by clicking in it or pressing the **tab** key or **Page down**.
- 4 Type the text or edit existing text. To learn more about this see **More about Editing the InfoText**
- 5 If you like save the text by selecting **File/Save** (but this is done automatically on deactivating the *Info* or at the latest on exiting the program)

## More about Editing the *InfoText*

The area for presentation and editing the text of an *InfoRecord* (*InfoText*) is the second subarea of the *Info Area*.

You edit this text similar to the working with *Wordpad* which is a standard component of *Windows*. In the menu **Edit**, the context menu of the *InfoText Area*, and on the **Format** toolbar you find a selection of the *Wordpad* commands.

You can define *textfield*s (we call them just *fields* if there is no ambiguity) in this text by including parts of the text in { and } or [ and ]. Double clicking somewhere in these *fields* selects all of it, pressing **Ctrl** together with double-clicking opens an object specified by the *textfield* (see also the article [Embedded Links](#)). Pressing one of the keys **Page up** or **Page down** results in jumping from *field* to *field*.

Such *textfield*s are particularly useful if you initialize the *InfoText* of a new record automatically. To define text for initializing the *InfoText* of every new record for a certain *InfoBase* simply create a record with the special *title* „\*\*\*” (three stars). The *InfoText* of this record is then copied to every new record as a kind of form and, pressing **Page down**, you may jump from *field* to *field* to fill out the form.

A second *textfield* variant uses '[' and ']' as delimiting brackets. Contrary to the {...}-fields you cannot jump to such a field (but select all its content with a double-click).

The third *textfield* variant uses '<' and '>' as delimiting brackets and is specialized for links (this is also a common use of these brackets). Inside such a field no blank space is allowed and you open the linked object with just a double-click without simultaneously pressing **Ctrl**.

**Note** You can change the described behavior to an extent - see **Tools/Options/InfoText**.

**Hint** With the possibility to define initial *InfoText* with *fields*, *infoHandler* may replace in some cases specialized Information managers like address organizers. Of course, *infoHandler* does not offer the strict input control of those programs, and you may delete text outside the *fields* accidentally, and you don't have the special features of the special programs. On the other hand, the possibilities to shape your interface are almost unlimited and you can use one tool (and one interface) for many different tasks. (see also the sample *InfoBase* 'addresses' that accompanies the *infoHandler* distribution).

**Note** Internally, *InfoText* is stored in two different modes, as "simple" or "rich" text. The last comes into being if you apply one of the special formatting commands of the context menu or the toolbar, or if you insert "richly formatted" text via the clipboard. "Rich text" uses a little more storage space than "simple text".

## Searching Text

To search the *active Info* or all records of the current *InfoList* for a given text pattern proceed as follows:


- 1 Select in menu **Edit** the command **Find**. This opens the **Find Dialog Window**.
- 2 At the Find Dialog Window enter the search pattern in the field **Find what**.
- 3 In the field **Where to search** check whether to search only in titles, in the *references*, in the *InfoText*, or in all of those.
- 4 If you want to search in the currently active *InfoRecord* click on **Find More in This Record**. Repeat this until the message field displays "Pattern not found".
- 5 If you want to search in all records of the current *InfoList* first click on **Find in First Record**. To search more records then click repeatedly on **Find in Next Record** or on **Find in Next Records**. Notice the messages at the message field of the Find Dialog Window and look for marked text in the title and **textfield** of the active *InfoRecord* in the *InfoBase Window*. Eventually click on **Find More in This Record** when you want to search for more after a hit in some record.

**Hint** Use the context help (?-button) to learn more about the various controls on the Find Dialog Window.

**Hint** If you change the search pattern, the start position for the next search is reset automatically to the beginning of the text of the *active record*. You may set this position also manually by clicking onto the text of the *active record*.

**Hint** You may change to another *InfoBase Window* any time and search there using this same Find Dialog Window.

## **Saving *InfoRecords***

Normally, you need not worry about saving of changes because this happens automatically. Changed records are always saved on deactivating, e.g. on activating another record, or at the latest on closing the *InfoBase*. To save a record explicitly select **Save** in menu **File** or click on 

**Note** If this command is not available there are no unsaved changes.

## Duplicating of *InfoRecords*

This feature was introduced to handle periodically recurrent dates. Beginning with an *InfoRecord* with assigned *InfoTime* you create a sequence of new records with the *InfoTime* incremented by fixed intervals.

To duplicate an *InfoRecord* do this:

- 1 Activate the record.
- 2 Make sure that for the active *Info* the *InfoTime* is assigned.
- 3 Select the command **Duplicate** in menu **Info**.
- 4 At the dialog window **Duplicate** select the wanted increment (week, month, or year) and the repeat count or the whole period to fill.
- 5 Click **OK**.

The created copies inherit the title and the *Categories* of the originating *Info*, but no *InfoText*.

**Tip** If you, before duplicating, assign a special (identifying) *Category* to the original *Info* you may later filter out the set of created records easily from the whole set of records.

## About *InfoBases* with Links

There are two different kinds of links from the *Info* of an *InfoRecord* to internal or external objects: *InfoLinks* and "embedded links". *InfoLinks* are independent optional components of the *Info* like *InfoTime* or *InfoText* with a rich own functionality. Alternatively and complementarily to the assignment of such an *InfoLink* you can embed references that link to certain objects in the *InfoText* or *InfoTitle* and then activate those objects out from this point. In this and the following articles we describe the *InfoLinks* in some detail, another article at the end of this chapter is about [embedded links](#).

In this documentation we use the terms 'link' and 'reference' mostly synonymous, but in a narrower sense 'reference' means the stored text string that is the basis for a 'link' between the two objects. And if no another meaning is suggested by the context those terms stand short for *InfoLinks*.

Not every *InfoBase* is enabled for *InfoLinks*. To enable *InfoLinks* click on **Properties** in menu **File**. In the properties dialog window check **Has InfoLinks** and then click **OK**.

**Note** If **Has InfoLinks** is already checked *InfoLinks* are enabled already. You cannot reverse this property, so just click **Cancel**.

If an *InfoBase* is enabled for *InfoLinks*, in the *InfoArea* below the title field an additional field for the *InfoLink reference* is added. In this field the *InfoLink* is displayed as the path of an object of the local file system or as an URL (Uniform Resource Locator) for internet addresses or another protocol-type reference.

The color of the text in the *InfoLink* field stands for the kind of the linked object:

- light red** A broken *reference*: the text string stored as *reference* could not be identified as linking to an existing object and no operations are defined on this. This state can result from moving or deleting an object outside of *infoHandler* or if an *InfoBase* with *references* to local objects is copied to another computer.
- dark blue** An existing document (a file).
- light blue** An existing folder.
- dark red** A protocol-type reference as for instance a URL. Accepted are strings that begin as `http://`, `ftp://`, `mailto:`, `outlook:`, `www`, `phone:`, `tel:`. Whether such a link references a real object of course can only be verified by trying to activate it.
- black** *Edit mode*: You may change the *reference* using the keyboard..






Also the background color changes:

- light yellow** *Edit mode*.
- Dark yellow** *No-edit mode* - you cannot change the content using the keyboard.
- rose** Read-only mode: The linked object, folder or file, is read only (normally, you can still open it).

Also, a special *CategoryGroup* named '**Link Type**' is created that is always the first in the order of *Category Groups* and that cannot be edited by you. As *Categories* it contains the object types that are used as *references* in this *InfoBase*. These *Categories* are assigned automatically to the records according to the types of their references.

**Note** In the *InfoArea* this *CategoryGroup* is normally hidden by setting its width to 0. To see it you may drag it out from the left border of the *InfoCategoryLists* area.

In the *InfoList*, records with *InfoLinks* display the icon for this *link* before the *title*. In addition to the icons imported by the registered applications, *infoHandler* uses the following special icons:

-  an internet page,
-  an email address,
-  a FTP server,
-  a link to a *Microsoft Outlook* contact ([see here for more about this](#)),
-  a phone number (more about this [here](#)),

 a broken *reference*.

**Note** (Single-)clicking on these symbols "opens" the object - so avoid clicking onto the symbol if you only want to activate the record - click on the title to the right of the symbol in this case.

## Attaching an *InfoLink* to a record

To attach an *InfoLink* to an existing *InfoRecord* there are two alternatives: typing directly into the *InfoLink field* or dragging the icon of an object onto the *InfoTitle* or *InfoLink field* using the *drag & drop* functionality.

For typing (or inserting from the *Clipboard*) the *Info* must be in ***edit mode***.

**Note** *infoHandler* accepts only valid input for *InfoLinks*, that is the path names of existing files or folders, or syntactically correct internet URLs, or special formats like *Outlook* links or phone numbers.

More comfortable than typing is to insert the *InfoLinks* using *drag & drop*. To attach an *InfoLink* to a record by *drag & drop* select the icon of an object in a suitable source like *Windows Explorer* or an Internet browser and drag it onto the *InfoTitle* or *InfoLink field*.

**Note** The *InfoBase* has to be enabled for *InfoLinks* - see: [About InfoBases with Links](#)**Note**...You cannot attach links to **Microsoft Outlook** objects or **phone numbers** by drag & drop to existing records.



## **Creation of New *InfoRecords* with *InfoLinks* by Drag & Drop**

There are several possibilities to create new *InfoRecords* with *InfoLinks* by dragging objects from some source and dropping onto an *InfoList*.

- Dragging files and/or folders from a folder window or *Windows Explorer* creates records with *InfoLinks* to these objects.
- Dragging a hyperlink (URL) from an *Internet* browser creates a record with a link to that page that you can use then as bookmark and container of info obtained from that page.
- Dragging of *Contacts* from *Microsoft Outlook* creates records with links to that *Contacts*.


The titles of the new records are generated from the text of the *reference* (and may be changed by you afterwards).

If you drag several files simultaneously onto the *InfoBase* you have the opportunity to select prior to the record creation some *Categories* which are assigned then to each of the new records (there is a restriction in that you may select only one *Category* from the first six free *CategoryGroups*).

**Note** The *InfoBase* has to be enabled for *InfoLinks* - see: About *InfoBases* with Links

## Creating Documents linked to *InfoRecords*

To create a new document simultaneously with a new record that *links* to the document proceed as follows:

- 1** Click in menu **InfoBase** on **New Document** or click on  or type **Shift+F2**.
- 2** In the dialog window **New Document** select the document type and possibly an own template, type the name of the new document and select the folder for it. Check **Open now** if you want to work with the document immediately. Make use of the context help (?) to learn more about the meanings of the diverse settings.
- 3** Click **OK**.


A new record with a link to the new document is created. As title for the record the name of the document is used. If **Open now** is checked the document is opened immediately (and the attached application started if necessary).

**Note** The *InfoBase* has to be enabled for *InfoLinks* - see: [About InfoBases with Links](#)

**Note** Up to ten of the most recently used folders for templates and new documents are remembered by *infoHandler* globally for all *InfoBases* and are accessible from the dialog window. Further, the last selected document type, template, and target folder for the new document are remembered per *InfoBase* and pre-selected next time.

**Tip** Simultaneously with the new document you can create a new folder (but only one!) in the selected (existing) folder. To do this, simply write the name of the new folder before the name of the document delimited by '\' (the common format).

## Opening of linked Objects

Click in menu **Info/Linked Object** on **Object Open** or click on  or press **F4** or double-click on the **title** of the record in the **InfoList** or single-click on the symbol of the linked object before the title in the *InfoList*.

**Note** If necessary, on opening an object the corresponding application is loaded and the document opened by this.

**Note** If the background of the *InfoLink* field is colored rose the document is read-only. Normally in this case you can open it but cannot change it.

**Note** *infoHandler* does not yet check if you have access rights to the object. If you have not, trying to open the document will result in an error message saying this.

To open several linked objects simultaneously::

- 1 Select the records in the *InfoList*..
- 2 In menu **InfoList** or in the context menu of the *InfoList* select **Linked Documents/Open**.
- 3 Acknowledge the action.

## Printing Linked Documents

Click in menu **Info/Linked Object** on **Document Print**.

**Note** If necessary, on printing an object the corresponding application is loaded and the document printed by this.

**Note** *infoHandler* does not yet check if you have access rights to the document. If you have not, trying to open the document will result in an error message saying this.

To print several linked documents simultaneously::

- 1 Select the records in the *InfoList*.
- 2 In menu **InfoList** or in the context menu of the *InfoList* select **Linked Documents/Print**.
- 3 Acknowledge the action.

## Moving Linked Documents or Folders

To move a linked document (file) or folder to another folder:

- 1 Make sure that the linked *Info* is active..
- 2 Click in menu **Info/Linked Object** or in the context menu of the *InfoLink* field on **Document Move**.
- 3 In the dialog window **Move folder or file** select the folder where the object should be moved to.
- 4 Click **OK**.

To move simultaneously several documents or folders:

- 1 Select records in the *InfoList*.
- 2 In menu **InfoList** or in the context menu of the *InfoList* select **Linked Documents/Move**.
- 3 In the dialog window **Move folders or files** select the folder where the objects should be moved to and the other options.
- 4 Click **OK**.

**Note** The *references* are adjusted to the new places automatically.

**Tip** You avoid 'broken' links if you move linked documents only using this method - but, of course, the automatic adjustment works only with the participating records, not also with potential other links to the moved objects.

## Renaming Linked Documents or Folders

To rename a linked document (file) or folder:

- 1 Make sure that the *Info* with the link is active..
- 2 Click in menu **Info/Linked Object** or in the context menu of the *InfoLink* field on **Document Rename**.
- 3 In the dialog window **Rename Document** enter the new name.
- 4 Click **OK**.

**Tip** You avoid 'broken' links if you rename linked documents only using this method - but, of course, the link is only adjusted for the active *Info*, not also with potential other links to the renamed object.

## Deleting Linked Documents

**1** Make sure that the *Info* with the link is active..

**2** Click in menu **Info/Linked Object** or in the context menu of the *InfoLink* field on **Document Delete**.

**Note** Deleted documents are always moved to the *Recycle Bin* from which they can be retrieved again.

**Tip** You can also delete documents together with deleting the referencing records. For more about this see [Deleting Records](#)

## **Saving/Loading Linked Documents To/From Floppy**

To save a linked document to a floppy click in menu **Info/Linked Object** or in the context menu of the *InfoLink* field on **To Floppy** or press **Ctrl+Shift+S**.

To load a linked document from a floppy click in menu **Info/Linked Object** or in the context menu of the *InfoLink* field on **From Floppy** or press **Ctrl+Shift+L**.

In both cases *infoHandler* replaces files without checkback only if the replaced files have an older time stamp for the last modification. Also, on loading from floppy the replaced file is moved to the *Recycle Bin* first - so the action is revertible.

If, on saving to floppy, a file with this name is not yet existent on the floppy you must acknowledge the creation. This should avoid mistakenly saving to a floppy not designated to this.

For some background for this features see the article [Alternating Work with Documents on Several Computers](#).



## Embedded Links

The *InfoText* of an *InfoRecord* can contain links to external objects like files (path names), Internet pages (URLs), e-mail addresses, or other system-supported protocols as well as to (internal) *InfoRecords*. You can activate the objects by first selecting the reference text and then using the command **Open** in the **File** menu (This command gets this special meaning if something is selected at the *InfoArea*, otherwise its meaning is the usual opening of files - here *InfoBases*).

**Note** This works also in the *InfoTitle* and *InfoLink* fields. For instance, if you have attached as *InfoLink* a local document you see in the *InfoLink* field the complete path to this file. May be, on occasion, you don't want to open the document itself but the folder that contains the document - just select the folder part in the *InfoLink* field and then command **Open**.

Of course, for this kind of links the *InfoBase* has not to be explicitly enabled as is needed for *InfoLinks*.

**Note** Also the context menu of the *InfoText* area contains the command **Open** that is only enabled if at least 7 characters are selected in the context.

**Note** This functionality is particularly interesting in conjunction with *TextFields* (to learn more about *TextFields* see [Editing the InfoText](#)). If you include the here described references in { and } or [ and ] you can select them with a double-click and after that open with this command. Alternatively, it opens with the double-click already if you press **Ctrl** simultaneously. If you bracket the references with '<' and '>' you open them with just a double-click - no **Ctrl** simultaneously necessary (default behavior).

## Phone Numbers

You can store phone numbers as *InfoLinks* or embedded links. "Opening" such a link means calling the system phone dialer that of course has to be configured correctly. There is a special format defined for links with phone numbers: Prefix the phone number either with the string 'phone:' or 'tel:'. For instance the text

phone: +49 8024 92416

or alternatively

tel: +49 8024 92416

would stand for the number of *mdeSoft*. You have to type these either in the *InfoLink* field or somewhere in the *InfoText* as embedded link, there is no way to enter them by dragging from some source.


For embedded links in the *InfoText* there is an additional convention: If you "Open" some selected text that begins either with a digit or a '+' this is also interpreted as a phone number and activates the phone dialer.

## Filtering the Displayed *InfoRecords*

There are two methods to filter (narrow) the displayed choice of **records** in the *InfoList*:

- Using the Categories to Filter the Displayed Records,
- Using Time bounds to Filter the Displayed Records.

Of course both methods may be combined.


To remove an effective restriction on the **records** by one of these mechanisms (so that all records are shown) select **Reset** in menu **InfoList** or click on . The effect of this command is the neutralization of all time bounds and *Category Lists* so that no restrictions are effective anymore.

**Note** If the command **Reset** is not available, this means that all records are displayed and no restrictions effective.


**Hint** Remember also that you may sort the *InfoList* in different ways.

## Using the *Categories* to Filter the Displayed *InfoRecords*

To filter the displayed records in the *InfoList* by logically combining *Categories* - we call this setting up a *Categories query* - proceed as following:

- 1 Make sure that in the *InfoBase CategoryLists* those *Category Groups* are selected whose *Categories* you want to use for the query. If necessary, enlarge this area by dragging the **splitter bar** until the needed number of lists show up (max. 8). Change the assigned group of a list by clicking on the group field on top of the list.
- 2 Select in one of the list boxes those *Categories* that you want to combine logically and , if necessary, change the logical operator clicking on the button above the list. Default for this operator is 'and' and that means that all displayed records must have assigned each of the selected *Categories*. If you change the operator to 'OR' at least one of the selected *Categories* must be assigned, if you change to 'NOT' none of the displayed records has any of the selected *Categories*.
- 3 Apply the same procedure to the other lists if necessary. The conditions for selecting records defined by different lists are all combined logically with 'AND' and that means that all have to be satisfied simultaneously by all displayed records. Occasionally, it can be necessary to have more than one list for the same *CategoryGroup* (but rarely more than two). That may be the case if you want to make simultaneously some *Categories* of this group mandatory but exclude some others.
- 4 After you change a setting in the *CategoryLists*, normally the corresponding update of the *InfoList* is not spontaneously but after a certain delay. This prevents a hectic activity of the *InfoList* during setting up a new *Categories* filter. To adjust this delay time to your personal preferences select **Options** from menu **Tools**. To enforce an immediate update without delay after changing a setting select **Update InfoList** in menu **InfoList** or click .

**Tip** Avoid setting the operator of one of the *CategoryList's* to 'OR' without having selected some *Categories*. If you do this no record meets this condition and the *InfoList* becomes empty.

**Tip** When, after setting up a complex query, the *InfoList* becomes empty you may have set up an impossible condition. Best in this case to reset the *InfoList* with command **InfoList/Reset Categories** or clicking .

**Note** If you change the group of a *CategoryList* the current setting of this list is neutralized before the change is done (all *Categories* deselected and operation set to 'and'). This make sure that there are no hidden restrictions (beside the possibility that some of the selected *Categories* are scrolled out of sight or some of the used *CategoryLists* may be covered by the *InfoList*).

**Note** To reset selectively a certain *CategoryList* select the command **Reset** from its context menu or double-click on the list with the left mouse button. This deselects all *Categories* in this list and sets the operator to 'AND', the neutral condition.

## Using Time bounds to Filter the Displayed *InfoRecords*

To filter the displayed records in the *InfoList* by setting bounds for the diverse time data proceed as following:

- 1 Make sure that the *TimeBounds* bar is visible. You find this bar below the *InfoList* and you can show or hide it with the command **Time Bounds** in menu **View**. For each of the three kinds of time stamps (*InfoTime*, creation time, modification time) this bar has two date editor fields for the lower and upper bound for this time.
- 2 With your mouse select the editor for the bound that you want to change. Change the value by either typing in, using the arrow keys, or clicking on one of the spin buttons.
- 3 While you change a time bound the corresponding update of the *InfoList* follows up with a small delay.
- 4 If you want to set bounds only for the day and month but not for the years check the box labeled e.y. ("every year"). This results in all records being displayed whose day and month are included in the set interval (the day of the year for the lower bound can be after the day of the upper bound - in this case the interval includes New Year).

The color of the background of the date displays has these meanings:

**green** no restriction is exerted on the *InfoList* from this value.

**rot** this value restricts the *InfoList*.

**blue** a bound for the *InfoTime* set to "every year".

**Note** Using command **Reset Time Bounds** in menu **InfoList** you can reset the time bounds without resetting any Category restrictions. Resetting the time bounds means setting the bounds to the real bounds (minimum and maximum) for this *InfoBase*.

**Note** The *Time Bounds Bar* is always visible if restricting bounds are set. If you hide this bar with command **Time Bounds** also any restricting bounds are reset.

## Sorting the *InfoList*

You may sort the displayed records in the *InfoList* by these criteria:

- title,
- *InfoTime*,
- creation time,
- time of the last modification,
- *Categories* of a ***OneOf group***.
- all *Categories*

To sort the records by one of these criteria click on the header of the resp. column (for “all Categories” on **other *Categories***).

If you sort by “all Categories” the first sorting criterion are the *Category Groups*, the second are the *Categories* in a group, and the last the title.

If the *InfoList* is sorted by a column, a ▲ before the header of this column means that the “small” values come first (on alphabetic ordering ‘a’ is “less” than ‘b’). The reverse order - “greatest” first - is signaled by

▼ before the header. You reverse the order by clicking repeatedly on the column header.

## Selecting *InfoRecords* in the *InfoList*

### Method 1:

Select the first record clicking on the title of the record (the record is also activated thereby).


Select other records pressing either **Ctrl** or **Shift**. As usual, with **Ctrl** you select single records, with **Shift** you extend a range of records.


### Method 2:

Press the left mouse button somewhere outside a record title and then drag the mouse to another place inside the *InfoList*. You'll observe a moving frame and marked record titles inside this frame. Release the mouse button when all wanted records are marked. With this kind of selecting records there is no changing of the *active record*.

## Moving and Copying *InfoRecords*

To move or copy one or more *InfoRecords* to another *InfoBase* proceed as following:

- 1 Make sure that the *InfoBase* to which you want to move or copy (the *target InfoBase*) is opened and that its ***InfoList*** is visible at least in part when you click into the window of the source *InfoBase*.
- 1 **Select** in the *InfoList* of the *source InfoBase* those records that you want to move or copy:
- 3 Position the mouse pointer above the selected records and then press and hold the left or right mouse button (selecting the right button avoids activating some *Info* by this action).
- 4 Drag the mouse pointer above the *InfoList* of the *target InfoBase*. the mouse pointer turns first into a , what signals that you can not drop here anything. As soon as you reach the *InfoList* of another *InfoBase* the pointer turns to a

 and that signals that the object below would accept what is attached to the mouse pointer.

- 5 If you now release the button a small menu pops up where you can select whether to move or copy the records here, or to cancel the whole action in the end. This menu is the default setting for left and right mouse button. For the left button you can change this setting in such a way that no menu pops up but moving or copying is started immediately (command **Options** in menu **Tools**).

### Handling of Incompatibilities between Source and Target *InfoBase*


While moving or copying the records, the *Categories* assigned to the records are replaced by *Categories* with the same names (no matter the group) in the target *InfoBase*. If, for a certain *Category*, no match in the target *InfoBase* exists you are asked whether to create or ignore this *Category*. If necessary, on creation a *Category* a *Category Group* with the same name as in the source *InfoBase* is also created. You may choose between acknowledging every creation of a new *Category*, or to automatically create all, or to ignore all.

Another problem may arise if the source *InfoBase* has *references* but the target *InfoBase* is not enabled for *references*. In this case a warning pops up that all *references* are ignored and you may cancel the whole action at this time. Better make sure that the target *InfoBase* is enabled for *references* before moving or copying records with *references*.



## Deleting *InfoRecords*

To delete one or more records (remove permanently from the *InfoBase*) proceed as following:

- 1 **Select** the records that you want to delete in the *InfoList*:
- 2 Select the command **Edit/Delete** or press **Del** or click on .
- 3 In the dialog window *Acknowledge Deleting Records* specify whether linked documents should be deleted too (default is always 'No').

**Attention** You cannot reverse the deletion of records! So be careful, especially if you have selected more than one record. Consider making a copy of the *InfoBase* prior to deletion (see also [Saving an InfoBase](#)).

## InfoHandler Alarms

## Setting a free Alarm

An *alarm* is called a "free alarm" if it is not bound to any *Info*.

To set a free *alarm* select **New Alarm** in menu **File**. In the dialog window **New Alarm** set the date and clock at some future time and enter some text as a message. Click **OK**.

At the set time - if *infoHandler* is running - a window with the message pops up. If you close this window, the alarm is deleted. Alternatively you can reset the *alarm* by clicking **New Alarm** and setting a new time.

## Setting an *InfoAlarm*

An *alarm* is called an "Info alarm" if it is bound to an *InfoRecord* of some *InfoBase*.

To set an *InfoAlarm* activate the resp. *Info*. Select **New Alarm** in menu **Info**. In the dialog window **New Alarm** set the date and clock at some future time and enter some text as a message. Click **OK**.

**Note** The message text is preset with the title of the *Info*. If this *Info* has an *InfoTime* set to some future time also this is added to the message as a prefix. This becomes handy if the *Info* identifies some date or appointment where the *InfoTime* stands for the exact time for the date.

At the set time - if *infoHandler* is running - a window with the message pops up. Then you have three options:

- If you close this window, the alarm is deleted.
- If you click **Go to Info** the resp. *InfoBase* and the *InfoRecord* therein are activated and the alarm deleted.
- Alternatively you can reset the alarm by clicking **New Alarm** and setting a new time.

## Editing and Deleting Alarms

To see a list of active *infoHandler Alarms* you have these three options:

- To see all *infoHandler Alarms* (free and bound to *Info*) select **Alarms** in menu **File**.
- To see only the *alarms* bound to some *Info* in the *active InfoBase* select **Alarms** in menu **InfoBase**.
- To see only the *alarms* bound to the *active Info* select **Alarms** in menu **Info**.

To edit an *alarm* in a list of active *infoHandler Alarms* select it and then edit its date, time, and message text in the lower part of the dialog window.

To delete an *alarm* in a list of active *infoHandler Alarms* select it and click **Delete Alarm**.

## Exporting and Importing Alarms




To export or import alarms select command **Export/Import Alarms** from menu **File**. At the dialog window **Export/Import Alarms** select from three options:

- **Move to file**  
Select this option if you want to transfer the alarms of this computer to another computer and want to avoid to have alarms ring twofold. After copying the alarms to the file all active alarms in the system are deleted!
- **Copy to file**  
Select this option if you want to make a backup of the active alarms for security reasons. If you use this method for transferring alarms to another computer there may be alarms ringing twofold on both computers.
- **Read from file**  
Select this option for importing alarms that were exported earlier to a file with one of the options above. The alarms of the file are merged with the alarms already active in the system, this means that only those alarms from the file are added that are different in some aspect from any of the alarms already present.

**Hint** When an alarm bound to some *Info* rings you can activate the bound *Info* out of the alarm dialog window. But of course that works only, if *infoHandler* finds the resp. *InfoBase* using the path name that was valid when the alarm was originally created. So, if you work with alarms on different computers, make sure that you copy also the concerned *InfoBases* together with the alarms thereby strictly conserving the original path (the article [Alternating Work with Documents on Several Computers](#) may be of some interest in this context)

## Printing

To print part or all of the records in the *InfoList*:

- 1** Set the options for print output for the *InfoBase*. To do this select command **Print Options** in menu **File** or click on . In the dialog window **Print Options** select the choice of records and which parts of them to print, and other options as you like. Use the context help '?' to learn more about the various options.
- 2** Make sure that, dependent on the set print options, the *InfoList* displays the wanted records, or some records are selected, or some *Info* is active.
- 3** Select command **Print Preview** in menu **File** or click on  to evaluate the output of the current settings before real output to the printer. Notice that the print preview is not entirely accurate - there may be less text visible than on the final printer output (that's because preview text is rendered slightly too large).
- 4** If needed, adjust the print options. To change the page format select command **Page Setup** in menu **File**.
- 5** To print with the current print settings select **Print** from menu **File** or click on .
- 6** To save the print output for the current print settings to an editable File select **Export As RTF** from menu **File**. You can then open and reedit the created file (an RTF file) with almost any word processor.

**Note** Most of the print output should be clear enough, so we wouldn't elaborate about it. But notice that the *InfoBase* comment and the *InfoText* both don't have headers prefixed to them as all the other components do. Instead, these are separated from the others by lines that are empty but a single point.

## Examples for Collections of Personal Information

Here are some examples for managing personal information in *InfoBases*. Can you think of others?

### Notes

Some people are constantly making notes about business or private affairs. Some are collecting hundreds or even thousands of notes, and then depend on remembering and retrieving them again if need comes. *infoHandler* is great for organizing notes. Categorizing your notes makes it easy for you to retrieve them associatively. Attaching alarms to your notes makes the remembering automatic.

### Literature

If you read professional journals regularly you perhaps would like to document some interesting articles in such a way that you can later retrieve them based on the information therein. You then need a means to find for certain topics, terms, journals, and other *Categories* all relevant articles - but not too few and not too many and fast enough. This aim was originally the motivation for the development of *infoHandler*. To get a little impression of what that would look alike click [here](#).

### CDs

Does your collection of CDs also become confusing? Administer it with *infoHandler*! What such an *InfoBase* could look like is demonstrated by one of our provided sample *InfoBases*. But this should only stand as one example for a suspected immense number of possible applications in the field of personal hobbies. The accompanying sample *InfoBase* "CD-Collection" demonstrates above all the possibilities and the power of *Categorizing*.

### Cooking Recipes

Maybe you belong to those stressed people who daily have to make the decision of what to cook today? Simply store all your practicable recipes in an *InfoBase*. *Category groups* are ingredients, time needed, preferences of the participants on the meal, etc. In case you are in doubt what to cook, you look for available ingredients and feed them into the computer. Also, enter the time available until lunch, the participants, and the other relevant *Categories*. *infoHandler* then provides you with a list of all the possible alternatives.

### Diary

Why not keep a diary with *infoHandler*! Each entry you may richly *Categorize* and later you can do interesting evaluations (please show me all entries in the years 1998 to 2000 concerning our son Bill, but exclude school events). Such a diary you could combine readily with dates management - see also the article [Dates Management](#).

### Material Collection

Are you currently working on a book or a dissertation? How do you administer the results of the needed investigations? In an ordinary card index box? Better use an *InfoBase*, the powerful "electronic card index"!

### Know-how

After long thinking and searching you have found the solution for a problem - are you sure to have this solution readily present later when this or a similar problem arises again? Better store your solutions and other tricks in an *InfoBase* but do not let others have access to this!

Next suggestion: Documents in *InfoBases*



## Documents in *InfoBases*

*infoHandler* is useful for managing the documents that you create with the applications on your computer (text files, Spreadsheets, Graphics etc.). You can create these documents directly from within *infoHandler*, together with an *InfoRecord* that refers to it. Then you assign suitable *Categories* to this record and its document and get a handy document management system.

The question arises: do I put all my documents into one single *InfoBase*, or do I create several *InfoBases* for different types of documents, one for letters, another for reports and so on? If in doubt begin with a single *InfoBase*. It is easy to divide an *InfoBase* in several new ones later if it becomes too complex (see: [Moving/Copying Records](#)).

On creating this *InfoBase* **enable it for InfoLinks!** Of course the *Category Groups* depend largely on the kind of documents. E.g. for letters it should be useful to have the recipients as *Categories* in a group with the same name.

Now, if you are going to create a new document, select the command **New Document**. In the dialog window *New Document* select the type of the document (e.g. a *Word* document) and a folder with templates of this type from which you may select one for the new document (but not mandatory). Of course, instead of a special folder with templates, you may also select the folder where you store your letters etc. and then select one as template. You must also select the folder and name for the new document. If you have done all this one time, normally next time you do not have to type only the name of the document since the other settings are retrieved from the previous action (and also from several others before). If you also mark **open immediately** and click **OK** the corresponding application is started immediately, otherwise you can first edit the created *Info* (change title and assign *Categories*) and then **open** the document anytime.

Additionally to opening, there are some other actions with the documents you can execute out of *infoHandler*., e.g. you can **print**, **move**, **rename**, and **delete** documents. Especially, to avoid "broken" references, moving, renaming, and deleting you should always do using these commands (not with the Windows Explorer).

If you want to add existing documents to the new *InfoBase*, just select them in the Explorer or a folder window. Then drag all the selected files with the mouse onto the **InfoList** of the *InfoBase Window*. Doing this, you create for each document a record with *reference* (Tip: If the Explorer now hides the *InfoBase Window*, first drag the files onto the button of *infoHandler* at the task line at the bottom of the screen, but keep the mouse button still pressed. After a second the *infoHandler* window comes to the top and you can now drag further to the final target).

Next suggestion: Internet Addresses in *InfoBases*

## **Internet Addresses in *InfoBases***

*Internet* browsers administer your "favorites" or "bookmarks", but normally only in the common unsatisfactory hierarchical manner. *infoHandler* does better!

To get links to *Internet* pages in an *InfoBase* simply drag the URLs from an open *Internet* browser either onto the ***InfoList*** (creating a new *InfoRecord* thereby) or onto the *InfoLink* field of an ***active record***. "Opening" the created *link* then results in calling the browser and visiting the page on the Internet.

Also e-mail addresses may be linked to *InfoRecords* (e.g. drag them from your e-mail program onto the *InfoBase* window - this must produce a valid e-mail URL 'mailto:<xxx>@<yyy>.<zzz>', edit it if this is not the case). Clicking on the icon in the *InfoList* then results in sending mail.

Next suggestion: Dates in *InfoBases*

## Dates in *InfoBases*

Why should you manage your appointments with *infoHandler*? You can then categorize them by type, topic, place, partner etc. You may add the results of a meeting as text and other *Categories*, getting a permanent documentation (Query: when and with whom did I discuss this topic?).

If you want to manage your dates in an *InfoBase* use the *InfoTime* to indicate the day and time. As name for the *InfoTime* select 'time' (command **File/Properties**)

To see the dates of today select the command **InfoTime Today** in Menu **InfoList** or type **Ctrl+1**

To see the dates of the next 2, ..., 8 days type **Ctrl+2, ..., Ctrl+8**.

Some dates recur periodically, weekly, monthly, or yearly. To update these dates after happening there are some special commands in menu **InfoTime** and in the context menu of the field with the dates for the **active record**:

- **+ One Day (Ctrl+D)**  
increments the *InfoTime* by one day.
- **+ One Week (Ctrl+W)**  
increments the *InfoTime* by one week.
- **+ One Month (Ctrl+M)**  
increments the *InfoTime* by one month (same day if not greater 28).
- **+ One Year (Ctrl+Y)**  
increments the *InfoTime* by one year (same month and day if not the 29th Feb.).

This procedure provides for a kind of recycling of the date-*Info*. The disadvantage is that the notes for these recurrent dates are not managed accurately according to the time, the diary character is lost. If you want to prevent this disadvantage you must create an extra *InfoRecord* for every date. Select the command **Duplicate** in the menu **Info** to create - beginning with an initial date - automatically many others with increments of one week, one month, or one year.

Almost all of the described commands and some more you find as buttons on the *Dates Control*, a small tool window that you can make permanently displayed with the command **Dates Control** in menu **View**. Use the ?-button in the header of this window to learn about the many possibilities for manipulating your dates.

**Tip** If you manage your dates together with their results in an *InfoBase* you should document here also not planned events - e.g. important telephone calls - making this *InfoBase* a universal diary.

Next suggestion: Anniversaries in *InfoBases*

## **Anniversaries in *InfoBases***

If you dedicate an *InfoBase* to anniversaries as e.g. birthdays (if you do not know the year exactly select a default like 1666) or history dates store the day of the anniversary as *InfoTime*. Select an appropriate name for the *InfoTime* like 'Birthday' (Command **File/Properties**)

To see the anniversaries that correspond to the current day, select the command **InfoTime Today Every Year** or type **Ctrl+Shift+1**

To see all the anniversaries that correspond to the next 2 to 8 days, type **Ctrl+Shift+2, ..., Ctrl+Shift+8**.

All the described commands and some more you find in graphic symbolic form at the **Dates Control**, a small tool window that you can make permanently shown with the command **Dates Control**. Use the ?-button in the header of this window to get an overview of the many possibilities for manipulating your dates and anniversaries (Hint: For handling of anniversaries check **Every Year**).

Next suggestion: *InfoBases* in *InfoBases*

## ***InfoBases in InfoBases***

Yes, also your *InfoBases* you can organize in *InfoBases*. This is strongly advisable if you have so many *InfoBases* that they do not fit altogether in the list of "most recently opened *InfoBases*" in menu **File** (there at most 9 entries are possible).

Basically, there is no difference between the management of *InfoBases* and that of other documents (see [Documents in InfoBases](#)). You create a new *InfoBase* with **New Document** and assign appropriate *Categories*. When you open the new *InfoBase* this happens inside the same main window (the same instance of *infoHandler*). Open the *InfoBase* with the *InfoBases* always first after launching *infoHandler* or, better yet, open this *InfoBase* (and *infoHandler*) from a shortcut on the desk top - it is then positioned first in the 'list of open windows' in menu **Windows** and you may draw it to the foreground any time by just clicking F5 and then navigate through the other *InfoBases*.

You also may want to customize the *standard toolbar* and put the button for the command **First Window** somewhere left on this bar.

[Next suggestion: Programs in InfoBases](#)

## Programs in *InfoBases*

Has your list of programs in menu **Start/Programs** also become so big and unwieldy? Are you searching in this long list desperately for a certain program for this or that purpose (can't remember the name)? Would you like sometimes to make a few notes to a program which you then can see and add to on every start?

There is no reason not to organize your programs in *InfoBases* too. Exactly as with documents, you draw the program or a shortcut to it onto the *InfoBase Window*. After that you start the program as you open a document: just click onto the icon in the *InfoList*.

## **Special Topics, Tips and Tricks**

## Sorting of InfoRecords and Categories, how it is done specially

**InfoHandler** uses a special algorithm for sorting of *Categories* and *InfoRecords* by titles.

Conventionally, sorting of textual items like the Names of *Categories* or the titles of *InfoRecords* would be done purely character-wise from left to right using the system-set ordering of all characters. But this strategy is not always satisfactory. One of the consequences of this ordering is that numbers are not always ordered in the logical sequence, for instance '88' would be "greater" than '777' and '-1' "greater" than '+1' in this case.

*InfoHandler* tries to improve the sorting algorithm by a special treatment of leading numbers. Before deciding the order of two character strings by the conventional methods, it tests for a sequence of leading numbers. The numbers in this sequence may be delimited by any single special characters, but any alphabetic character terminates the sequence. All these numbers are then compared from left to right. Some possible examples with valid leading numbers are these:

- (1) 1 some text
- (2) 1.5 some text
- (3) 1.11.88 some text
- (4) 1.11.777 some text
- (5) 1887/7/14 some text
- (6) 1887/7/6 some text

With infoHandler (1) < (2) < (3) < (4) and (5) > (6) is valid.

If the sequence begins with a negative sign '-' the order of all components is reversed: '-1.880' would be less than '-1.777'.

Note that all these numeric components are compared as integer values and consequently 1.88 is "less" than 1.777. This is convenient if you want to organize something hierarchically using decimal classification (see samples (1) to (4) above). On the other hand, if you want the pattern to be interpreted as real numbers with a decimal fraction behind a decimal point be sure to write all the numbers with the same number of digits behind the point (1.880 is "greater" than 1.777).



## Autocategorizing, how it works and how to use it

During automatic categorizing - short *Autocategorizing* - of an *InfoRecord* the *Infotitle* and the *InfoText* is searched for some content (pattern) that stands for defined *Categories*.

The *Categories* to be used for this have to be enabled for *Autocategorizing*. Generally it is sufficient if the *Category Group* that contains the *Category* is enabled for *Autocategorizing* (command **Properties Group**), but you can also explicitly disable this property for *Categories* in such a group (command **Edit Categories**).

To begin with, the name of a *Category* is a "pattern" for *Autocategorizing* concerning this *Category*. But often this is not quite satisfactory, so you can define synonyms as additional patterns (command **Edit Categories**).

Searching names or synonyms of *Categories* is not case-sensitive. Also, before searching all hyphenations are removed and all other line breaks are replaced by blanks - so patterns are compared independent of such breaks. You can opt for comparing whole words only or also part of words. If you opt for 'only whole words' immediately before and after a found pattern cannot be a letter. When a matching pattern is found the attached *Category* is added to the Info.

When a *Category* from a *1-of-N-Group* is added, the other *Categories* from this group are not considered any more. For those groups only the first found *Category* is assigned, even if others might exist that would have been successful too.

*Autocategorizing* is started in various situations:

- (1) *Autocategorizing* the active *Info* (command **Autocategorize** in menu **Info**).
- (2) *Autocategorizing* selected *InfoRecords* in the *InfoList* (command **Autocategorize** in menu **InfoList/Categories**).
- (3) *Autocategorizing* during Import of *Email* or *News* messages.

The first kind might be useful after copying text from external sources - maybe the *Internet* - as *InfoText*.

The second kind may be appropriate in case you defined a new *Category* and now want to add this to existing records.

But for many the most important application of this feature may be the automatic categorizing of imported messages where e.g. the author is assigned automatically to all records (provided he or she is already known and represented by a *Category*).

## Cross referencing between *InfoRecords*

You can embed links to other *InfoRecords* in the *InfoText* and then jump to the linked record by the same method as you activate embedded references to external objects (see "[Embedded Links](#)").

To insert a link to another *InfoRecord* into some *InfoText* you must simultaneously see the title of the record to be inserted in some *InfoList* and also the point where the reference is to be inserted in the *InfoText*. Also, the target *Info* must be in *Edit Mode*. Click then with the right mouse button onto the source record title, drag to the point of insertion, and drop it there releasing the mouse button. The reference is inserted as a string included in angular brackets and composed of four parts. As an example such a reference might look like this:

```
<info: Info title ||333|c:\Own Documents\MyInfoBase.iba>
```

The angular brackets are just a convenience so you can jump to the linked record double-clicking on the field - you may replace them by other brackets or remove them.

The first part of the proper reference is the string "info:" that identifies this reference as linking to an *InfoRecord* and may not be changed.

The second part, separated from the prefix "info:" by a Blank, is the title of the linked *Info*. It is not used for finding the record and so may be changed at will.

The third part - separated from the preceding title by a blank and two '|' characters - is the internal ID (identifier) of the linked record, a number that may not be changed (other than the title the ID identifies a record unequivocal in the containing *InfoBase* and is never used again after deletion of an *InfoRecord*).

The fourth part, separated from the preceding ID by a single '|' character, is the file path of the containing *InfoBase*. This path is used to find the *InfoBase* with the linked *InfoRecord* and so it's clear that changing the name or path of an *InfoBase* would make all such references to records in this *InfoBase* unusable. If the linked *Info* is contained in the same *InfoBase* as the *InfoText* with the reference you can replace the *InfoBase* path (the fourth part of the reference) by a star "\*" so that the above example would become like this:

```
<info: Info title ||333|*>
```

A star in this place is interpreted as the file path of the active *InfoBase* and so you can make the link insensible to changes of name or path of the *InfoBase*. On the other hand, of course, you cannot copy or move such a reference to records in other *InfoBases* as you could with references containing the absolute file path (and of course this applies equally when copying/moving whole *InfoRecords* containing such references to other *InfoBases*).

**Tip** In conjunction with links to other *InfoRecords* the history feature is of special interest: if you jumped to linked *Info* you can return easily to the original *Info* with command **Go Backward** or using the history window. Notice also that on going backward the *InfoText* of the previous *Info* is restored at the previous position.

**Tip** You can change the font attributes of the reference text as you like - so it may be convenient setting the title part of the reference off with bold and colored characters and setting all other parts small and fade.

## Alternating Work with Documents on Several Computers

Perhaps you know this problem: You work with certain files - may be text documents or in the future also with *InfoBases* - on different computers, on the PC at the office, then on the PC at home, then on the notebook on the road. To make this work you keep copying the files between floppies and the computers. Did you already overwrite the newest version of a document with an older one during this procedure?

The features for management of documents (and *InfoBases*) in *InfoBases* does not fully solve this dilemma but offers a little help: a direct update of linked files using floppies without the danger of mistakenly overwriting and losing the last version.

To learn more about saving and reloading linked files to floppy read the article [Saving/Loading Linked Documents To/From Floppy](#).

So the principle is as follows:

You declare one floppy as the "master storage" for the document. This floppy is always present if you work on the document somewhere. Also, on each participating computer a copy of the document is stored and additionally administered in an *InfoBase*. Before you open the document from this *InfoBase* you shortly select the command **From Floppy** which updates the file if necessary (and only if). After working with the document (again in *infoHandler*) you select the command **To Floppy** and have the current version on the floppy again. If, at this later time, you have mistakenly the wrong floppy in the device, nothing can go wrong because you must acknowledge the creation if the file is not yet on the floppy.

This procedure is fast and secure - no lengthy searching at the browser, no mistaken overwrites of newer files - if necessary, overwritten files can be retrieved from the Recycle Bin.

If you want to work with a document for the first time on another computer, first copy it from the master floppy to a suitable folder. Then drag the new copy from this folder onto the *InfoBase* for the documents (of course, if the latter does not yet exist you must create it first) . Now you can continue as described above.

**Tip** You know, something always can go wrong working with floppies. Pay attention to the symbol in the final message box for the action: if this is an 'i' all is ok but if it is a '!' the action was not successful.

## Archiving Email and News messages in *InfoBases*.

**Note** This functionality is not yet available with *Microsoft Outlook 2000*.

You can import *Email* and *News* messages from *Microsoft Outlook 97/98* and *Outlook Express* by dragging the messages from the mail program directly onto the *InfoList* of an *InfoBase*. For each message an *InfoRecord* is created and its *Info* initialized:

- The *InfoTime* is taken from the message date adjusted to local time. So you can sort your messages chronologically.
- The *InfoTitle* is constructed from the message Subject (without possible prefixes like 'RE' or some others).
- The *InfoText* is initialized from part of the message header (From/To/Subject), possibly names of attached files, and the plain text body. So the essential content of a message is retrieved as *InfoText*.
- Finally the *Info* is autocategorized.

### Tips:

The email addresses of sender and receiver often are presented in email headers enclosed in angular brackets - double-click on such an entry to send a message to the sender.

In *InfoBases* for managing messages you might want to define a 1-of-N-Group 'Status' with default *Category* 'unread' and another *Category* 'read'. Newly imported message records are then 'unread' to begin with.

In your e-mail *InfoBase* define a 1-of-N-Group 'In/Out' with default *Category* 'in' and another *Category* 'out'. For 'out' define a synonym 'From: "<your name>"', that is the exact text inclusive blanks that appears in all headers of messages that you send. *InfoRecords* created from e-mail are then categorized automatically as in- or out-going.

Define a *CategoryGroup* 'Contact' enabled for autocategorizing and define each new sender of a message as a *Category* in this group. If necessary add the email address of this contact as a synonym. The next message send to or received from this contact is then categorized automatically with this *Category*.

*InfoAlarms* can be especially useful in connection with messages - if for instance you want to postpone but not forget answering a message.

## Interoperability with *Microsoft Outlook*

**Note** This functionality is not yet available with *Microsoft Outlook 2000*.

Beside e-mail messages you can also drag most of the other objects of *Microsoft Outlook 97/98* onto *InfoLists* to create *InfoRecords*. Of special interest are *Outlook Contacts* that not only can create snapshots of their most important content but also links back to its origin.

References to *Outlook Contacts* have a format like this:

outlook:\\<Folder>\<Subfolder>\~<item>

Per example, a link to the contact "John Smith" in *Outlook* could look such:

outlook:\\Personal Folders\Contacts\~John Smith

Activation of such a link would bring you to the linked item in *Outlook*.

Select tab **Import** in the Options window (command **Extras/Options**) to set the options for creating links to *Outlook Contacts*. You have the choice of creating *InfoLinks* or embedded links (and also to create no links at all but only snapshots). Also make sure that the path to your contacts is set correctly.

## Very big *InfoBases*

Theoretically, there are almost no limits to the size of *InfoBases* (more than 4,000,000,000 *InfoRecords* and up to 60,000 *Categories*). Practically, there exist some narrower limits that are set by the resources of the computer and some peculiarities of the *Windows* operating system.

Big *InfoBases* with several thousand records need their time for loading (opening). Strangely enough, this loading time grows non-linear with size, so that opening an *InfoBase* with 10,000 records needs substantially more time than twice that of an *InfoBase* with 5,000 records. The actual times needed depend on the power of the CPU. Once loaded, also big *InfoBases* react fast though. You'll experience that even *InfoLists* with 10,000 *InfoRecords* are resorted or updated in a second or two. So big *InfoBases* are not problematic in this respect if you do not reload them too often.

A certain behavior under different operating systems may be a little more serious. *InfoHandler* uses as external storage so-called *Compound Files*, also known as *Structured Storage*, that are provided by *Windows* as a system service (by the way, used also for such applications as *MS Word* and *Excel*). This database-like storage is the basis for the fast constant synchronization between program-internal and file-external storing of all changes. On the other hand, we depend (as for many other things) on the good service of the operating system.

Now we did discover some peculiar restrictions of this service when working under *Windows NT* and its various *Service Packs*. With *Service Pack 3* loading of more than about 5,700 *InfoRecords* proved to be not possible (despite the fact that we could create more than this figure to begin with). With *Service Pack 4* this number increased to twice as much, to more than 10,000 records. Alas, there was no further increase of this number with *Service Pack 5*. We did not observe a comparable behavior under *Windows 98* - loading of an *InfoBase* with more than 20,000 records took its time but was quite successful. We did not yet make these test for *Windows 2000*, so you may still hope for the better.

To sum up, observe closely these limits for the various types of *Windows* if your *InfoBases* reach sizes of more than 5000 records. Using *Windows NT* make sure to install *Service Pack 4* at least, and even then avoid blowing up your *InfoBases* to more than 10.000 records.

**Tip** In case you want to experiment yourself with big *InfoBases* to get a feeling for the limits of your system, it is quite simple (even if a bit time consuming) to create many *InfoRecords* for an *InfoBase*. Just copy the records between two *InfoBases* to-and-fro until you get the desired number of records in one of them.



## **Questions and Answers**

This chapter will be used in future versions.



## Keyboard Shortcuts

This list contains not all of the defined keyboard shortcuts. Not included are the common shortcuts like Ctrl+C for *copying to the clipboard*. You'll find all defined shortcuts quoted at the entries in the diverse menus.

<b><u>New Record</u></b>	<b>F2</b>
<b><u>New Document</u></b>	<b>Shift+F2</b>
<b>Edit Info</b>	<b>F3</b>
<b>Edit All Records</b>	<b>Shift +F3</b>
<b><u>Objekt Open</u></b>	<b>F4</b>
<b><u>First Window</u></b>	<b>F5</b>
<b>Next Area</b>	<b>F6</b>
<b>Previous Area</b>	<b>Shift +F6</b>
<b>Update Record List</b>	<b>F7</b>
<b>Reset Record List</b>	<b>Shift +F7</b>
<b>Card View</b>	<b>F8</b>
<b>Set Infotime = Now</b>	<b>F9</b>
<b>Set Infotime = Last</b>	<b>F10</b>
<b>Infotime Today</b>	<b>Ctrl+1</b>
<b><u>Infotime next 2,....,8 Days</u></b>	<b>Ctrl+2,....,8</b>
<b>Infotime Today Every Year</b>	<b>Ctrl+Shift+1</b>
<b>Infotime next 2,....,8 Days Every Year</b>	<b>Ctrl+Shift+2,....,8</b>
<b>Infotime + One Day</b>	<b>Ctrl+D</b>
<b>Infotime + One Week</b>	<b>Ctrl+W</b>
<b>Infotime + One Month</b>	<b>Ctrl+M</b>
<b>Infotime + One Year</b>	<b>Ctrl+Y</b>
<b>Find</b>	<b>Ctrl+F</b>
<b>To Floppy</b>	<b>Ctrl+Shift+S</b>
<b>From Floppy</b>	<b>Ctrl+Shift+L</b>

With **F6** and **Shift+F6** you can move between the *record list*, the *info title field*, the *info text area* and the *info category lists*. See also "Activating and Editing an info record" and "Assigning Categories to Info Records".

## Introducing Topics

If you are a newcomer to *infoHandler* please have a look at these introductory topics.

### Introduction

What did motivate us developing this program? What are it's capabilities? How should you proceed to learn more about it and to make it to a most effective tool assisting you at your daily work?

### Overview

Don't miss this! An introduction to *infoHandlers'* functions, interface and handling.

### About Categories

*Categories* and *CategoryGroups* are the key to the organization and the retrieval of the information.

### About InfoText and TextFields

The Text of an *InfoRecord* can be "richly" formatted, but there are other things too.

### About InfoTime

The *InfoTime* allows for the handling of time data in information.

### About Links

Links (or "references") to external objects make *infoHandler* a universal tool for the flexible management of documents, applications, Internet links, and other objects. But you can also link internally - from one record to another.

### About Alarms

*InfoHandler Alarms* let you attach reminders to all the bits of information.

### Time-limited Trial License

Without registering you have 60 days to find out whether *infoHandler* may be of use for you. Here you can learn what that means

### Registering infoHandler

If you like *infoHandler* and want to continue using it you must get a license. Here you learn how to get a license and what it costs.

### License Agreement

You should have a look at this too.

## **About Us**

In case you are curious about us, and how ***infoHandler*** came into being, and how things should go on, here you can learn something about this.

## Introduction

### The Card File Problem

Think of a card file box. In this box you have collected several thousand cards with evaluations of articles in periodicals. Every card with a header line - author, title, and *reference* - and below that extensive notes. All cards are ordered accurately by subject. If you are looking for something for a given subject, you only need to find an appropriate index and view all cards belonging to this topic.

Well, so far so good - but now you are looking for something that was published for a certain subject in a certain magazine. You scan the few hundred cards for the subject and select those with the wanted periodical. Because you are uncertain about the subject you search other subjects as well. Now you see you got far too many cards, you couldn't examine them all. You guess that really you are only interested in certain products together with this subject. Unfortunately, after deciding to order by subject, you couldn't have ordered the cards by products too. So now you begin to search the collected cards for the wanted product. Don't forget, you have to return all the cards to the box that you have removed when you have completed your task.

Libraries use to solve this dilemma by having two card indexes with duplicated cards, one ordered on authors, the other on subjects.

Another problem comes about if, preparing a new card, you find that several of the *Categories* seem to fit and you cannot decide where to put the card - unfortunately, a card cannot be simultaneously at several places.

### The *infoHandler* Solution

To solve these kinds of problems with organizing information, this time using not a card file but a computer, we conceived the concept of "categorizing information" that we implemented in *infoHandler*. This is much more than just attaching "keywords" to the info. Most important is the central management of the "Categories" and the possibility to organize them in groups. *Categories* are not just "words" or "character strings" but "objects" with its own functionality. Shortly, with the help of these grouped *Categories*, a kind of multi-dimensional view of the data is accomplished, as opposed to the one-dimensional view of the common card indexes or with the hierarchical organization of many of the available programs for personal information management (*PIMs*). You can learn more about these Categories in one of the following articles.

But what is "information"? Bits of information are not only the perhaps numerous notes that you make on all sorts of occasions and topics and store somehow on your computer. Information are also the documents of all kind that you create, the programs ("applications") that run on your computer, dates - single ones and recurring (e.g. birthdays) - that you have to observe, Internet pages that you want to revisit, postal and e-mail addresses and others. For managing all these various types of information there exist many specialized programs or features of the operating system, all with their own concepts and user interfaces.


*infoHandler* enables the organization of all this information under one uniform interface. To do this, of course, you need some more special features aside from the universal Categorizing technology. Most important is the quality of the text that you can attach to the info. With *infoHandler* this text can be richly formatted, it can be initialized automatically for new info, and it knows about "fields" where you can jump to using the keyboard. To manage documents, Internet pages, or e-mail addresses you can attach links between those objects and the info and then manipulate the objects from within *infoHandler*. To manage dates or birthdays, or other time data a universal time object (*InfoTime*) is an optional component of the info. And last not least *infoHandler Alarms*, attached to *InfoRecords*, remind you about things to do.

And to retrieve all these many bits of different kinds of information you apply the same set of powerful means. Using the assigned *Categories* you compose complex queries on the data with just a few clicks of your mouse. By setting bounds for the diverse time stamps you narrow further the displayed choice of info. And, of course, there is a handy global text search function that you can apply selectively to the components of the collected information.

On the other hand, due to its extensive range of features, this program and its user interface are a bit more complex than some of the other specialized "simple" tools. But it will be well worth the effort to invest an hour or two to familiarize yourself with its concepts. Several provided sample *infoHandler*

databases (*InfoBases*) assist you on this and helpful documentation is ubiquitous.

This online help is available in different (but usual) ways:

- o When the mouse pointer is placed over a menu entry or a symbol for a command an explaining text appears at the **status line** at the bottom of the window.
- o When you place the mouse pointer over a symbol at the tool bar a small window (a **tool tip**) appears with the text of the command.
- o When you click on  or the small **?** in the title bar of dialog boxes the mouse pointer changes to an arrow with question mark (so called **help mode**). If you click then with the mouse somewhere in the window of *infoHandler* or the dialog box (e.g. on a symbol on the tool bar) the help topic for the clicked component is displayed.
- o The command **content and index** in menu **?** opens as usual the window with the content and index of the online documentation. Find there the topic that you are interested in.
- o You already came across the **tip of the day** as you started *infoHandler* first time. Inspired by these tips in course of time you should acquire the ability to effective use the plethora of possibilities.

Some of the articles provide tips for the application of *infoHandler*. If you are wondering what *infoHandler* could do for you, have a look at those already now. These topics begin [here](#). But be sure to return here after that and have a look at the following introductory topic [Overview](#).

Here you see an **InfoBase window** that is maximized inside the **infoHandler window**. Click on the parts of this window to learn about their function.

**Note** This example with articles from periodicals does not contain *InfoLinks* and therefore does not show the *InfoLink*-specific graphic elements.

The screenshot shows the 'infoHandler - [Articles.iba]' application window. The menu bar includes File, Edit, View, Infobase, Infolist, Info, Infotime, Infotext, Extras, and Window. The toolbar contains various icons for file operations and navigation. The main interface is divided into several sections:

- Search Filters:** Two columns, 'OR' and 'AND', with dropdown menus for 'Topics' and 'Companies'. The 'OR' column has 'Programming' selected, and the 'AND' column has 'Microsoft' selected.
- Article List:** A table with columns: Title, Month, Created, and Source. The selected article is 'Visual Basic or Microsoft Access? - R.Jennings - Microsoft ...' from November 1993.
- Article Details:** A section showing the selected article's title, month (November 1993), and creation/modification dates. Below this is a breadcrumb trail: 'Microsoft Developer Network News - Berichtsart undefiniert - Overview - Programming - Microsoft - MS Access - Visual Basic.' The main text of the article begins with: '"Two complementary tools meet a wide range of database development needs"'. Below the text is a section titled 'Interesting info about the programming of the two tools.' followed by a table.
- Summary Table:** A table with columns: Source [1], Report Type [1], Topics, Companies, Terms, and Hardware. It lists various sources like 'Computer Magazin', 'Computerwoche', etc., and their associated topics and hardware.
- Status Bar:** At the bottom right, it shows 'Records: 11 of 642' and 'sort.: Title. upw'.

**Note** Before selecting other articles from the content window, close this window using the X-button top-right.

**Note** This picture is best viewed with a display setting of at least 32768 colors.

## Overview

*infoHandler* organizes information ("info") in records, called ***InfoRecords***, of special databases, called ***InfoBases***. Aside from these *InfoRecords*, other important components of an *InfoBase* are ***Categories***, organized in ***CategoryGroups***. With the help of these *Categories* the *InfoRecords* are organized in multiple dimensions.

**Interjection** Coming back to our analogy with a card index in the previous topic: the *InfoBase* is the card index box, the *InfoRecords* are the index cards, and the *Categories* are the indexing tabs between groups of cards. However this is an inadequate comparison: in a card index a card cannot be simultaneously behind several tabs, but an *InfoRecord* may be indexed in many different *Categories*.

If you start *infoHandler*, a **main window**, also called the ***infoHandler window***, is created first that serves as a container or frame for the ***InfoBase windows*** (see below). This ***infoHandler window*** has all the usual components: **header bar**, **menu bar**, **tool bars** at the top and a **status line** at the bottom.

When you load (open) an *InfoBase* an ***InfoBase window*** is opened and positioned inside the ***infoHandler window***. You can move it around there, change its size, maximize or minimize it.

The *InfoBase* window is divided into several *areas*. We identify two **main areas** and inside these several **subareas**. These areas are separated by movable ***splitter bars***. You click on such a *splitter bar* with the mouse and then drag it (while pressing the mouse button) to change the relative sizes of the adjacent areas.

The two **main areas** are one on top of the other and divided by a *splitter bar* that seems to be a little higher than the other bars. The upper main area we call the ***InfoBase area***, the lower the ***Info area***.

The *InfoBase* area is so named because it represents all of the *InfoBase*. Among others you find there a list with a choice of the contained records. On the other hand, the *Info* area below presents the information (*Info*) of one special record, called the ***active Info***, with all its components. By simply dragging the *splitter bar* between these areas you change the sizes of the areas until one of them fills all the space of the *InfoBase* window.

The *InfoBase* area has up to three sub-areas: top-left the ***InfoBase CategoryLists***, top-right the ***InfoList*** and the ***DatesBounds bar***(if visible), and optionally at the bottom the ***query area*** where the queries onto the *InfoBase* specified by selecting *Categories* in the *InfoBase CategoryLists* can be displayed in more intuitive form.

Altogether there are eight list boxes for selecting *Categories* and so narrowing or "filter" the choice of records displayed in the *InfoList*. Usually you do not see all these *CategoryLists* but only a couple of those at the left end. If you need more than you see just drag the *splitter bar* to the right - but usually there will be no need for more than two or three *CategoryLists* to formulate your query. To post a query, you assign *CategoryGroups* to the list boxes, select *Categories* therein, and, if necessary, set the wanted logical operator (AND, OR, NOT)

The *InfoList* contains for each displayed *InfoRecord* the ***title***, the diverse ***time stamps***, and the assigned ***Categories***. You can sort the list by all of these components and, most important, ***activate a record*** by clicking upon its title so that its *Info* is displayed with in the *Info* area below.

Underneath the *InfoList* the ***DatesBounds Bar*** is displayed. You can show or hide this as needed - it is hidden by default for new *InfoBases*. Setting *DateBounds* for the various time stamps using the controls on this bar is, aside from the *Categories* in the *InfoBase CategoryLists*, the second means to filter the choice of records displayed on the *InfoList*.

The *Info* area in the lower part of the *InfoBase* window presents the *Info* of the ***active record***, called the ***active Info***. It has three sub-areas, one on top of the other. In the first area you find three or four fields which show the following components of the ***active Info***: the ***InfoTitle***, the ***InfoLink*** to an external object (if this kind of *links* are enabled for this *InfoBase*), the assigned *InfoTime* and other ***time stamps***, and the assigned *Categories* - the so-called ***InfoCategories*** (drag the *splitter bar* below if you do not see all these fields). We call this area the ***InfoTitle area***. Below this is the ***InfoText area*** where you can enter long and "richly" formatted text, referred to as ***InfoText***. At the bottom of the *Info* area is the ***InfoCategoryLists area*** with the *InfoCategoryLists* that are used to assign *Categories* to the active *Info*.

**[Click here to see an example of an InfoBase Window.](#)**

To learn in detail how to use all these features of *infoHandler* please consult the other topics of this online documentation and use the help mode clicking on 



Next introducing topic: **About Categories**

## About *Categories*

When you create a new *InfoRecord* usually you assign right away some keywords or ***Categories*** which characterize the *Info* of the record generally.

*Categories* are the basic means for the retrieval of information. Most important is that the *Categories* themselves can be organized in ***CategoryGroups*** whereupon you get a kind of multi-dimensional view upon the records.

A *Category* is represented by a character string - all characters, even blanks, are allowed - and you may change this string any time after the first definition (rename the *Category*). Defined are *Categories* usually on the fly as needed - that is, if you feel the need for a new *Category* on creating a new *InfoRecord*. The new *Category* will then be a permanent component of the *InfoBase*, ready to be assigned to other records with just a mouse click (at least as long as you do not delete it again).

Every *Category* belongs to a certain ***CategoryGroup***. These *CategoryGroups* are an important means for organizing the *Categories* and building logical expressions as search criteria or *filter* for the choice of displayed *InfoRecords*. Also new *CategoryGroups* can be defined on the fly as needed, and renamed any time, and *Categories* may be moved from one *CategoryGroup* to another - provided that none of the groups is "closed" (see below).

Normally, you can assign to an *InfoRecord* any number of *Categories* from each *CategoryGroup*. But there are also special (classifying) groups, wherefrom you can assign to each record only exactly one *Category*. We call those groups ***OneOf CategoryGroups***. Consider, defining a new *CategoryGroup*, whether it may be one of this kind - later conversion of a normal group to *OneOf* can be a little awkward. *OneOf Groups* not only are advantageous on assigning *Categories* to *InfoRecords* but have other benefits as that you can sort the *InfoList* by such a group.

Another optional property of a *CategoryGroup* is the *closeness* of its name space. The names of the *Categories* of such a "closed" group must be unique only within this group and can be reused in other groups. On the other hand they cannot be moved to other groups or *Categories* from other groups moved to such a closed group.

Aside from manually adding *Categories* to the *InfoRecords* there exists a possibility for automatic assignment in certain situations. The *InfoText* is then searched for contained patterns that correspond to defined *Categories*. You can also define synonyms for the *Categories* to be used by this process in addition to the name. For each *CategoryGroup* and *Category* you can determine whether this is to be used for this so-called *Autocategorizing*.

To control the choice of displayed records in the *InfoList* you use the *Category Lists* in the ***InfoBase Area*** (the *InfoBase Category Lists*). You find up to eight of these lists left of the *InfoList* (drag the separating *splitter bar* to the right to see them all). Each of these lists contains only the *Categories* of one single *CategoryGroup* that you select in a field (a 'combo box') on top of the list. Also, for every list a logical operator (*AND*, *OR*, *NOT*) is assigned which you change by clicking on the button displaying it. By simple selection/clicking of *Categories* in the lists you formulate a query onto the *InfoBase* or define a "filter" to show only those records satisfying the query or filter. The selected *Categories* in each of the lists are combined according to the selected operator and all the conditions represented by every list have to be true (this means an 'AND'-operation over all the lists). This results in a fast interactive selection and reselection of records for different combinations of *Categories*.

More about working with *Categories* you'll find in [this](#) and the following topics.

Next introducing topic: **[About InfoText and Textfields](#)**

## About *InfoText* and *Textfields*

Perhaps the most important and indispensable component of any information is some plain text. We call the text that is part of the *Info* of an *InfoRecord* (aside from the title) '*InfoText*' and there are some aspects of this *InfoText* that we want to discuss.

When you activate an *InfoRecord* you see the *InfoText* of this record in the *InfoText Area* in the lower part of the *InfoBase Window*. There you can edit it if the *Info* is in *edit mode*. *InfoText* is "rich text", that means you can format it in some manner that goes way beyond the simple notepad-type text processing. There is a special menu and a tool bar with commands only for the *InfoText* that become active if you set some *Info* in edit mode.

This 'rich-text' property also makes possible that copying text from sources like Internet pages or high-end word processors via clipboard or drag-&-drop preserves much of the formatting of the original.

Of course there is no limit to the size of *InfoText* except available memory.

But there is more about *InfoText* than just rich-formatting. Another interesting feature are *Textfields*. *InfoHandler* *Textfields* are simply defined in the context of *InfoText* by bracketing some part of the *InfoText*. Depending on the used characters for bracketing there are three variants of *Textfields* with subtle differences.

All *Textfields* have the common property that you select their content with a double-click of the left mouse button.

*Textfields* bracket by '{' and '}' have by default the additional property that you can jump to them using the page-up and page-down keys. So this type of fields is useful for structuring large *InfoText* and also if you work with preformatted initialized *InfoText* (see below). But if you like you can assign this property to one of the other kinds of fields or disable it altogether.

*Textfields* bracket by '<' and '>' are often used for references like URLs (addresses of Internet pages), e-mail addresses or references to local documents. As a default double-click on such fields not only selects the content but also opens the linked object if the field can be interpreted as a valid reference. If you don't like this behavior you can disable it permanently.

You don't necessarily need this third kind of *Textfields* to open some referenced object. You may select some text anywhere and anyhow in the *InfoText* and command to interpret it as an object and go to it.

For your convenience there are special commands for setting/resetting brackets in *InfoText*. And, aside from the page-key functionality, there are some buttons for the tool bar available for jumping selectively to each kind of *Textfield*.

You can automatically initialize the *InfoText* of a new *InfoRecord*. This is simply done by inserting a special *InfoRecord* with the title '\*\*\*' (three stars) in the *InfoBase*. The *InfoText* of this record is then used as a template to initialize the *InfoText* of each new record. Of course this *InfoText* template can also contain *Textfields* and you can use the {...}-type of *Textfield* handily for input fields in some preformatted *Info* - after creating of a new record you jump from field to field to fill in the data. A typical application is an *InfoBase* with addresses but there are many other kinds of such formatted data collections imaginable where you would otherwise use specialized tools with predefined structure or even vainly search for such alternatives.

Another occasion for automatic initialization of *InfoText* arises on creation of *InfoRecords* from *Email* or *News* messages.

*InfoText* is used for *autocategorizing* to assign *Categories* to *Info* automatically.

By the way, *InfoText* is only loaded into memory when the *Info* is activated and unloaded on deactivation. So you need not worry about many *InfoRecords* with each having large *InfoText* might unduly stress system resources.

Next introducing topic: **About InfoTime**

## About *InfoTime*

Some kinds of information have a time component as a more or less relevant element. This is especially the case with appointments or anniversaries like birthdays. Other examples are notes about articles in periodicals, diaries, or historic data. With references (see next chapter) the time of the last access at the linked object is of some interest.

But the time data should not be buried in the general textual info, you would want to sort and select records by this.

The answer of *infoHandler* to this is a universal time stamp that you can assign to each *InfoRecord* and that we address accordingly as "InfoTime". The universality is not only given with the extended range (from the year 1601 up to 9999) and with the precision to the minute (internally to the second), but by an extensive adaptability to special requirements. Depending on the kind of information only the year may be relevant, or the year and month, or the day without clock time, or the exact time to the minute. The *InfoTime* can be formatted for all these possibilities and in addition to match certain national customs.

You can specify intervals based on these formats to determine the choice of displayed records. This is complemented by special functions for handling of appointments that allow e.g. to narrow the choice on the current day or the next 3 days. Another one of the many possibilities is a selection independent of the year. With this option you may ask for the birthdays in month May in an *InfoBase* that stores those birthdays with the original different birth years.

Of course you can freely determine the identifier (name) of the *InfoTime* different for every *InfoBase*. As another special service in conjunction with *references* the *InfoTime* can be set to the time of last access to the linked object.

Intuitive and efficient procedures are provided for entering the *InfoTime*.

Next introducing topic: **About Links**

## About Links and References

You can link the info stored in an *InfoBase* to external objects or to other info in the same or another *InfoBase*.

There are two kinds of links: *InfoLinks* and embedded links.

*InfoLinks* are separate optional components of the *Info* of an *InfoRecord* and link the *Info* to an external object (a file, a folder, or an Internet page). You can manipulate the linked object out from *infoHandler* in several ways - open it, move it, rename it, or even delete it. You can create *InfoLinks* by dragging the icons of some files onto the window of an *InfoBase* or as a side effect while creating a new document (file) out from *infoHandler*. In this documentation, when we speak just of "links", we usually mean this kind of links if not suggested otherwise by the context.

*InfoRecords* with *links* offer an alternative to the common management of the objects with *Windows Explorer* or an Internet browser, with their pure hierarchical structures these tools allow only a one-dimensional view on the objects. In contrast to this, the view with *infoHandler* is multi-dimensional with the additional benefits of attached time stamps and extensive annotations.

To assign this kind of links to *InfoRecords* first of all you must select the option 'Has *InfoLinks*' (see menu **File/Properties**) for the *InfoBase*. Several features are then added to the *InfoBase Window*, one of them is a field for entering and displaying the *reference* to the linked object. You may type in the *reference* text here (e.g. the path to a file or a URL), but much more comfortable is it to use the *drag & drop* features of the system. To create a *link* for the *active record*, just drag the icon of a document (e.g. from a browser) on the area where *title* and *reference* of the *active record* is displayed. To create new records with links drag one or simultaneously several objects onto the *InfoList*. Also, you can readily create new documents of the system-registered types with *infoHandler* together with a new linked record (see here).

Each of the linked objects is of a certain type. *infoHandler* creates a special *CategoryGroup* where all used object types are collected. This and also the assignment of the *Categories* of this group to the *InfoRecords* happens automatically. You cannot manipulate this group directly, but use it in queries or sort the *InfoList* by it.

A single click on the icon for the linked object in the *InfoList* (besides other means) opens the object (loads the corresponding application), visits the internet page, or sends e-mail. A context menu has commands to print, move, rename, or delete documents.

Aside from the *InfoLinks* you can have "embedded links". These are strings of text embedded in the text or title of the *Info* that can be interpreted as references to external objects (that can be "opened" by the operating system) and also to (internal) *InfoRecords*. Differently from *InfoLinks* the functionality of embedded links is limited to activation ("opening") the linked objects. Embedded links are most often used in the form of *TextFields* - e.g. if you bracket the reference between angular brackets "<...>" you can then activate the link with a double-click of your mouse. Of special interest are the embedded links to other *InfoRecords* that you can create by dragging records from some *InfoList* onto the *InfoText*. You can then jump to the linked *Info* clicking on the created reference field (and return again to the original *Info* using the history command **Go Backwards**).

More about the working with *links* you find in this and the following chapters.

Next introducing topic: **About Alarms**

## About Alarms

*infoHandler* also administers **alarms**. These *alarms* are either "free" or attached to an *InfoRecord*. The latter does not mean though that these *alarms* are stored in this record or in the *InfoBase*, all *alarms* are stored independently of *InfoBases* in the central *Registry* of the Windows operating system.

To define a free *alarm* no *InfoBase* has to be loaded, to define an *alarm* attached to an *InfoRecord* - an *InfoAlarm* - the *Info* of that record has to be active.

If you define a new *alarm* you determine the exact time (in the future) and enter some text as a message. At the set time the *alarm* is triggered - provided that *infoHandler* is started. If the latter is not true the *alarms* do not get lost of course, at the next start of *infoHandler* all *alarms* are triggered belatedly which has their time set before current time.

Triggering an *alarm* means, aside from an acoustic signal, the opening of a window with the message. This window cannot be covered by other windows and such being overlooked. If the alarm is an *InfoAlarm* you can now activate the attached *Info* from this window (if necessary the resp. *InfoBase* is loaded at this occasion).

The number of active (not yet triggered) *alarms* is not restricted. You can see and edit the active *alarms* any time, change its time and message, or delete it before it rings.

You can also export and import alarms. You may want to do this for two reasons:

- Security. This may be important in particular if you set long term alarms, maybe years ahead.
- Transfer to another computer. If you work at different times with different computers this may become a significant feature.

Exporting alarms means moving or copying the active alarms to a file, e.g. on a floppy. Importing of alarms means merging the alarms from such a file with the alarms already active on the system, only alarms different from the ones already there are copied.

Next introducing topic: [List of Features](#)

## List of Features

### **InfoBases - the databases of infoHandler**

- o ... manage *InfoRecords* - records of *Info* (see below).
- o ... manage *Categories* (see below).
- o ... store general information like *author* and *comment*.
- o ... store name and format of the *InfoTime* (see below).
- o ... remember used file directories (folders).
- o ... remember the layout of its windows.
- o Each *InfoBase* is viewed in its own window (the *InfoBase Window*).
- o Many *InfoBases* can be loaded at the same time - their windows being arranged in a common frame window.
- o For each loaded *InfoBase* you can open several *InfoBase Windows* side by side.
- o The layout of an *InfoBase Window* can be adjusted in many ways to the requirements of the *InfoBase* and the current task.
- o You move and copy *InfoRecords* between *InfoBases* by "drag & drop".
- o All changes are saved automatically.

### **Info - the content of an InfoRecord**

- o ... is identified by a title of unlimited length.
- o ... stores time stamps for the first creation and last modification.
- o ... has *Categories* (see below) assigned to it - manually, by simple selection from several lists - or automatically, by analysing the *InfoText* (see below).
- o ... can contain extensive and rich formatted text (*InfoText* - see below).
- o ... can contain a free changeable and universally usable time stamp (*InfoTime* - see below).
- o ... can contain a *reference* (see below) to a global object.

### **Categories - Categorize the Info**

- o ... are assigned to the *Info* like "key-words" - we call this "Categorizing the Info".
- o ... are the basic means for the easy retrieval of relevant information.
- o ... are managed globally in *Category-groups* by each *InfoBase*.
- o ... are added on the fly as required.
- o ... are named by character strings containing any characters (even blanks) and may be renamed any time.
- o ... can be combined logically into queries on the *InfoBase* by simply selecting them in several lists, such controlling the displayed choice of records.
- o ... are created automatically when *InfoBase* records are copied to another *InfoBase*.

### **InfoText - the rich text of the Info**

- o ... can be as voluminous as you want.
- o ... can be formatted "richly", that is with enhanced font and paragraph styles.
- o ... can be initialized automatically when creating new *Info*.
- o ... can contain *textfields* (see below).
- o ... can contain *links to external objects*.
- o ... can contain *links* to other *InfoRecords*.
- o ... can be used for automatic Categorizing.
- o ... are only loaded into memory when needed.
- o A special mode for viewing the text of the *active Info* maximizes its viewing area.

### **Textfields - embedded in InfoText**

- o Simple application: all what is included between '{' and '}', or '[' and ']', or '<' and '>' is a *textfield*,

with some subtle differences between these three variants.

- o You can jump from field to field using the keyboard or buttons on the tool bar.
- o You can select the content of a *textfield* by jumping to it or by clicking with the mouse.
- o If the field identifies an object that can be "opened" (e.g. a file path or an e-mail address) you can open it from within *infoHandler*.

#### **InfoTime - a freely usable time stamp attached to some Info**

- o Stores date and time between the years 1601 and 9999. Externally presented resolution minutes (if you like), internal resolution milliseconds.
- o Use it as the publication date of periodicals, as a historic date, as the time of an appointment or a birthday, or as the time of last accessing an external object - just a few examples.
- o Name it as you like.
- o Set its format so that you see only the year, or year and month, or year, month, and day, or year, month, day, hour, and minute.
- o Use its special features when using it for appointments or anniversaries.
- o Use it to narrow the choice of displayed records.

#### **InfoLinks - link InfoRecords to files, folders, internet pages, and e-mail addresses.**

- o ... can be created by dragging icons from other sources onto the *InfoBase Window*.
- o As a side effect new *InfoRecord* may be created by this procedure.
- o You can create documents (objects of local applications) from within *infoHandler* and then manage these documents using the created links.
- o You can open, load, move, rename, or delete linked documents (files) from within *infoHandler* (deletion means moving to the recycle bin).
- o Open linked objects by (single) clicking on the icons in the *InfoList*.

#### **Alarms - remind you of dates and other things.**

- o To every *InfoRecord* you may link one or more alarms.
- o There are also "free" alarms, not referring to any Info, that can be used as a general reminder for any purpose.
- o An alarm is raised precisely to the minute and may carry a long message. You wouldn't miss it. One click with your mouse lets you go to the linked Info.
- o The number of active alarms is not limited.
- o Alarms can be saved and exported to other computers.

#### **InfoList - displays the records of an InfoBase**

- o Sort the records by title, time stamps, and Categories.
- o Narrow the choice of displayed records using their attached Categories.
- o Narrow the choice of displayed records using their attached time stamps.
- o Click on the title of a record in the *InfoList* to "activate" the record and display its *Info* in the *Info Area* of the *InfoBase Window*.
- o Open linked objects by clicking on the icons in the *InfoList*.
- o Select many records in the *InfoList* and then act upon them, eg move all files linked to the selected records to a common folder or add, remove, or replace a *Category* for all the records.
- o Move or copy *InfoRecords* between *InfoBases* by selecting them in the one *InfoList* and dragging/dropping them onto the other one.
- o A special mode for viewing the *InfoList* maximizes its viewing area.

#### **Full text search - supplements the search using Categories and time stamps**

- o Search in the *active Info* only or in all *InfoRecords* of the *InfoList*.
- o Restrict the search to *title*, *reference*, or *InfoText* only in any combination.



- o Editing text or switching to another *InfoBase Window* can be done without closing the (non-modal) search dialog.
- o Retain previous search patterns for reusing.

#### **Printing - make your choice**

- o Print all the data of an *InfoBase* or any part of it. Select from many options to define the choice of records and their components to be printed.
- o Preview the print output on the screen.
- o Aside from printing directly you can export the print output via an RTF (rich text format) file and rework this with any word processor.
- o Print options are separately set up and saved for every *InfoBase*.

#### **Online documentation and Samples**

- o The online documentation contains more than 20,000 words in almost 300 single articles.
- o Context sensitive help is provided for each object of the graphical user interface including the dialog windows.
- o "Tip of the day" provides you with useful tips on starting infoHandler.
- o Suggestions for applying infoHandler should help you to find possible usage.
- o Four included sample *InfoBases* demonstrate the diverse possibilities.

#### **What else?**

- o Navigation between recently activated records by means of a history list.
- o Extensive possibilities for customizing the user interface and functional behavior.
- o Freely customizable toolbar with a choice of 35+ buttons out of the total of 80+ infoHandler commands.
- o Fast selection of different views. You can switch between three states of an *InfoBase Window*: normal view, maximized *InfoText*, and maximized *InfoList*.
- o "Intelligent" sorting. *InfoTitles* and *Category* names with leading numbers are ordered "as numbers", not just "alphabetically" as usual (now 777 comes after 88, not purely alphabetically before - and there is more about this).

Next introducing topic: **time-limited trial license**

## Time-limited trial license

*mde infoHandler* is not free software but may be given to others under the conditions stated under the license. This states in particular that those files that belong to the setup package have to be completely passed on, but under no circumstances any valid registration info for *infoHandler*. With the availability of the installation package everyone has the permission to install *infoHandler* on his or her computer and evaluate it for a period of 60 days. We call this 'granting a free trial license'. Usage of the program after this time needs registration. The input of the personal serial number received with the registration results in the unrestricted unlocking of the program.

When you install *infoHandler* for the first time the remaining trial period is set to 60 days. Each time you start *infoHandler*, or once a day if you let it run continuously, a window pops up that tells you the current count of remaining trial days and there you can also enter the license data received on registration. As long as there remain trial days you can continue without entering license data. If the trial period has expired running *infoHandler* is only possible with restricted functionality. After input of the license data the here described window will never show up again.

As long as you did not enter license data *infoHandler* is in one of three possible run states:

**Regular Evaluation:** During the first 30 days after first installation. You should have decided after expiring of this period whether you want to keep *infoHandler*, you should uninstall *infoHandler* if you decide to not acquire a license.

**Extended Trial Period:** From 31 to 60 days after first installation. You should use this time for the acquisition of an *infoHandler* license.

**Unlicensed and restricted usage:** 60 days after first installation *infoHandler* runs only functionally restricted. Existing *InfoBases* can only be opened in read-only mode and so you cannot create new *InfoRecords* or edit existing ones. Evaluation is still possible to some extent since this restriction is not valid for new *InfoBases*.

If you think that *infoHandler* is useful for you and you decide to register, please do not waste time unnecessarily. There could be delays processing your registration.

Next introducing topic: **Registration of *infoHandler***

## Registration of *infoHandler*

Registration of *infoHandler* means purchasing a **personal *infoHandler* license**.

An *infoHandler* license costs **US\$ 46.00, Euro 40.00, or DM 79.00**. We guaranty these prices until Dec 31, 1999 - after this they may be changed without further notice. For orders before Oct 31, 1999 these prices include also VAT where it is to be applied - after this day 16 % VAT is added for all orders from countries of the European Union (EU).

The **personal *infoHandler* license** is registered on your full name and company. If you do not use this software for business the company name may be replaced by 'private usage' or something similar.

In return of your registration you get by e-mail a personal serial number that, together with your full name and company, will unlock *infoHandler* version 5.x. This means that you can update to all upcoming releases of *infoHandler* of main version 5 without further registration.

Please understand that *infoHandler* is distributed solely via the Internet (and in addition by some of the usual shareware distributions like cover CDs). In particular, shipment of discs or paper based documentation is not possible. Also delivering of license information is done by e-mail exclusively. Any options available at the forms for payment processing by the services mentioned below that do not conform to these restrictions are not valid.

You are expected to install and use *infoHandler* on your system and to thoroughly evaluate its usefulness and functionality before making a purchase. This "try before you buy" approach is the ultimate guarantee that this software will perform to your satisfaction; therefore, you understand and agree that there is no refund policy for any purchase of *infoHandler*.

## How to Order *infoHandler*

For a secure order processing using credit cards we are working together with *the payment processing service Shareit!*. This company is based in US and in Germany and offers payment with US\$ as well as Euros.

Alternatively you may order directly at *mdeSoft*. Since *mdeSoft* is located in Germany this alternative is more likely used by customers who are living in Germany or in the EU where it is more feasible to process payment for this alternative.

### Ordering Online

To order online with one of these services select **Register Online** in menu **?/Registration**. This uses your Internet browser to connect you with the *mdeSoft* registration page where you can register *infoHandler* by one of these services.

These are probably the most straightforward and easy methods to ordering a license for *infoHandler*. You fill out a form with the needed data and use your credit card to pay. The Transactions can be done using a secure server, if your browser supports this.

### Ordering Offline with Shareit!

If you do not have access to the Internet, you can register via phone, fax or postal mail. Please print out **this form**, and fax or mail it to:

Shareit!  
element 5 AG  
Sachsenring 69  
50677 Koeln  
Germany  
Phone: +49-221-2407279  
Fax: +49-221-2407278  
E-Mail: register@shareit.com

US customers may also order by calling 1-800-903-4152 (9am-5pm). No technical support can be given at this number. US check and cash orders can be sent to the Shareit! US office at

ShareIt! Inc.  
PO Box 844  
Greensburg, PA 15601-0844  
USA

**Direct Ordering at mdeSoft**

To order *infoHandler* directly from *mdeSoft* please send the following information to the address below:

First name and last name,  
company name,  
kind of payment (see below).  
Full postal address and e-mail address if available.

Kinds of payment:

eurocheque (DM or Euro),  
bank transfer to our account  
C.O.D. (only in Germany).  
invoice after delivery (only in Germany for registered companies ordering on legally signed official company stationery).

Please send your order to this address:

mdeSoft  
Blumenstr. 21  
D-83607 Holzkirchen  
Fax: +49 8024 92417  
E-mail: [infohandler@mdesoft.com](mailto:infohandler@mdesoft.com)

Our account: Sparkasse Miesbach-Tegernsee, BLZ 71152570, Account-No. 331520.

Send to:

**Shareit!**  
**element 5 AG**  
**Sachsenring 69**  
**D-50677 Koeln**  
**Germany**

**Registration for mde infoHandler version 4**

**Program No.: 102749**

**Last name:** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Street and #:** \_\_\_\_\_

**City, State, postal code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**How would like to receive the registration key?**

**e-mail - fax - postal mail**

**The registration fee is US\$ 38.00 for orders before May 1, 1999 and US\$ 46.00 after this date. How would you like to pay the registration fee:**

**credit card - wire transfer - EuroCheque - cash**

**Credit card information (if applicable)**

**Credit card: Visa - Eurocard/Mastercard - American Express - Diners Club**

**Card holder:** \_\_\_\_\_

**Card No.:** \_\_\_\_\_

**Date of Expiration:** \_\_\_\_\_

**Date / Signature:** \_\_\_\_\_

## SOFTWARE PRODUCT LICENSE

The SOFTWARE PRODUCT *mde infoHandler*, hereafter called '*infoHandler*', is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. *infoHandler* is licensed, not sold.

You are granted the right to install *infoHandler* on your computer and evaluate it for a period of up to 60 days without registration. After that you must purchase a personal license or remove (uninstall) the software from your computer.

You have also the right to redistribute the *infoHandler* installation files free of charge to other persons on condition that

- (1) You only pass on those file that belong to the original distribution and neither remove nor add nor change anything.
- (2) You do not pass on any personal registration information.
- (3) You do not charge anything to the receiving person except for possible expenses for packaging and postage.
- (4) This includes distribution on media such as CD-ROM provided that the distributed version is the one most current to download from our Web site possible considering production restrictions.

You may not pass on any files that are copied on your computer during the installation process.

You may not reverse engineer, decompile, or disassemble the SOFTWARE PRODUCT *infoHandler*, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.

There is no warranty or claim of fitness or reliability. The program is distributed AS IS, and *mdeSoft* shall not be held liable for any loss of data, down time, loss of revenue or any other direct or indirect damage or claims caused by this software.

Copyright © 1998 *mdeSoft*, all rights reserved

## **ShareIt! - Your Shareware Registration Service on the Internet**

...die einfache Art, Shareware zu registrieren!

ShareIt! offers shareware users the most convenient and inexpensive way of registering shareware on the Internet. With presences in Europe as well as in the United States ShareIt! provides shareware authors with professional and international order and payment processing and enables software developers to accept all major forms of payment.

Home page: <http://www.shareit.com/>

### **What is Kagi?**

Kagi is a shareware payment processing service that makes it easy for people to pay shareware fees and saves shareware authors from handling payment processing. Shareware is software that someone writes and is widely distributed on the Internet and BBSes. People download the software and try it. If they like it they pay a shareware fee for it's use. We handle the processing of that shareware fee. Here's how we do it.

### **How does the payment processing work?**

We provide shareware authors with a small registration program that they bundle with their software. When a person wishes to pay for their shareware they run the registration program and fill in the form that it presents. They enter their name, email, postal address, and the shareware they wish to pay for. The form accepts many different payment methods such as: US Check, Money Order, Cash (in many different currencies), Visa, Mastercard, American Express, First Virtual, and Invoice (to be given to their accounts payable department). They either email the data generated by the registration program or they print it and send it via postal mail or fax. Sensitive information, like credit card numbers, is encoded for better security. Each payer receives an email reply and at the once a month the shareware authors receive a single payment from Kagi. What are the advantages to this system?

Payers like this service because it makes it easy to pay their shareware fees and shareware authors like the service because more people tend to pay when it is easy to do so. Non-USA shareware authors and payers like the service because it eliminates all the currency conversion issues such as how a payer in Finland would pay an author in Australia. Another benefit of the service is that shareware authors can concentrate on what they do best, writing software, rather than spending time processing payments.

The above is just a short summary of Kagi Shareware. We offer many services to meet the needs of our shareware authors and are always open to suggestions. For more information go to <http://www.kagi.com/> on the WEB, or send email to [support@kagi.com](mailto:support@kagi.com).

Kee Nethery  
kee@kagi.com



