Setting the Default Database

Menu **Option**   ->   Set as Default Database

You can specify what the default database Pathway Pro will open with.   If you want to change the default database, simply open up the database that you want, and then click the Set as Default Database menu option.

Changing the background picture

Menu **Option** ->   Change Main Picture

    Selecting this option allows you to change the Picture in the background.   A dialog box will pop up to ask you the picture's filename.
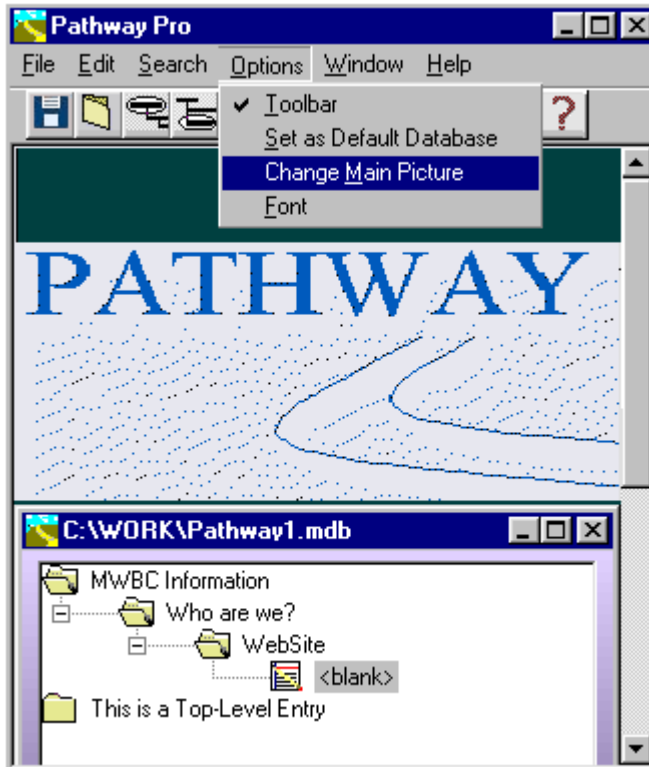
About Pathway Pro

Pathway Pro v3.0 is a new PC file, web address, and notes organizer that is powerful, yet easy to learn and use.

Pathway Pro v3.0 stores pathnames of all your documents and web addresses into an easy-to-build, convenient, and searchable database.

You can simply cut/paste addresses/filenames directly into Pathway Pro from other applications. You can also drag/drop filenames into Pathway Pro from Windows Explorer, or you can type or use the conventional file browsing method. If you use Internet Explorer as your browser, you can even drag your favorites into Pathway Pro from the Favorite folder from the Windows Explorer.

 Inside Pathway Pro, you can change the title, add notes to, and organize your data the way you want to. You can open up files or web sites by double-clicking on selected entries to launch the associated application or default web browser. Therefore, Pathway Pro v3.0 saves you valuable time searching for your documents and also saves you from having to type in those awkwardly long filenames/web addresses.

You can open up multiple Pathway Pro windows and drag/drop either single entries or a whole group of entries from one Pathway Pro window to another.   This means that you can move entries from either one part of the same database to the other, or to an entirely different database.

In addition, there are a number of   "Nice Features" implemented in Pathway Pro.   You can set the Default Database, change the fonts and screen colors, add a background picture, and an option to keep Pathway Pro on top of all other application windows.

Inserting New Entries

1. Using the Menu

    a. To add a **top-level** entry to the tree, choose **Edit** and then **Insert TopLevel Entry**.   A new toplevel entry will be added to the tree.   You'll notice that the new **<blank>** entry is highlighted and editable, ready for you to give it an appropriate title.

    b. To add a **subentry** to the tree, highlight the parent entry in the tree by clicking on it using the left mouse button, or by navigating to it using the keyboard's up and down arrow keys.   Once the selected entry is highlighted, choose **Edit** and then **Insert Entry**. The new **<blank>** subentry will now show up just below the parent entry , indented, and it's **title** label will now be editable.

2. Using the Toolbar Buttons

3. Using the "Insert" Key

    Hitting the **insert** key after an entry is highlighted will cause a **<blank>** subentry to be created beneath it..

4. Drag/Drop

   You can insert new entries into a Pathway Window by dragging
    folders and files onto a highlighted tree entry:

      a.   From another Pathway window
      b.   From Windows Explorer

Note: You can only Drop dragged files and folders onto a highlighted row in the tree to create subentries.   You can't create top-level entries by this drag/drop method at this time.

Deleting Entries

Highlight an entry/subentry in the tree after navigating to it.

Then, either hit the Delete key to delete it or choose **Edit** from the menu, then **Delete Row** to remove it.

Note: You can only delete entries that contain no subentries.   This is done to avoid accidentally deleting hundreds of rows if you hit the wrong key.

Changing Entries

After navigating to either Pathname, Title, or Information edit fields, you can change their contents.   The data is saved automatically once you tab out of each field.

Also, single-clicking on a highlighed tree entry will enable you to edit the title of the entry. Once finished, hit the enter key and the associated **Title** edit field will be changed accordingly. You can also do the opposite; edit the Title edit field at the lower part of the screen. Once finished, hitting the enter key or tabbing out of the field will change the title for the corresponding tree entry.

The information field has word wrap to allow multi-line editing.

Opening Apps/Docs/Websites/Mail

Double-Click an entry in the tree that has the document field filled in.
 It could contain either a web address or a document or file name or some application name like myprogram.exe.   Pathway Pro will open up either that web address, document, or application for you.   The default web browser for your system will be launched or the default application for that document or file type will be started.
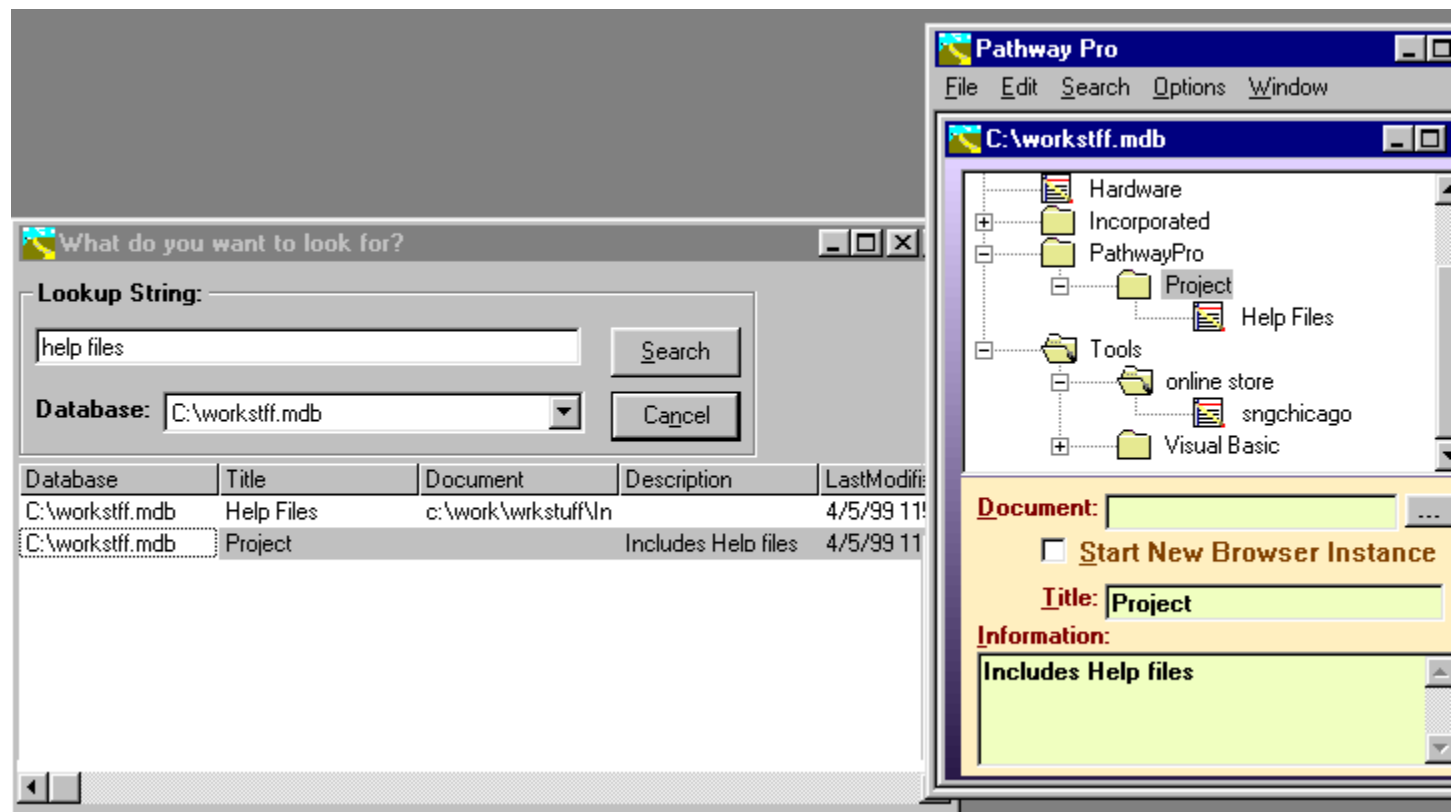
Note: The pathname for web addresses should be prefixed with: http://
              The pathname for e-mail addresses should be prefixed with: mailto:

Searching for Information

Clicking on the Search menu or   icon will bring up the search screen.

Clicking on the **Search** menu or the **Search** toolbar button will bring up the search screen.

If you have multiple Pathway windows open, you can choose which database you want to search against from a dropdown list.

Enter the keyword string to search for into the **Look up string field.**
It will be searched against any part of the **Title**, **Pathname**, or **Information** (notes) fields of all the records in the selected database.

Then, either pressing the **Enter** key or clicking on the **Search** Button will actually run the search.   A list of matching entries will be displayed for you to choose from.   You can sort the searched results by Title, Document name, Description, and Date Last Modified.

Sample Database

Pathway Pro ver 3.0 starts up with a default sample database to give you a general idea on how to organize your data.   You can see that the data is organized into a multi-level, tree-formatted database grouped by
topics (top-level entries) and **subtopics** (sub-entries).   You can insert new entries, delete old entries, or change existing entries.   An **entry** can be edited by changing its title, path, or information (notes) field.

Edit Fields

**The TreeView Control** - Allows a hierarchical view of the data.
Opening folders reveals subentries which can contain still more subentries.   Closing folders hides them.
Double clicking on a closed folder will open the folder to reveal one or more sub-entries underneath
Double clicking on an open folder will close the folder and hide any subentries that belong under it.
Icons display the contents of each entry, whether a web address or some other document type.

Single clicking with the mouse on a highlighted entry will enable label editing on the selected entry.   Hit
the Enter key when finished editing.
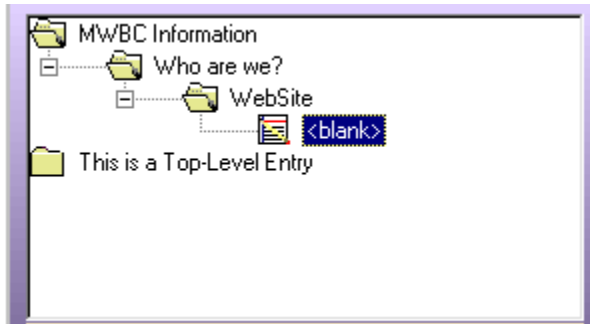
The Pathname Edit field – Contains the file or application pathname, or website or email address for the
selected treeview entry. You can either type into this field or cut/paste from another application or another
pathway window.   Clicking on the browse button to the right of this field displays a file browse screen to
let you browse for and select a particular file to fill into the Pathname field.   This field can also be left
blank if you just want to store information in the "Title" and "Information" field for the selected entry.

Note: The pathname for web addresses are prefixed with: http://
The pathname for e-mail addresses are prefixed with: mailto:
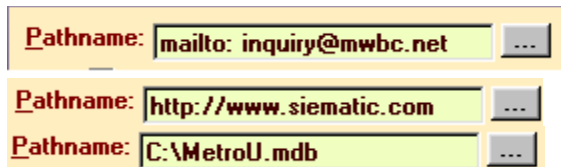
The Start New Browser Instance Checkbox - If you put a check in this checkbox, then whenever you
double click a web entry, a new instance of the browser will launch.   if it's not checked when double
clicking on a web entry, then the current running browser will simply display the new web page.
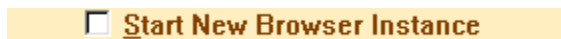
The Title Field – The entry name.   Editing this field also changes the corresponding entry name in the
tree (and vice versa).
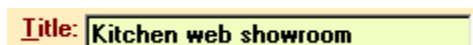
The Information Field - This is where notes for a selected entry is typed in. You can later search for anything typed in here.   You'll notice that there is a scrollbar so you can scroll down to view all of your text.

Information:
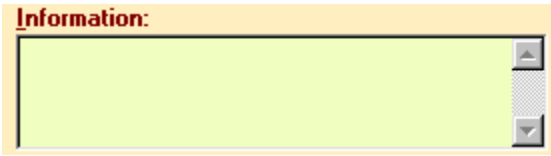
Screen Navigation

Mouse - Left and right mouse buttons, Drag/Drop, single and double clicking on tree entries.

Keyboard -Tab, enter key, insert, delete, up and down arrow keys, Page Up, Page Down, Escape, ctl-insert (copy), Shift-Insert (Paste).

Main Menu - File, Edit, Search, Options, Window, Help.   There are submenus to choose from under these.


Main Menu and Toolbar Buttons

Toolbar Buttons - At the top of the screen right below the menubar. You can click on these buttons to save you from having to click through the menus. The buttons have pictures and popup texts to show you what each does.

Scrollbars - On the Information field and also on the Treeview control (if there are too many entries to show all at once.)

Sorting Search Results
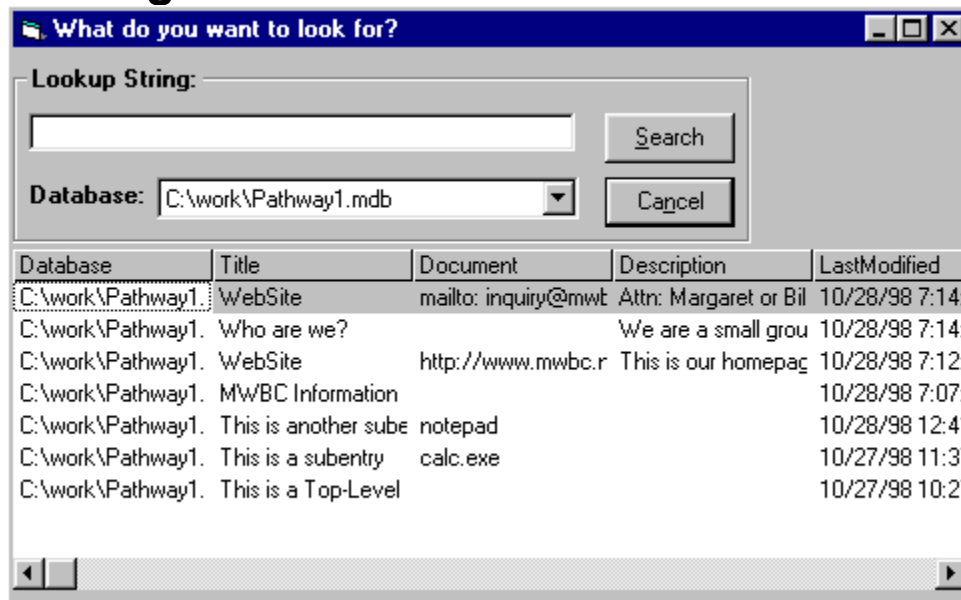
As you can see in the picture above, your search results are arranged into different columns. To sort the desired column, just click on the heading of each column. You notice that your results will be sorted in ascending order. If you then click on that same column again, your results will then be sorted in descending order.

The Date Last Modified field will sort in descending order first (so you can see the latest info first) and then if you click again on it, it will be in ascending order (showing the rows that haven't been updated for a while first).

Toolbar (Turn On/Off)

Menu **Option** ->Toolbar

The toolbar underneath the menu can be toggled on or off.

Change Font

Menu **Option** -> Font

The font style and size for the entries in the tree can be changed with this option.   (It won't persist if you exit out of Pathway Pro and then get back into it later though).

Paste Mail Option

Menu **Edit** -> Paste Mail Address

When you paste Email addresses into the Pathname field using Paste Mail Address,   Pathway Pro will prefix the address with "mailto " so that when you double click on that entry, the default mail program will launch and the mail program's recipient field will be filled in automatically.

For example: If you cut or copy someone's email address
 (i.e. inquiry@mwbc.net) and then either click on or tab over to
Pathway Pro's Pathname field, you can then choose
 menu Edit, then Paste Mail Address, the following would appear in the Pathname field:
                    mailto: inquiry@mwbc.net

Open Different Pathway Window

To open another Pathway window, you can either choose New Pathway Window from the "Window" menu option or you can click New Window toolbar button with the mouse.

This will give you another pathway window to view the current database.   To open up another database, Choose File on the main menu, then choose Open Existing Database.   Or you can simply click on the New Database toolbar button.

Always on Top

Menu **Window** -> Always on Top

Checking this option will keep Pathway Pro on top of other windows so that it is always showing.   That way, you can view your
documents/websites and still be able to view Pathway Pro.   This is very
helpful if you are cutting and pasting pathnames from the other application
into Pathway Pro.

Change Background Color

   If no pictures are displayed in the background, you can change the background color.   Simply move the mouse cursor over the background and click on the right (not left) mouse button.

Print to HTML File

Pathway Pro allows you to print the contents of each database to HTML files so that you can display them using your default browser.   You can take these HTML files and move them directly to your home pages on the world wide web, your company intranet, email them to your colleagues, print them out to a printer, or simply view them on your local PC.   You can print out either just a selected entry, or the entire database, and also customize how the HTML page is formatted (Fonts, sizes, colors, hyperlink behavior).

Note: **All of the HTML print options are persistent.   You don't need to reset them every time you run Pathway Pro!**
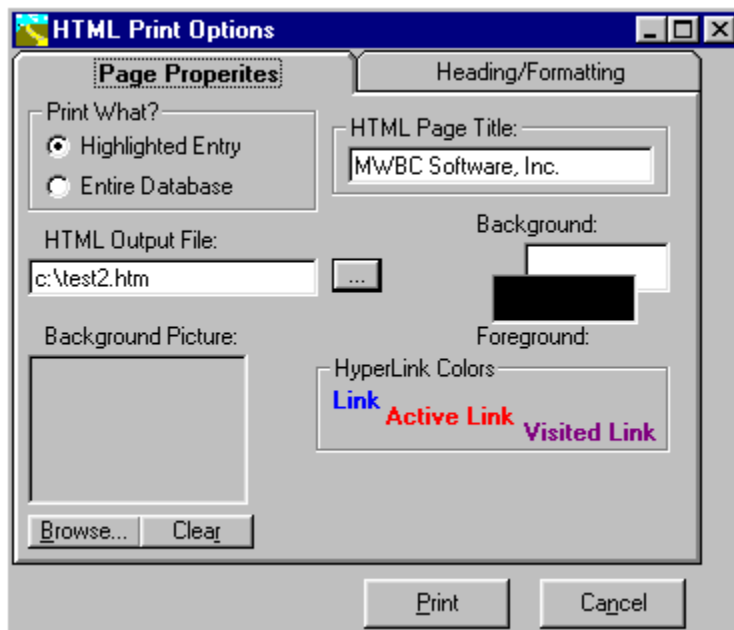
 Descriptions:

Print What? - You can create HTML files containing only the entry/subentries you've selected from the current active database, or you can select the entire database to go to the file.

HTML Output File - Self explanatory - If you don't fill in you will be prompted for it when you hit the "Print" button.

BackGround Picture -You can supply a picture file for the background of your HTML.   (Make sure you can coordinate your background picture colors with your text and hyperlink colors so you can still view everything clearly).   Hitting the clear button clears out the picture.

HTML Title: You can supply the HTML file with a title that will show up at the top of the browser window.   Don' confuse this

with a heading that you actually want to show up on the HTML page itself. You can enter that on the Heading/Formatting tab.

Background/Foreground - Using the mouse, clicking on either of these will bring up a color dialog box to set the color of either the foreground (HTML text) or background. Note: If you set a background picture, the background color won't be visible.

Hyperlink Colors: Clicking on either of these three fields will again bring up color dialog boxes to set their respective colors on the HTML page.
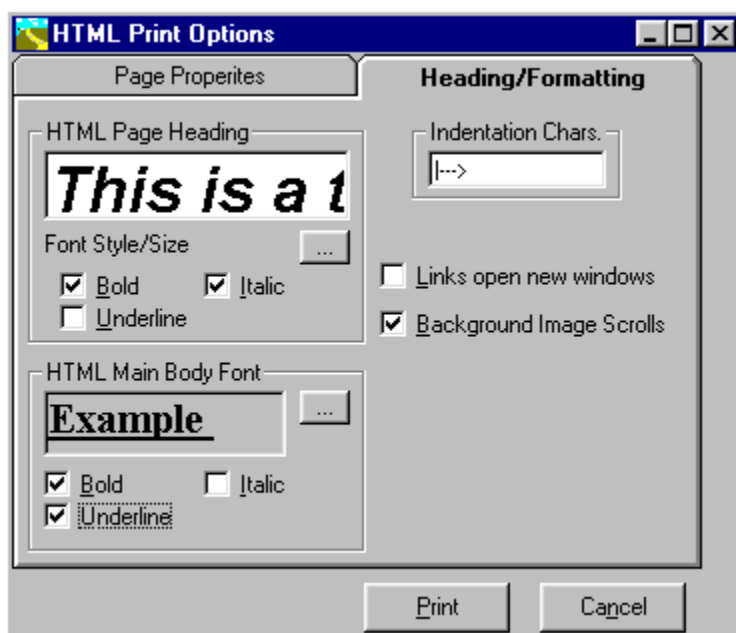
HTML Page Heading: Any text you enter here will become the heading for your HTML page. You can set the heading's font size and styles by clicking on the associated "..." button, and/or set its appropriate "Bold", "Underline", or "Italic" checkboxes

HTML Main Body Font: Sets the font for the main body of the HTML page. Works the same way as HTML Page Heading above.

Indentation Chars: Pathway Pro stores its data as Entry/Subentry. To show this relationship on an HTML page, you can indent the child subentries under entries an arbitrary # of characters. Whatever you enter here will appear on each subentry line.

Links open new window: Checking this will enable hyperlinks on your HTML page to open up new browser windows when clicked on to.   If not selected, hyperlinks will simply navigate to the new page in the current browser.

Background Image Scrolls: Checking this will allow your background image to scroll as you scroll down the HTML page.