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CREATING A NEW FILE

From the top left menu select File.

Click on New.

See also:

[Saving to a file](#)

[Assigning file names](#)

ADDING A NEW RECORD

Type the index information directly onto the blank form displayed on the screen.

To add another record, click on the ADD NEW button on the main screen.

Note: you may only add a new record if the currently displayed record is not blank.

See also:

[Deleting a record](#)

[Scanning a document](#)

[Saving to a file](#)

SCANNING A DOCUMENT

This program does not contain Optical Character Recognition software. Please see the documentation that came with your scanner about setting it up for use.

When you click on the Article Text button a new file is created. The file name is set to nnnxxxxx.TXT Where nnn are the first three characters of the database file name. Thexxxxxx is the record number.

For example: if the database is called MYMAGS and the current record is 53, pressing the Article Text button will create a file called MYM00053.TXT. After creating the file, the NOTEPAD.EXE editor that came with windows will be started.

WHEN EXITING NOTEPAD.EXE DO NOT SAVE THE TEXT FILE TO A DIFFERENT FILE NAME. IF YOU CHANGE THE FILE NAME THE PROGRAM WILL NOT BE ABLE TO FIND IT LATER.

The editor used to store notes about an article is originally set to NOTEPAD.EXE. You may change the default editor to another one on the Preferences setup screen.

SAVING TO A FILE

From the top left menu select File.
Click on Save.

See also:

[Assigning file names](#)

SEARCH SCREEN

Enter the word or words into the box provided.

Select which fields to search. Click on the fields to search, for the word or words entered above. You may select more than one field.

Under Options select Whole Words if you wish to match exactly the word entered above.

Select Match Case if you want only those records which match exactly the case of the entered term.

Click on OK to begin searching.

Click on Cancel to abort the search.

Click on Help to display this help panel.

DELETING A RECORD

To delete the currently displayed record, click on the *Actions* menu item.

Click on *Delete Current Record*.

Note: you may not delete record number one (1) if it the only record in the database.

After making any changes to the database remember to save the file.

See Also:

[Saving to a file](#)

MAIN SCREEN

The main screen has four distinct sections:

Menu Bar:

The Menu bar has four topics: File, Actions, Search, and Help.

File:

New: Clears the current database and starts a new one.

Open...: reopens a previously saved database.

Save: Saves the currently opened file.

Save As...: Saved the currently opened file under a new name.

Actions:

Notes for this record:

Delete this record:

View Prior record:

View Next record:

Goto Top:

Goto Bottom:

Search:

Enter Search Terms: Display the Search Request panel.

List Matches: Redisplays the results of the most recent search.

Next Match: jumps to the next matching record.

Prior Match: jumps to the previous matching record.

Help:

Help: Opens the help file for this program.

About: Displays the copyright panel for this program.

Record Display:

Displays current record. You may edit the information if you wish.

Button Bar:

The button bar have three groups of buttons: Search, Text, and misc.

In the **search section** there are four buttons:

Search: Display the Search Request panel.

List: Redisplays the results of the most recent search.

Prev.: jumps to the previous matching record.

Next: jumps to the next matching record.

Message area:

The program will display low priority messages at the bottom of the window.

These messages are for information only and are not critique.

PREFERENCES

The options screen is accessed by clicking on **File** , then **Preferences**.

From this screen you can change the default editor, how the program starts, and the field names.

Default Editor:

The program is initialized with the NOTEPAD.EXE editor. You can change this to another program name if you wish. The editor is called when the "Article Text" button is pressed on the main screen.

OPEN last used file on program startup.

Check this box and the next time the program is started it automatically load the file that was last in use.

Field Names:

To change a field name, type the new name in the box provided to the right of the old field name.

NOTE: you only need to enter a new name for those field names you wish to change. If you leave a box empty the old field name will not be changed.

Press **OK** to register the changes. Then click on **File**, then **Save** to store the new field name values to disk.

ASSIGNING FILE NAMES

When you save the database to a file for the first time you will be asked to supply a filename. Type the file name into the box provided and click on OK.

When you are deciding what to call your database, please remember that the first three(3) characters must be unique and different from any other database file you may have.

For example, if you already have a database called "BOOKS" , all new databases must not start with the letters BOO. ALL DATABASES MUST HAVE UNIQUE FIRST THREE CHARACTERS.

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Remember you must register this software if you intend to use it.

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