

## **Contents**

Overall Description.

The "Document Manager's" main features.

Registration and copyright Staff.

Gaining Control over your computer-DataBase Buildup.

**How To (CARDS):**

**How To (Folders):**

**How To (Dialer, Macros, Alarm, Others):**

Templates & Documents.

**Controls & Buttons**

Main Window.

Cards view Window.

Select Window.

Macro Edit Window.

Janitor Menu.

View Menu.

Folders Panel.

Documents Panel.

Fast Access Panel.

Cards View Window.

Set Search Dialog.

Macros Overview.

Macro Commands Reference.

Glossary.

## **Replacing The Program Manager.**

If you find the Docloger useful you may want to save the time and the memory the program manager consume. To use the Docloger as a replacement to the program manager, you have to change a line in the system.ini file located in your windows directory. Backup this file and edit it using notepad or any other text editor. Search for the line of which the left most part says "shell =", then add after the equal sign the path of your Docloger program for example when the full path of your Docloger program is: "c:\docloger\docloger.exe" the line should look as follows:  
"shell=c:\docloger\docloger.exe"

Restart your windows to have the change be in effect.

## **Visual Basic SetUp**

## Visual Basic applications Setup

When using the Docloger as replacement to the Program manager, Installing Visual Basic applications using the visual basic setup may conflict with The Docloger. If during setup of an application an error message such as "**One or more visual basic applications are running....**", shut down the Docloger using the task manager and prevent the windows session from terminating. Install the application and then reload the Docloger. The following is the full procedure:

Activate the File manager.

Double click on an empty screen area (not in a window).

Select the Docloger in the dialog box that appears.

Click the Application Shutdown.

Click *No* when the Docloger shutdown dialog box appear.

Use the File manager to point and run the setup.

use the file manager to point and rerun the Docloger program.

## **Restart The Windows Session.**

In the *Janitor* menu under the *exit* entry select the *Restart windows* entry.

## Quick ways to build your DataBase.

To gain fast access to the documents and applications you store in your computer you have to get them in to a data base. You can create Document card for each of the items and start using them. However Docloger offer some shortcuts, you can get the data into your DataBase by importing it from the following three sources:

Your Windows Program Manager.

A DOS disk directory and its sub directories.

A text file edited by any text editor which reflects the data base construction you would like to have.

To create a folder that includes the data used by the **program manager**:

- 1 select the folder to include the new folders by clicking it on the **folders panel**.
- 2 In the *Janitor* menu under the *Import* select the *Program Manager* entry.
- 3 Automatically a Program Manager folder will be created and under it for each group a new folder. For each application(icon) stored in a group a card will be created.

To create a folder that includes the data of documents stored in a **directory tree**:

- 1 In the *Janitor* menu under the *Import* select the *Disk Directory Branch* entry.
- 2 Use the dialog box that appears to point to the top directory of the branch you want to import the data from.

The Docloger will scan the directory tree. Any directory found will trigger creation of a folder with the path string as title. In this folder cards will be created for files with recognizable suffix:

Applications (EXE, COM,PIF,BAT).

Document files which are associated with applications and are registered in the association data base of your windows system.

To create a structure of folders and cards freely, you can create a text file that includes the data. This file format is specified in the **Import text file format paragraph**.

Each of the above procedures validates all files. Any discrepancy may trigger an error message.

## Import Text File Format

A line defining a folder begins with the > mark. All the lines following this line up to the ! mark will be considered as items contained in this folder.

Any line of which the left-most character is neither a > nor ! is considered a card referencing a document.

A folder line contains only the > mark followed by the title of a folder.

A Card line syntax is as follows:

***TitleText, applicationPath [parameters] DataFilePath [,WorkPath]***

***TitleText*** - The title of the card.

***applicationPath [parameters] DataFilePath*** - The command line including the application file path, any command line parameters and the data file path. The command line elements are separated by space.

***WorkPath*** - The work path. This path will be used for storage of new data files created by template cards and it is the directory to which the DOS default directory is being set when the card is being activated.

Notes:

The title of an item is limited to 40 characters.

The characters @ or - in front of the application name are being ignored.

A line containing an Application file name which begin with a character which is not legal in DOS file name such as "\$" will be ignored and a card will not be created.

**Sample text file:**

## Import Text file Example:

### >Reports

IBS Monthly sales report, c:\qpw\qpw.exe /d ibs.qpr, c:\data\ibs\

Expense Report, 123.exe c:\exp\expense.wks , c:\exp\

#### >Supplier domestic

TDR,c:\WIN\WRITE.exe c:\data\tdr\tdr.wri,c:\data\supplier\tdr\

CSM, c:\WIN\WRITE.exe c:\data\csm.wri,c:\data\supplier\csm\

!

#### >Suppliers over seas

Pirotech,c:\WIN\WRITE.exe c:\data\expform.wri, c:\data\ramt\

Ramtal, c:\WIN\WRITE.exe c:\data\expform.wri, c:\data\ramt\

!

!

### >Applications

Notepad Short document text editor, c:\windows\NOTEPAD.EXE,c:\John

Write for windows word processor, c:\WINDOWS\WRITE.EXE

charmap Paste any unusual character. , c:\WINDOWS\charmap.exe

!

## Registration and copyright.

Once you received your password, make a backup copy of the Objects.mdb data base and keep the password record together with it. This two items will enable you to restore your program in case you loose everything else.

To Register select the **Register** entry in the **Help** Menu, fill in all of the data boxes, and click the **Print** button. You may also manually copy the data in English Block letters into paper and mail it over. Once your registration has been processed by Smith & Morita, You will receive your password by fax or mail.

To register the password with your program select the **Register** entry in the **Help** Menu, key in the password into the **Password** Box and click OK.

The right to use this program and the data files associated with it on one personal computer unit for the purpose outlined in this document cost 50 US\$, or its equivalent in other approved currency. New user is granted the right to use this program for a limited period of one month free of charge. This period is set to enable the user to test the Docloger and decide if it is suitable for the users needs, by getting registered the user asserts he has tested the program and found it suitable to his needs as it and that he gives up any right to claim for any damages he may suffer related to the use of this program.



## Maintain your database

The data base used is Microsoft Access Data base. Please do not tamper with it.

The registration data as well as other important items are stored in it. If you have to edit it make sure you have a backup.

The data Docloger is using the Microsoft Access data base engine V-1.1. It tends to be blown in size. If you are an intensive user we recommend that you will compact it once a week. You may be able to recover about half of its size. The procedure is as follows:

Make sure there is enough volume for backup copy of the **OBJECTS.MDB** file on the disk it is stored on.

from the *Janitor* menu select *DataBase Maintenance* and then *Compact the DataBase*.

If your DataBase is corrupted, you may try to recover it using the repair feature.

The procedure is simple: selecting the *Repair the DataBase* entry in the *DataBase maintenance* entry of the *Janitor* menu.

## Shape the face of Docloger

You can adjust the appearance of the Docloger Main Window using the following methods:

Selecting the fonts and the font size of the Docloger panels.

Have the Docloger always start with the same location, size of the window.

Sort the folders.

### **To set the font and the font size:**

have a good display sample on the Folders Panel. It will be used to sample and test the appearance of the selected font.

Select in the *Janitor* menu the *Panels display setup*.

Select the *Set Font*.

Select the desired font and size in the dialog box that appears and watch the *folders display* panel, when satisfied click the OK to save the setting.

To have the Docloger start with certain size and location:

Set your preferable state.

In the *Janitor* Menu select the *Panels display setup*.

Select the *Save the current state and location for startup*.

Note: On startup the Fast access panel will always be hidden.

The folders and cards displayed will be as you left them when you shut down the Docloger on the previous session.

**Sorting the Docloger folders** can be time consuming when you have many folders, hence it is performed only when you select to do so. The natural order in which the folders are sorted is according to the time the folders have been created. New folders are on top and Old folders are further down. The Cards on the **documents panel** are always sorted according to the following criteria.

Folders first, then template cards, new cards, old cards last.

## **Document Cards related procedures:**

Activate a document.

Create a document Card.

Create a Template Card.

Copy Document Cards.

Move Document Cards.

Delete Document Cards.

See and Edit Detailed Card Contents.

Set an Autoexec Card.

Edit The Title of an Item.

## **Folder related procedures:**

Create a Folder.

See Folder's Contents.

Move Folders & Their branch.

Copy Folders & Their branch.

Delete Folders & Their branch.

Edit The Title of an Item.

## **Macro, Alarm, Dialer & Other related procedures:**

Restart windows:

Replace the Program Manager:

Shape Up The Docloger.

Shrink and Repair the DataBase.

Run a program.

Activate a document not referenced by the Docloger.

Create and Edit a Macro.

Set an Alarm.

Set a Startup Macro.

Disengage a Startup or alarm Macro.

Set an Autoexec Card.

Recall a Macro, set as alarm or Startup.

Use The Auto Phone Dialer.

Set up The Auto Phone Dialer.

Create a Phone dial Item.

## **Create a phone dialing reference**

As part of any title of any item (card or folder), have the text Tel followed by a phone # to dial. For example Smith & Morita Tel 00 1 607-933-2201, to dial click this title line to select it and then click the "*Dial phone*" button.

## Recall a macro Assigned as Alarm or Startup

Make the card the macro is assigned to visible in the "**Cards View**" Window.

Click the "**Edit Macro**" Button.

Check the "**Alarm**" check box in the **type** " Frame to recall an Alarm macro. Or

Check the "**Startup**" to recall a startup Macro.

Click the "**recall**" button to display and edit the macro.

## Set an Autoexec Card

A Card can be set to be activated automatically when the "Docloger" is started. This may be useful specially when the Docloger is used as replacement for the Program Manager.

On the *Cards View* Window make the card you want to be assigned visible,

Click the option in the *Docloger Autoexec* Frame.

The *Icon* option will activate it and immediately iconize it.

The *window* option will activate it.

The *None* option will prevent it from being activated.



## Disengage a Macro

Make the card to which the macro assigned visible on the Cards view Window.

Click the *Macro Edit button*

Check the *Other* box in the *Type* Frame.

Click the *Assign* button.

Click the *OK* button to close the *Macro Edit* Window.

Click *OK* to close the *Cards View* Window.

## Set an alarm

An alarm is activated when assigned to a card.

Create a card to be used for the alarm or use an existing card.

Make the card visible on the Cards view Window.

Click the *Follow Alarm Box* to check it.

Set the time. (A dialogue will be opened automatically).

Now you are all set to get a message on the time you set. The standard alarm macro has been set automatically to be activated. To assign a different macro:

Click the *Macro Edit* button.

Have the macro you want to assign displayed in the *Macro Edit* Window.

Click the Alarm box in the *type* frame to check it.

Click the *assign* button.

Click the *OK* button to close the *Macro Edit* Window.

Click *OK* to close the *Cards View* Window.

## Set a Startup Macro

A Startup Macro is a Macro that starts when you activate a card.

Make the card visible on the *Cards View* Window by selecting its title line.

Click the *Macro Edit* button

have the macro you want to assign displayed in the *Macro Edit* Window

Click the Start up box in the *type* frame to check it.

Click the *assign* button.

Click the **OK** button to close the Macro Edit Window.

Click **OK** to close the Cards view Window.

## **Edit the title of an item**

Click the right button and select the *edit title line* on the pop up menu. Or

In the **Cards view Window** double click on the title. Or  
Select the item by clicking on its title line then use one of the following ways:

Click the *Edit Title Line* button.

Select the *Edit title* in the *Janitor* menu.

## Create and edit a macro.

View a card on the *Card View* Window. This card should be the card you want to activate the macro with.

Click the *edit macro* button.

On the Macro title line enter a title that will enable you to identify the macro.

Edit the text of the macro.

Finally assign it either as a start up or as an alarm.

To assign existing macro to other *document cards*:

Make the card visible on the Cards view Window.

Click the edit *macro button* to enter the Macro Edit Window.

Select the macro by selecting its title and assign it.

To disengage a macro:

make it visible on the Cards view Window.

enter the macro editor.

Select the macro title.

and assign it as *other*.

## Delete folders & their branch

Put the mouse pointer on the line of the folder click the right button and select

***delete*** on the pop up menu. Or

Select the folder and then use one of the following methods:

- Hit the del keyboard key.

- Click the ***garbage bin*** button.

- Select the ***delete*** in the ***Janitor*** menu.

## **Move folders and their branch**

Drag the folder to its new containing folder.

## **Copy folders and their branch**

Drag the folder to its new containing folder while holding down the control key.



## **See a folders contents**

Click on the folders icon, or select the folder and hit the space bar on the keyboard.

## Create a Folder

Point to the containing folder and click on the right button. Select *new folder* on the pop up menu. Make the containing folder current by clicking its title line. Create the folder using one of the following methods:

Click the *Folder* button in the *new item* box

Select the *new folder* on the *Janitor* menu.

## See and Edit Card details

All card details can be seen and edited on the **Cards view Window**.

To see the **Cards view Window** use one of the following:

double click on the title line of a card.

point to the card, click right button and select cards view.

select the card and click the *cards view* button.

select the card and select the *cards view* in the *view* menu.

## **Copy a document card.**

On the Main Window, hold the control key down while dragging the card title line to the new containing folder.

## **Move a document card**

On the Main Window, drag the card title line to the new containing folder.

## Create a Template Card

First Create a document card.

On the **Cards view Window** in the ***card type*** frame select the ***template*** option. If the work-directory is not set a dialog box will be shown. You should point to a work-directory.

## Create a Document Card

use one of the following methods:

To create a new document using a template, activate the template. A new document card will be created automatically together with a new data file. The data file created will be a copy of the data file referenced by the template card. The application referenced will be activated on the new copy of the data file.

To create a new blank document card:

on the Main Window select the containing folder by clicking on its title line. click the *card* button located in the *New Item* frame. or select *new card* on the *Janitor* menu.

To create a duplicate of a card:

Double click on the card you want to duplicate

When the Cards view Window appears click the *new card* button.

## Delete a document card.

Put the mouse pointer on the line of the document click the right button and select delete on the pop up menu. Or

Select the document card by clicking on it and then delete using one of the following methods:

- Hit the del keyboard key.

- Click the *garbage bin* button.

- Select the delete in the *Janitor* menu.



## Activate a Document

Use one of the following methods:

double click on the document icon, Located left to the document title on the documents panel.

Put the mouse pointer on the line of the document click the right button and select *activate* on the pop up menu.

Click on the line of the document to make it current and then click the *starter key* button.

click on the line of the document to make it current and then select the *Activate* Entry on the *Janitor* Menu.

## Macros Overview.

The Docloger incorporates a simple macro programming language. The purpose of the macros is to automate simple repeated operations. The Macros offer some features not commonly available by other windows macro tools like the windows recorder. Those features make the macro very useful. The features include The command @Sethook. This command make the Docloger sensitive to certain events that the user may want to know of and trigger actions accordingly.

These events are:

Preset Text is in the title of a dialog (window) being opened.

A document is being activated however the application is already running (A previous instance is existing.)

A certain text is being placed on the clipboard.

Though the programming is simple and limited, it gives the user enough power to cause windows system troubles. It is highly recommended to save data and prepare for a system crash when experimenting with newly written macros.

Most of the commands are realization of Basic commands. The macros are constructed with **functions** operators and **variables**. A command will always be prefixed with the "@" the delimiter ; must be placed between commands.

## **Macro Samples**

## Macro Samples

The samples below are short macro programs that will perform a certain task each.

To use;

select the copy entry under the edit menu of help.

Select the text of the macro.

Hit control-ins or use the copy button to put the text on the clipboard.

Get to the macro editor window; hit the Shift-insert. The text will be pasted into the macro editor edit panel.

Assign the macro and try to run it.

Put The current windows title on the clipboard and display it in a message box

```
@sethook("prt",  
  title = @windowtitle();  
  #clipboard = title;  
  @msg(title)  
,^1)
```

Put The current windows executable file path on the clipboard and display it in a message box.

```
@sethook("prt",  
  title = @windowexefile();  
  @clipsettext(title);  
  @msg(title)  
,^1)
```

Use Control-p to print from word for windows into \*Delrinas \*Winfax using the first fax number in your fax destination numbers list. assign as a start-up macro to a Word card or template

```
@instance(@hk("^F12}" & #datafile & "{ENTER}"));@sethook("prt",  
  @hk("+^F12}");  
  @hk("{ENTER}");  
  @sethook("faxno",  
    @hk("+{tab}");  
    @hk("+{tab}");  
    @hk("+{tab}");
```

```

    @hk("+{tab}");
    @hk("+{tab}");
    @hk("+{tab}");
    @hk("+{tab} {ENTER}");
    @unhook("faxno")
,, "Delrina WinFax PRO Send")
, ^p)

```

Same as the previous with trap for a running Instance that prevent a new instance from starting up. It use the currently running instance of word to open a new window and edit the file pointed to by the card. To use assign it as a startup macro to a Word card or template

note: It is assumed that the key Control-F12 will display the open file dialog.

```

@instance(@hk("^F12" & #datafile & "{ENTER}"));
@sethook("prt",
    @hk("+^F12");
    @hk("{ENTER}");
    @sethook("faxno",
        @hk("+{tab}");
        @hk("+{tab}");
        @hk("+{tab}");
        @hk("+{tab}");
        @hk("+{tab}");
        @hk("+{tab}");
        @hk("+{tab}");
        @hk("+{tab} {ENTER}");
        @unhook("faxno")
,, "Delrina WinFax PRO Send")
, ^p)

```

Use the @instance command to start a new file with windows notepad.

```

@instance(@hk
    ("%2{DOWN} {ENTER}" & #datafile & "{ENTER}")
);

```

A Macro to iconize the current window

```

@hk("% {DOWN} {DOWN} {DOWN} {ENTER}")

```

\* Delrina and Winfax are trademarks of Delrina Corp.

## Macro Functions Reference.

- @abort() -- Aborts the current executing macro
- @Aborthooks() -- Aborts all hooks set by the @SetHook command.
- @act() -- Activate the current card.
- @and%(*expression1%*, *expression1%*) -- Returns the and of the expressions, as defined in Basic.
- @asc%(*str*) -- Returns a numeric value that is the ANSI code for the first character in a string expression.
- @beep() -- Beeps at you.
- @cd(*d*) -- Returns the current directory of the drive -- *d*.
- @chr(*Nu%*) -- Returns the Character string whose ASCII value is the argument.
- @clipgettext() -- Returns the text from the Clipboard.
- @clipsettext(*text*) -- Set the text returned by the argument to the Clipboard.
- @clipclear() -- Clears the clipboard.
- @datetime() -- Returns the current date and time in the format  
dddd hh:mmam/pm
- @datetime(*fmt*) -- Returns the current date and time in the basic format defined by *fmt*.
- @datval(*str*) -- Returns the date represented by the *str* argument as defined in Basic.
- @delfile(*pth*) -- Conditionally erase the file pointed by *pth*.
- @dir() -- Return the file or directory name in the current directory that matches the pattern \*.\*.
- @dir(*ptrn*) Return the file or directory name in the current directory that matches the specified pattern *ptrn*
- @dir(*pth,attr*) Return the file or directory name in the current directory that matches the specified pattern *ptrn* and the attribute *attr* as defined in Basic.
- @dummy() -- No Operation.
- @filedatetime(*fle*) -- Returns a string indicating the file *fle* was created or modified.
- @hk(*ktxt*) -- Simulate a user entering a keyboard sequence in the current window. The key names conform to the windows basic key names. Use the "**Pencil**" button to have them typed into the macro editor.
- @if(*Condition%*,*macro1*,*macro2*) -- Depending on the result of *condition%* performs *macro1* or *macro2*, -1 *macro1*, 0 *macro2*.  
The *Condition%* can be any numeric. Zero is negative any other value is positive. For testing if expressions are equal use:  
@if(@isequal%(a,b), *macro1*, *macro2*).  
The form @if(**a = b**,*macro1*,*macro2*) is illegal.  
@isequal% Is case sensitive M is not equal to m.

`@input$(prompt,title,default,xpos,ypos)`, -- Returns a string entered by the user.  
Equivalent to the Inputbox command of basic.

`@input(prompt,title,default,xpos,ypos)%` Returns a number entered by the user.  
Equivalent to the Inputbox command of basic.

`@instance(Macro)` -- Used upon startup of an application, If the application is already active it will abort activating it for the second time and execute *Macro*.

`@instr%([start],str1,str2)` -- Returns the start location of *str2* within *str1*, *start* is the location in *str1* which the search is starting from.

`@instr%(start,str1,str2,[compare])` -- same as above, when *compare* is 0 the search is case sensitive, -1 not case sensitive. 0 is default.

`@isbigger%(expr1[%],expr2[%])` -- Returns 0 if *expr1* is smaller than *expr2* and -1 if *expr1* is bigger then *expr2*.

`@isequal%(expr1[%],expr2[%])` -- Returns -1 if the expressions are equal 0 if not.  
**@isequal% Is case sensitive M is not equal to m.**

`@issmaller%(expr1[%],expr2[%])` -- Returns -1 if *expr1* is smaller than *expr2* and 0 if *expr1* is bigger then *expr2*.

`@lcase(txt)` -- Returns *txt* all characters lower case.

`@left(str, length)` -- Returns the *length* number of characters from the left part of string *str*

`@len%(txt)` -- Returns the length of a string.

`@loop(Macro,Condition%)` -- Will repeatedly perform *Macro* as long as *condition* % is not zero.

`@macro(mcr)` -- Execute a macro. The macro *mcr* may be either a macro name or a text which is an executable macro.

`@mid(str,start,length)` -- Returns string part of *str* which start at *start* with length *length*. Omit *length* to return the right hand part of the string starting at location *start*.

`@msg(message,[type],[title])` -- Display the message in a window with a title *title*, *type* is the same as in the command msgbox of basic.

`@now()` -- Returns string representing the current time.

`@or%(expr1,expr2)` -- Returns the OR of the expressions, as defined in Basic.

`@right(str,length)` Returns the *length* number of characters from the right part of string *str*

`@rem(any text)` *Any text* will be ignored. Can be used for commenting.

`@run(path, [par])` -- Execute an executable file pointed by *path* in a normal window with focus, using the optional command line parameter *par*.

`@run(path,[par],[windowstyl])` -- Execute an executable file pointed by *path* using the command line parameter *par* in a window style defined by *windowstyl* as defined by basic.

`@sethook(name, macro, key, wtitle, hwnd, clipboard)` Set a connection between an event and a Macro for more details see the **@sethook** command .

`@str(num%)` -- Returns a string representing the number *num%*.

`@today()` -- Returns a string representing the current date.

`@unhook(hookname)` -- Disables the hook named *hookname* set by the **@sethook** command .

`@val(str)` -- Returns a number whose value is represented by the string *str*.

`@wait(tme%)` -- Cause a delay of *tme%* microseconds.

`@while(Condition%, Macro)` -- Will repeatedly perform *Macro* as long as *condition%* is not zero.

`@windowexefile()` -- Returns a string which is the path pointing to the current window.

`@windowhandle%`() Returns the handle of the current window.

`@windowtitle()` Returns the text in the current windows title.



## @SetHook Command

Syntax: @sethook(*name, macro, key ,wtitle,hwnd,clipboard* )

Enables activating a macro program upon one of the following events. The event can be conditioned to be triggered only when the current window is the window of the application program the @sethook has been activated with.

The events are

A pre-defined key is being pressed, A window with a pre-defined text title is made current. A pre-defined text is been placed on the clipboard.

Can be called again and again to set a number of hooks.

Part Description

***name*** A text enclosed in identifying the Macro.

***macro*** The Macro program, to be performed upon the event

***Key\**** A keyboard key which will be monitored to activate the macro

***Wtitle*** A Text enclosed in Activate the event when found in the current windows title line.

***hwnd*** When this value is -1 the event will be triggered only if the current window is the window of the application program the @sethook has been activated with.

***clipboard*** A Text enclosed in Activate the event when found on the clipboard.

**Note: !!!** Wtitle is Case Sensitive, i.e. This will not be detected if the title is this. (The difference is in the T).

\* The key names conform to the windows basic key names. Use the "***Pencil***" button to have them typed into the macro editor automatically.

## Macro Variables.

variables can be named according to basic naming convention with the following adaptations:

Numerical variable names should be ended with % all other variables are considered strings.

Pre-defined **internal variable** names begin with # mark.

Variables are declared automatically.

Variables located on the left most of an expression are expected to be followed by an equal sign and to receive the value of the expression on the right hand side. variables in an expression return the value assigned to them.

## Internal Variables

It is possible to read the value of each of the following and to assign a value to each of the following.

<b>Name</b>	<b>type</b>	<b>Description</b>
#Alarm%	Numeric	Current cards Alarm state: -1 On,0 Off.
#AlarmTime%	Numeric	Current cards Alarm Time.
#clipboard	Text .	Clipboard data..
#dbid%	Numeric	Current cards DataBase Id number.
#document%	Numeric	Card type: -1, Document, 0 Template.
#template%	Numeric	Card type: 0 Document, -1 Template.
#text	Text	Current cards text box contents.
#workpath	Text	Current cards work path.
#icon	Text	Current cards Icons path.
#datafile	Text	Current cards Data Files path.
#application	Text	Current cards Applications path.
#cmdline	Text	Current cards Command Line.
#title	Text	Current cards Title Line.

## **Card View Window.**

This window display the document cards in a stack of cards. It enables viewing and editing the detailed data associated with each document. For detailed graphical description see **Cards view Window.**

## **Set Data Base-Search Window**

This window enable setting parameters for a search .

The items found will be placed in the **Fast access panel**. For detailed graphical description see **Select Window**.

For users familiar with SQL it is possible to query the DataBase using SQL .

## Overall Description

The **Docloger** is a tool enabling efficient office management solving the following problems:

- Fast and easy Creation of documents.
- Fast and easy retrieval of documents.
- Managing vast amount of documents and applications.
- Long names of folders and documents.

The **Docloger** eliminates the complexities of "Disk Files" and "applications".  
once a template card is set, creating a new file is as easy as double clicking a template icon.

The **Docloger** Is a tool solving the problems of cluttered "Program Manager".  
Arranging the data usually stored in the Program Manager in a data base. Making it accessible in  
a logical hierarchy, built to suit the user own logic.

Using The **Docloger** you manipulate:

- "**Documents**" object combining application file, data file and other data.
- "**Cards**" describing documents.
- "**Folders**" used for "Documents" storage.

On everyday use, the user does not deal with "Files", "application", "programs", "Disks",  
"Directories", or any other computer related complexities.

Creating a new document is immediate.

Click the folder in which the document will be stored.

Click to activate the template.

Enter a title line using the keyboard (up to 40 characters).

A new document is opened automatically ready to be edited.

The first keystrokes can be automated using the built in Macro language.

The disk activities is done **automatically**. Those activities are:

In the Work directory of the template a file is created, the file name is a unique random name.

The template data file is copied into this file.

A new document card similar to the template is being created.

The data of the newly created card is being updated to reflect data specific to the newly created data file. The items changed are the title, data file name, the dates and the card

type.

The new card is being activated:

The work path is being set to be the current directory

The application of the card is being launched with the newly created data file. The command line on the card is used as a template for launching, it includes a placeholder for the application file, the data file and any line parameter.

If a macro is set to be a start up macro it is being activated.

Locating a document or a folder is done by navigating to its containing folder. In case it is forgotten a lost item is found by:

Clicking the "*Search & Add*" button of the **fast access panel**. It is possible to locate a document by knowing one of the following:

Part of its titles text.

Part of its containing folders text.

The time period (Week,Month,Day) it was created.

The time period (Week,Month,Day) it was last updated.

Part of its application file name or its path.

Part of its data file name or its path.

Its alarm data.

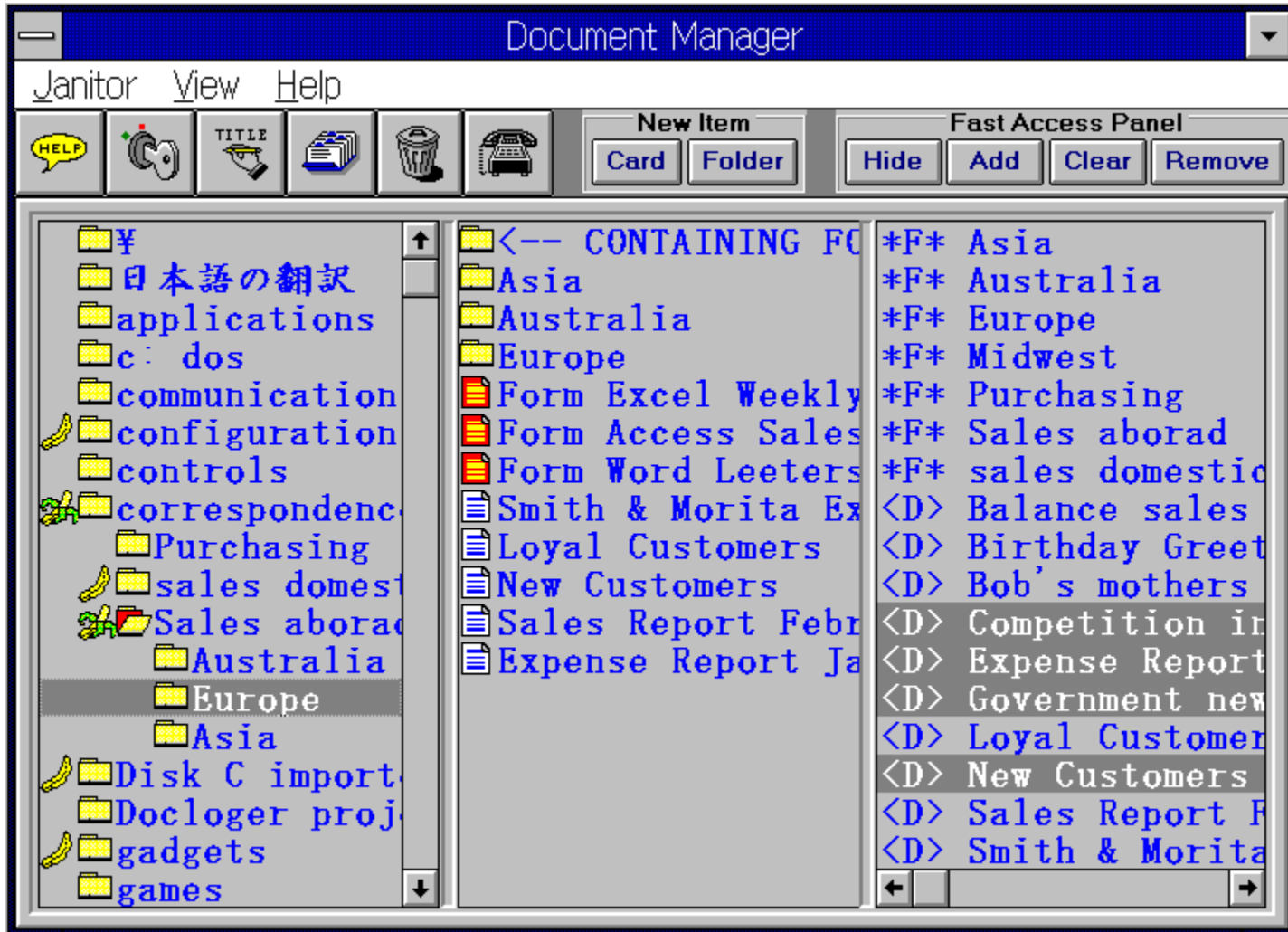
Its type (Folder, Card, Template).

To see the folder, in which the found document is stored in; click the left hand three characters area on the *fast access panel*.

For the more technical user, a SQL search is also possible.

Accessing a document for edit or any other purpose is done by: Double-click the document icon of the card.

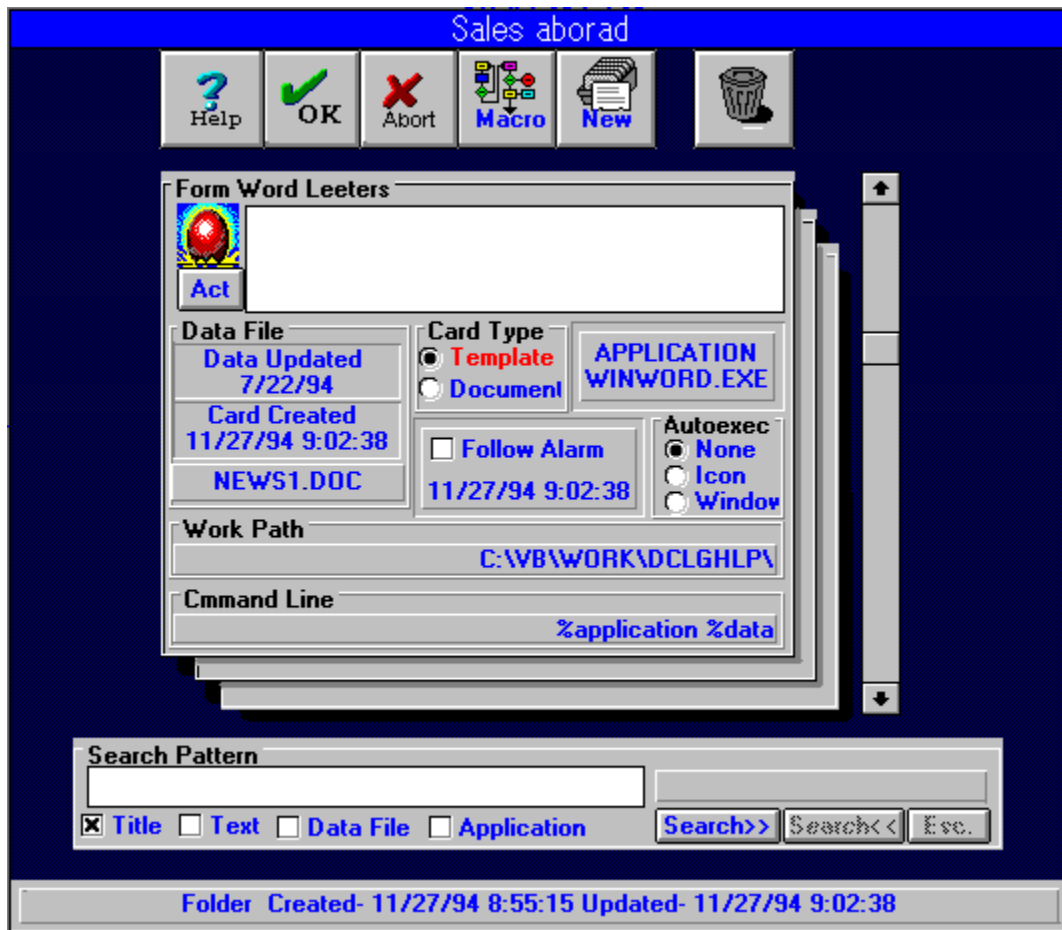
## Main Window.



\* Click on the screen to find about the individual controls testing



## Card View Window.



\* Click on the screen to find about the individual controls

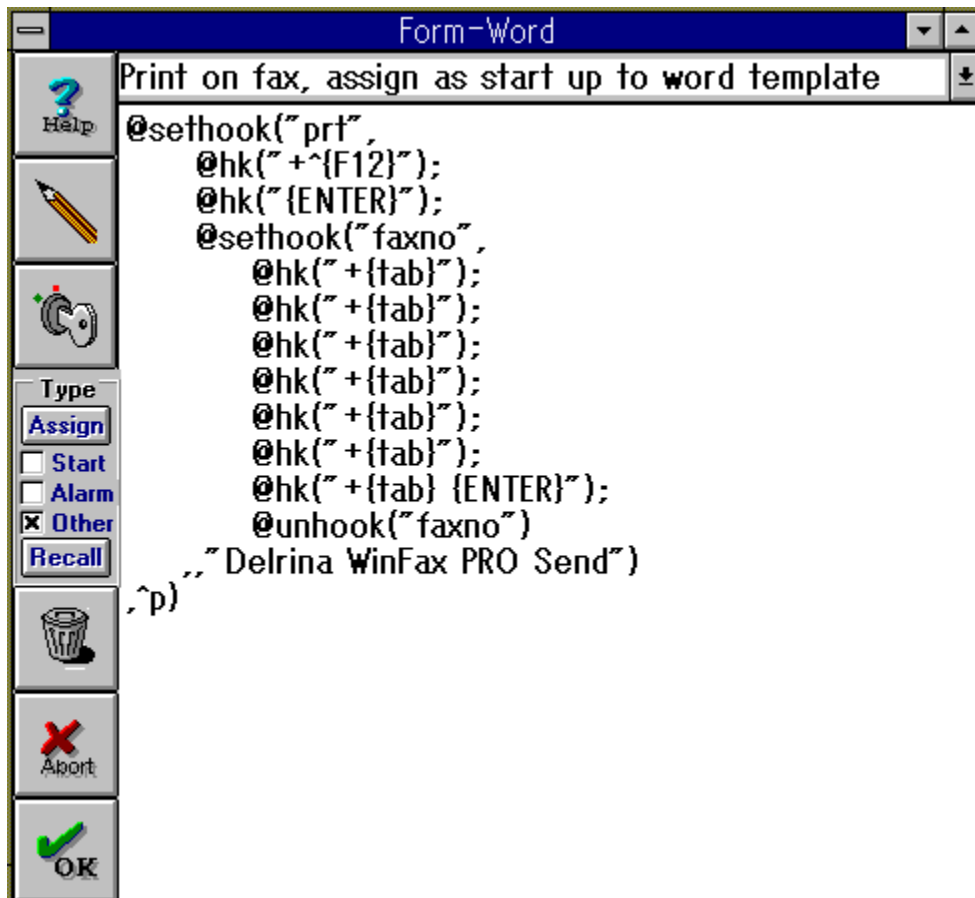
## Set DataBase-Search Window.

**Select Criteria**

Containing Folder Title		Close
<input type="text"/>		
Title		Set
<input type="text"/>		
Creation Time:	<input type="text"/>	Cancel
Last Updated:	<input type="text"/>	
Text:	<input type="text"/>	Clear
	<input type="text"/>	
Card Type	Data File	SQL <<
<input checked="" type="radio"/> Don't Care <input type="radio"/> Template <input type="radio"/> Document	Name: <input type="text"/>	
Search for	Application Program	
<input checked="" type="radio"/> Any Item <input type="radio"/> Folders <input type="radio"/> Cards	Name: <input type="text"/>	
	Follow-up Alarm	
	Time: <input type="checkbox"/> Don't Care <input type="checkbox"/> Alarm	
Folders		
<input type="text"/>		
SQL Expressions		
<input type="text"/>		
Documents		
<input type="text"/>		
SQL Storage		
Delete	Store	Update
<input type="text"/>		Recall
<input type="text"/>		

\* Click on the screen to find about the individual controls

## Macro Edit Window.



\* Click on the screen to find about the individual controls

## Features of the "Docloger"

Data base storage for documents to enable easy handling and quick access.

All files manipulation is automated.

A user definable structured storage of folders and documents. Easy to create easy to change.

Full drag and drop operation.

**Fast access panel** enables selection of groups for fast operation.

Automatic Phone Dialing system.

Can be used as a windows shell program, i.e. replace the program manager.

Document cards defining attributes of each document **individually**. Automatic attributes like creation and updating dates. Manual attributes like descriptive text and title line.  
Operational attributes like command line parameters, default directory.

Timely Automatic macro activation mechanism, for correspondence follow-up reminding.

Search of documents by reference to the following features:

Title.

Containing folder title.

Creation time.

Last updated time.

Descriptive text in the card.

Data File name.

Application File name.

Follow-up alarm, follow-up alarm time.

Item type- Card/Folder.

Card type- Template/Document.

Any "Microsoft-Supported, MDB" SQL Command.

SQL Command storage for frequently used SQL commands.

Windows help as well as immediate local help by pointing to screen items.

Explanation for small errors displayed on immediate inquiry.

## Glossary:

**Document:** An object combining a data file and an application used for creating and editing the specific data file.

**Document Card:** An object used to store all the data describing a document. This include:

Title.

Creation time.

Last updated time.

Descriptive text.

Data File name.

Application File name.

Follow-up alarm, follow-up alarm time.

Type - Template/Document.

Follow-up alarm, Follow-up alarm time.

Work Path.

Command line template.

Macro Commands linked to events.

## Folder

A container for documents and other folders.

The attributes of a folder are:

Title line.

Dates of creation and updating

The position of the folder in the hierarchy tree of the folders structure.

## Root Folder ""

The folder that contains all other folders. impossible to move or delete.

## Containing Folder

On the Cards view Window the title of the window will always display the containing folders title of the currently displayed document card. This information is important when viewing the cards of the Fast access panel. Since each may be stored in a different folder.

When creating new cards on the *Cards view* window it will be stored in this folder.

When the mouse pointer will be on the blue areas or the help line, Folder creation date and folder last updated date will be displayed on the help line.

## **Help Button**

Click This button to invoke the widows help and read this information.



## **OK button.**

Click This button to close the **Cards view Window** and save all the changes created in this session.

## **Abort Button**

Click this button to abort the current session and cancel all the changes.

**Note:**

The changes made to macros will be canceled as well

## Macro Edit button

Click this button to invoke the *Macros editor* window.

## **New Card button**

Click this button to create a new card.

The new card will be a copy of the current displayed card.

## **Docloger Autoexec.**

Each card can be set to be activated when the *Docloger* is being started. You can select to start the item either in iconized state or in open window. This feature is important when the "*Docloger*" is used as a shell for windows, replacing the program manager.

## **Delete Button**

Click to delete the current Document card. The current document card will be erased from your data base. You can recover the card during this session only by clicking the "ABORT" button. Clicking the "OK" button or the "ACT" button will make the deletion permanent.

## **Title Line**

This text is the title line of the current card.

Double click it to edit this text.

## **Document Icon**

Each document can have an icon assigned to it. To assign an icon double click this area and point to an icon file.



## **Text Box**

The user can assign a text to each Document card, this can be any text. The maximum size of this text is about 64,000 characters.

## **Act Button.**

Clicking this button will conclude this Session, Save all the changes to the cards created in this session and activate the current document. **more details.**

## **Data File Frame**

In this part the Date in which the card was created and the date the data file was updated last time are displayed. The name of the data file is displayed below (without it's path).

Double click the data file name below to set it by pointing to a new data file.

## **Data File**

This is the data file on which the application program will be activated when the card is being activated. To set a data file double click.

## Card Type Frame.

Two card types are possible. Template and simple document. for detailed description see **Documents and Templates.** To set the card to either type click the option in the *card type* frame. A template card must have a default directory in which the new data file will be created. When the default directory is not set, a default directory setting dialog will be displayed.

## **Application Frame**

In this frame the application program file of the current card is displayed. Double click to set.

## Alarm Check

To enable alarm [click here](#). A dialog box for setting the Alarm time will be shown. At the time set a macro set to be activated will be run. A default macro is set initially, it will display at the set time, a message indicating there is an alarm and the title line of the card initiated the alarm. You can set any macro to be activated by an alarm. To set use the [Macro Edit Window](#).

## **Help Button**

This is not the standard windows help. Clicking this button will change the cursor shape, point and click on any item on the screen. A short description of that item will be displayed. following a short beep (Error indication) pointing to the help button and clicking twice yield a help message related to the error.



## **Alarm Time**

If the macro is checked an alarm will be activated at the time in this frame. To set double click.

## **Work Path**

When a card is being activated the "Current Path" (DOS) will be set to this directory. A template card will use this directory to store the new data file created.

## **Command line.**

This line is used to dispatch the application program with the data file and other command line parameters. Place holders for the application program file and the data file are provided. The %data Will be replaced by the data file name including its path. The %application will be replaced by the program application file name including its path.

## **Cards Stack**

Click the upper card to move higher in the stack of cards. Click the lower to move lower. Moving lower or higher will set a different card as the current card

## **Cards Stack Scroll Slider**

Click up and down to move in the cards stack and make a different card current. The cards available in the stack are the cards stored in the current folder. Getting into the card view from the **Fast access panel** will make all the cards currently in the "*Fast Access Panel*" available.

## Card Search Frame.

It is possible to find cards in the cards stack using certain text patterns and selecting the fields in which to search for the pattern.

To find a Card:

Key in the text you are looking for between asterix mark. Example

"\*Example Text\*"

Check only the fields you would like to search for the text.

Click the "SEARCH>>" Button to search for the next card that fits the criteria set by the text pattern in the fields searched.

**Note:** The text pattern can be any combination of text wild cards handled by the MS Access SQL language.

## Card Search Pattern

Enter the search pattern to be searched for in this box. For more details look in the **search frame**

Example: \*Text Example\*

## Card Search Field

Check the one or more fields to Sarah the text for more details see the **Search frame**



## Card Search Button

Click this button to search for the next card that fits the criteria set by the text pattern in the fields searched. For more details see [\*\*Search frame\*\*](#)

## **Search previous Card button**

Click This button to see the previous card found. For more details see **Search frame**

## **Abort Search**

Hit the Escape key or click this key to abort a time consuming search.

## **Search Result Frame**

Upon search completion a short result message is displayed here.

## **Help Line.**

A short help message is displayed here this message is sensitive to the mouse pointer location. When no message is available the time of creation and update of the folder containing the current card is being displayed

## Parent Title Pattern

Enter the pattern to search for in the Containing folder title line of the items you want in the Fast access panel.

**Note:** To search for partial text enclose it in asterix marks

**Sample:** \*any text\*

The text pattern can be any combination of text wild cards handled by the MS Access SQL language.

## **Title Pattern**

Enter the pattern to search for in the Title line of the Items you want to place in the **Fast access panel**.

**Note:** To search for partial text enclose it in asterix marks

**Sample:** \*any text\*

The text pattern can be any combination of text **wild cards** handled by the MS Access SQL language.

## Text box Pattern

Enter the pattern to search for in the text box of the cards you want to place in the **Fast access panel**.

**Note:** To search for partial text enclose it in asterix marks

**Sample:** \*any text\*

The text pattern can be any combination of text **wild cards** handled by the MS Access SQL language.



## Data File Name Pattern

Enter the pattern to search for in the Data File name text of the cards you want to place in the **Fast access panel**.

**Note:** To search for file name without path enclose it in asterix marks Sample: \*Filename.exe\*

The text pattern can be any combination of text **wild cards** handled by the MS Access SQL language.

## Application File Name Pattern

Enter the pattern to search for in the application File name text of the cards you want to place in the **Fast access panel**.

**Note:** To search for file name without path enclose it in asterix marks Sample: \*Filename.exe\*

The text pattern can be any combination of text **wild cards** handled by the MS Access SQL language.

## Creation time

Click this button to set the creation time criteria for the items you want to place in the **Fast access panel**. You can set the criteria to an exact time as well as limiting period.

## Updated time.

Click this button to set the updated time criteria for the items you want to place in the **Fast access panel**. You can set the criteria to an exact time as well as limiting period.

## Alarm Time Criteria

Click this button to set the alarm time criteria for the items you want to place in the **Fast access panel**. You can set the criteria to an exact time as well as limiting period.

## **Card Type**

Select one of the three options. Selecting Don't care will enable selection of both Templates and Simple documents. Selecting one of the other two, will limit the selection to the type of card selected.

## **Item Selection**

Select one of the three options.

Selecting Don't care will enable selection of both Folder and Document cards.

Selecting one of the other two, will limit the selection to the type of item selected.

## **Alarm Check Criteria**

To ignore the alarm status check the don't care box.

To limit the selection to cards without alarm checked clear the alarm box as well as the neighboring don't care.

To limit the selection to cards with the alarm checked, check the alarm box and clear the neighboring don't care.



## Close Button

Click this button to conclude setting the selection criteria closing the dialog box and initiate a search which will result in adding the selected items to the **Fast access panel**.

## Cancel button

Click this button to abort the operation and return to the Docloger Main Window.

## **Set Button**

Click this button to create the SQL expressions and put it in the SQL boxes. Two expressions are created; one for selecting Document Cards and one for Folders.

## **Don't Care Button.**

Click this button to clear all the limitations on items selected. This button is used to set all of the controls to a "Don't Care state.

## **SQL Search Statements**

For the more technical user. The search performed in the data base is done using MS SQL statements. The Docloger creates a SQL statement based on the setting of this window. The user can edit the statements or create his own. however by making certain mistakes you may destroy the data base or crash the program. Please limit your SQL to search commands only. Dont use data manipulation commands.

## **SQL>> Button**

Click this button to see extension to this window. The extension enables edit SQL expressions, storage and retrieval for future reuse.

## **SQL Statement box for Documents**

SQL statements for selecting documents can be viewed and edited in this box.

## **SQL Statement box for Folders**

SQL statements for selecting folders can be viewed and edited in this box.



## Wild cards (SQL)

### *Wild-Card strings.*

Used for Searching a card when a partial information only is available. For example you search for a document card of a letter sent to a person called Gary. You know his name should be on the title line of the card, however you dont remember any other detail of the title line. You will begin the search string with an asterix (\*) signaling that any text may be on the title line before the text Gary, you will place another asterix following the word Gary to signal the system that any text may follow the word Gary.

If you omit the asterix the system will look for a card with a title line on which only the word Gary is written.

Note:

When you search for a data file or an application file if you omit the path you should put an asterix before the file name

"\*" (Asterix) will allow for any text of any length.

Sample: wh\* finds what, white, and why.

\*at finds cat, bat, and what.

"?" (Question mark) will allow for a single character.

Sample: b?ll finds ball, bell, and bill

"#" will allow for a single digit.

Sample: 1#3 finds 103, 113, 123,... ,...

[] Will allow single character enclosed in the brackets.

Sample: b[ae]ll finds ball and bell but not bill.

"!" Will negate the list of characters.

Sample: b[!ae]ll finds bill and bull but not bell

"-" Will allow for any character in the range of characters.

Sample: b[a-c]d finds bad, bbd, and bcd but not bed.

## SQL Storage and Retrieval

### *To Store SQL statements:*

Key a name in the Name Box

Click the Store button. This will create a record of the SQL statement. currently in the SQL box above.

### *To Recall SQL Statements*

Select the name in the name box This will make the SQL statement available in the box below.

Click the recall button to copy the text to the box above and make it ready to be applied.

Click the <CLOSE> button to initiate a search and place the selected items in the **Fast access panel**.

### *To update a statement*

Select the SQL name in the name box.

Edit the SQL text in the box below.

Click the Update button to update the text stored in the Data Base. Recalling the SQL in the future will recall the edited text.

### *To Delete a statement*

Select the name of the SQL to be deleted.

Click the Delete button. The statement will be erased from the data base permanently.

## **Delete SQL From Storage button**

To delete a stored SQL

Select the name of the SQL to be deleted.

Click the Delete button. The statement will be erased from the data base permanently.

## **Store SQL Button**

To store a SQL statement in the Data Base.

Key a name in the Name Box

Click the Store button. This will create a record of the SQL statement. currently in the SQL box above.

## Recall SQL Button

To Recall a stored SQL statement for immediate reuse:

Select the name in the name box This will make the SQL statement available in the box below.

Click the recall button to copy the text to the box above and make it ready to be applied.

Click the <CLOSE> button to initiate a search and place the selected items in the **Fast access panel**.

## **Update SQL Button**

To Update a SQL text stored in the data base:

Select the SQL name in the name box.

Edit the SQL text in the box below.

Click the Update button to update the text stored in the Data Base. Recalling the SQL in the future will recall the edited text.

## SQL Name Box

This box is used to name a SQL statement for storage and retrieval purposes for more details see **SQL Storage And Retrieval**

## **Stored Documents SQL Box**

This box is used to view and edit SQL statements stored in the data base for more details see **SQL Storage And Retrieval**



## **Stored Folders SQL Box**

This box is used to view and edit SQL statements stored in the data base for more details see **SQL Storage And Retrieval**

## **Current Card**

The title of this window display the title line of the current card. If a macro is assigned to the current card either as a "Startup Macro" or as an "Alarm Macro" it will be displayed initially. The assign and recall operations will be related to this current card.

## **Macro Title**

Each macro has a title line which is used to identify the macro.

To create a new macro select the new macro title line and key in the new title. Edit the macro and click the OK button.

## Macro Text Pad

Edit the macro text in this box.

## Help button

Click this button to view help about macros.

(invoke Windows Help)

## Key Text button

depress this button to change the keyboard behavior. When this button is depressed hitting a key will print the text used to simulate the key when executing a macro. Useful while keying text for the @hk command; this command send keyboard strokes to the current application window.

## **Test Run Button**

Depress this button to test your macro. Some commands have a residing effects. The key will remain in its depressed position as long as the residing effects are on. Depress again to stop the macro and remove all residing effects.

## Type Frame

The controls in the "*TYPE*" frame is used to assign and recall macros allocated. Macros can be assigned to a card as a start up macro, as an alarm macro or as both. **To assign** a macro: on the card view make the card you want the macro assigned to current. Click "*MACRO*" button. Recall the macro by selecting its title in the *Macro title line* box. check the appropriate box (either *startup* or *alarm* or both) and click the "*ASSIGN*" button. **To recall** a macro assigned to a card: check the appropriate box (either *startup* or *alarm*) and click the "*RECALL*" button. **To Cancel macro assignment:** check the "*OTHER*" box and click the "*ASSIGN*" button.



## Assign Button

Click this button to assign the macro to the current card for more details see [Type Frame](#)

## Recall Button

Click to recall a macro assigned to a card either as Startup or Alarm. for more details see **Type Frame**

## Macro Type Check boxes

To assign a macro as either Start up or Alarm or both check the appropriate box and click "*ASSIGN*". To Cancel assignment check the other and click the "*ASSIGN*" button. A startup macro will be invoked when the card is activated. an alarm macro will be invoked when the card alarm is being activated. for more details see **Type Frame**

## **Delete Macro Button**

Click here to erase the current macro off the data base.

Use with care!!

## **Abort Button**

Click to abort the current macro editing session. All changes to macros will be lost.

## **OK Button**

Click here to conclude the current macro editing session and save the changes.

## Folders Panel

A panel in the "Docloger" Main Window, that displays the Folders structure.

Use to select current folder and to edit the folders structure.

A banana icon left to the folder icon means other folders are stored in this folder. A peeled banana indicates an expanded folder branch.

The folder icon's image indicates whether the folder is opened or closed.

### **Actions:**

Point to an item and Click right button to have a pop up menu appear.

Click on a title line to select the folder and make it current.

Click the banana icon To expand a collapsed folder branch.

Click the peeled banana icon To collapse an expanded folder branch.

Click the closed folder icon to see its contents. The contents is displayed in the documents panel.

Click the opened folder icon to close it and clear the **documents panel**.

Double click on a document title to display the Cards view window. All of the documents in the folder will be put on the cards stack

## Documents panel.

A panel in the " **Docloger** " Main Window, that displays the contents of a folder.

Use to select the current document and to move copy or deleted documents.

Click on a document title to select it and make it current.

### **Actions:**

Point to an item and Click right button to have a pop up menu appear.

Click on a title line to select the item and make it current.

Double click on a document title to display the Cards view window, all of the documents in the panel will be put on the cards stack with the clicked document on top.

Click on a document icon to open its containing folder.

Double click on a document icon to activate it.

Click on a folder icon to open it.

Double click on the folder title text to display the *Cards view* window and put the cards contained in it on the cards stack



## **Fast access panel.**

A panel in the " **Docloger** " Main Window, usually hidden. Can be made visible by clicking "**View**" or "**Add**" button.

The **Fast access panel** display items selected by some criteria, or dragged into the panel. On this panel it is possible to carry group operations.

documents and folders can be grouped regardless of their containing folder.

This panel enables selecting multiple items using the "Shift Click" and "Control Click".

### **Actions:**

Point to an item and Click right button to have a pop up menu appear.

Click on a title line to cancel the previous selection, select the item and make it current.

Click on a title line with the shift key depressed, to add all items between the current and the previously selected item to the selected items

Click on a title line with the shift key depressed, to add the an item to the selected items and make it current.

Double click on a document title text to display the Cards view window, all of the documents in the panel will be put on the cards stack with the clicked document on top.

Click on a document icon <D> to open its containing folder, have the document displayed in the documents panel

Double click on a document icon <D> to activate it.

Click on a folder icon \*F\* to open it and display its contents in the documents panel.

Double click on the folder title text to display the **Cards view** window and put the cards contained in it on the cards stack

### **Note:** Drag and Drop operations

Dragging an item into the **Fast access panel** will not move or copy it. Dragged items are displayed in the **fast access** panel. Dragging an item out of the **fast access** panel into folder on any other panel will move or copy it. Trying to delete an item on the "**Fast Access** panel will result with a dialog box on which the user selects whether to delete the item or remove or off the **fast access** panel.

## **Janitor Menu**

This menu contains Miscellaneous tasks mainly for house-hold. The entries available are:

**Activate external,**

**Activate**

**Place phone Call**

**New Item**

**Delete current item**

**Edit current item's Title**

**Panels display setup**

**Iconize on act.**

**Dialer set up**

**Import**

**Data-Base Maintenance**

**Exit**

## **Exit (Terminate) The Docloger.**

In the *Janitor* menu select the *exit* entry. You can either restart the windows session or just terminate the Docloger. When the Docloger is used as a replacement for the Program Manager The current window session is terminated together with the Docloger.

## Phone Dialer Set Up

Click in the *Janitor* menu the *dialer setup* entry to have the dialer setup dialog box appear.

Select the Comm port to which your modem is connected on the *comm port* option frame.

The default settings of the *reset* and the *dialing strings* are OK for most cases, however if you have troubles check with your modem manual and set accordingly.

## **Iconize on start**

Select to have the Docloger window iconized any time you activate a document. Setting this item will be recorded. To reset the behavior select it again.

## **Edit the current items title**

Select this menu to have the edit title dialog box appear and to edit the title.

## **Delete Current Item**

To Delete an item select it and select this menu entry. When a group of items is selected on the **Fast access panel** the group will be deleted.

## New Item

Select to create either new folder or new document.

To create new folder:

Make the containing folder current by clicking its title line

Select the *new folder* on the *Janitor* menu under the *new item* entry.

To create a new document card:

Make the containing folder current by clicking its title line.

Select the new document on the *Janitor* menu under the *new item* entry.



## **Activate a document**

Select to activate a document card.

To see more about documents activating see

**Documents and Templates.**

## **Activate External**

Run applications, by "point-and-click". It is also possible to point and click data files registered with windows system association data base. When selected will present the user with a dialog box, use it to navigate and point to the application or the document file, stored on your disk.

## View Menu

This menu contains entries controlling the visibility of folders documents and panels.

**Cards Window.** A window of cards details. Viewing and editing.

**Fast Access panel.** A panel enabling quick access and group operations.

**expand one level.** On the **folders panel** see one level deeper

**expand all.** On the *folders panel* see all the folders in all levels.

**expand branch.** On the *folders panel* see all folder levels of a single branch.

**collapse.** On the *folders panel* hide the inner levels of a branch.

**Data Base Statistics.** Answers to some statistical questions.

## Data Base statistics Menu

Select the DataBase Statistics under the *view* menu to see the following items.

Total # of folders: This number reflects the number of folders stored in the data base. It is also the number of folders in the *folders* panel.

Total # of documents: This is the total number of documents in your data base.

# of Items in the **Fast access panel**: This is the number of items on the *fast access* panel

# of items in the **documents panel**: This is the number of items stored in the folder of which currently the contents is displayed on the *documents* panel.

## **Help Menu**

This menu contains windows help related entries. Other items are registering your program and system information data.

## **Delete button**

Used to delete the currently selected item. This is a destructive delete that should be used carefully.

Deleting a folder will delete all its contents including folders and contained document cards. When a document card which is referencing an existing data file is deleted you can delete the data file as well by clicking "YES" when asked.

## Telephone Dialer

To Dial a number: select an item (Document Card or Folder) of which the text of the title line include the word "Tel" followed by the telephone number you want to dial. When a dialog box appear, Lift the phone and click the OK or hit the space bar.

To abort dialing click the *Phone button* (for the second time) before the dialog appear.

Notes:

Make sure the *comm Port* of the *Dialer Set up* Dialog is set to a port to which a modem is connected to and it is free to dial.

A Fax or a modem waiting for coming in calls may be busy and may refuse the dialer.

## Card view Window button

In the Cards view Window it is possible to see and edit details of document cards. In the *Cards view window* You can page through the cards currently on the cards stack.

To edit a **card reference data** Select the card and click this button. All of the cards in the folder containing this card will be put on the cards stack. The selected card will be visible on top of the stack.

To put all of the cards in the fast access panel on the stack, Select a card on the fast access panel and click this button.



## **Edit Title button**

To edit The title line of an item:

Select it by clicking its title line.

Click this button and edit the title line on the dialog box.

## **Activate A Document**

Activates the currently marked document.

**more details.**

## Root Line

On the folders panel

This line represents the folder that contains all other folders. Clicking the folder icon on this line will display the root folders in the in the "document panel". In the root folder only folders can be stored; no document storage.

Drag items into it in order to move or copy into the current marked folder.

## **Selected Item**

On the Fast Access Panel this line is the currently selected item. When the fast access panel is current All buttons and menu operations will relate to this item. The Remove button will remove the selected item from the *fast access* panel

## Closed Folder Icon

On the documents panel, this icon is the representation of a folder. Click once to display the contents of the folder in the documents panel. Drag items into it in order to move or copy into this folder. Drag it to another folder to copy or move it.

## Folder title Line

On the **folders panel** this line is the text used as title of each folder. Click once to have the clicked folder set as the current selected folder. Click twice to display the documents contained in this folder displayed in the **Documents Panel**. Drag items into it in order to **move** or **copy** into the current marked folder. Drag it to another folder to copy or move it.

## **New Item, buttons Frame**

This box is equivalent to the "*new item*" entry in the "*Janitor*" Menu. In this box you find two buttons which are used to create new items. To create a new item you select the containing folder and then click either the **folder button** or the **document button**.

## **Fast Access Button Frame.**

This box is equivalent to the "*Fast Access*" Panel entry in the "*View*" Menu. In this box you find buttons used to control the display of the **Fast access panel** The buttons are: **View/Hide button**, **Add button**, **Clear button**, the **Remove button**.



## **"Fast Access Panel" Remove Button.**

Click this button to remove The selected items off the **Fast access panel.**

## **"Fast Access Panel" Clear Button.**

Click this button to remove all entries off the **Fast access panel.**

## **"Fast Access Panel" ADD Button.**

Click this button to select items to show on the **Fast access panel**. A search will be performed according to the criteria entered into the **Select Dialog Box**. You can also add items to the *Fast Access* Panel by dragging and dropping into it.

## **"Fast Access Panel" View/Hide Button.**

Click this button to make the **Fast access panel** visible or invisible.

## **New "Document Card" Button.**

This button is used to create a new card. To create new card:

Select the containing \*folder

Click this button.

Enter the Title of the new Card to the dialog box

Click OK.

To set the rest of the card details click the *Card View button* while the new card selected.

on the Cards view Window double click on each item to edit or set.

\* The root folder cannot contain cards

## **New "Folder" Button.**

This button is used to create a new folder. To

Create a new folder:

Select the containing folder

Click this button.

Enter the title of the new card to the dialog box

Click OK.

## **Closed folder icon**

On the **folders panel** this icon is the representation of a folder. Click once to display the contents of the folder in the **documents panel**. Click second time to close the containing folder. Drag items into it in order to **move** or **copy** into the current marked folder.

## Containing Folder

On the documents panel This line is a line assigned to the containing folder. Click the icon to the left of the text to display the contents of one folder one level higher than the current and make it current. Click twice to display the documents contained in this folder displayed in the *Cards view* panel. Drag items into it in order to move or copy into it.



## **Selected Folder**

On the **folders panel** this line is the currently selected folder line. All button and menu operations will relate to this folder.

## Opened Folder

On the folders panel this icon indicates that this folder is an opened folder. This folder's contents will be displayed on the Documents Panel.

## **Collapsed Branch Icon**

On the **folders panel**, This icon placed by a folder is an indication that the folder contains other folders. Clicking this icon will expand the view one level deeper into the folders hierarchy.

## Expanded Branch Icon

On the folders panel, This icon placed by a folder is an indication that the folder contains other folders. clicking this icon will collapse the view up to the level of the near by folder.

## **Title Line**

On the **Documents Panel**, this line is the text used as title of each item. The icon to the left of the title indicates the type of Item. When the icon is a closed folder icon The following operations are active:

Click once to have the clicked folder set as the current selected folder. Click twice to display the documents contained in this folder displayed in the **Card Form**.

Drag items into it in order to **move** or **copy** into the current marked folder.

Actions of a Document item depends on the document type, **Template** or **simple document** Drag this item to a folder to **move** or **copy**it.

## Title Line

On the **Fast Access Panel**, this line is the text used as title of each item. The Mark to the left of the title indicates the type of Item. When the Mark is **\*F\*** The item is a folder. When the Mark is **<D>** The item is a document card. To remove an item from the **Fast Access Panel**, select it and hit the *remove* button. Drag items into it in order to **move** or **copy** into the current marked folder.

## **Folder Mark \*F\***

On the **Fast Access Panel**, this mark indicates the item is a folder. When the \*F\* is clicked it will be set as the current selected folder. It will be Opened and visible on the **folders panel** and its contents will be displayed in the **documents panel**.

Drag this item to a folder to **move** or **copy** it.

## **Separation Sleet**

This Sleet can be dragged left and right so that the visible range on it's left and right can be adjusted. The position of the sleet will be saved when selecting the "save Size and Location for start-up" under the "*Janitor*" Menu.



## Document Card Mark <D>

On the **Fast Access Panel**, this mark indicates the item is a Document Card. When the <D> is clicked it will be set as the current selected Documents Card. Its containing folder will be Opened and visible on the **folders panel** and its contents will be displayed in the **documents panel**.

Click the <D> twice to activate it. Actions of a Document item depends on the document type, **Template** or **simple document** Drag this item to a folder to **move** or **copy**it.

## Template Icon

On the **Documents Panel**, this icon marks a template card which is used for creation of new documents and document cards; based on the reference data stored in the template card. Detailed description can be found in the **Documents and Templates** section.

Drag this item to a folder to **move** or **copy** it.

## Document Icon

On the **Documents Panel**, this icon marks a Document card. It is used to reference a document.

Detailed description can be found in the **Documents and Templates** section. Drag this item to a folder to **move** or to **copy** it.

## **Move Item.**

To move an item, drag it to the new location and drop it there.

To copy an item drag while pressing the control key.

**Folders** and Document cards are stored in a structure in which folders are containers. Document cards are cards containing reference data to documents stored on the computer's disk. The user can move or copy document cards or folders freely from any folder to another. Folders moved are moved together with all the folders and documents stored in them. The whole structure branch contained in a folder will move with the folder.

**Document cards** can be moved from their current containing folder to any other folder except the root folder.

## Copy Item.

To move an item, drag it to the new location and drop it there.

To copy an item drag while pressing the control key.

**Folders** and Document cards are stored in a structure in which folders are containers. Document cards are cards containing reference data to documents stored on the computer's disk. The user can move or copy document cards or folders freely from any folder to another.

Folders copied can be copied with the documents in them or with out; to select check the box on the copy dialog. Folders are copied together with all the folders stored in them. The whole structure branch contained in a folder will be copied with the containing folder.

**Document cards** can be copied from their current containing folder to any other folder except the root folder.

## Documents and Templates.

In the "Docloger" each document is referred to by a "**Document card**". Two types of cards are defined: A "**Template Card**" and a "**Document Card**".

A "**Document card**" is used as container of data referencing a document; this include data which is entered and edited freely by the user and data which is a reference to the application and an application specific data file.

The "**Command Line**" defines how the document will be activated. The word "**%application**" will be replaced by the application program file path. the "**%data**" will be replaced by the data file path. Any other letter will stay in its place and will be taken as a command line parameter. When the **%data** file is erased from the command line, upon activation the application will run without any data file.

The **template** attribute defines what sequence of actions will take place upon activation. in case of a **template document card** the following sequence will take place

1. In the Work directory of the template a file is created, the file name is a unique random name.
2. The template data file is copied into this file.
3. A new document card similar to the template is being created.
4. The user is asked to enter a new title line.
5. The data of the newly created card is being updated to reflect data specific to the newly created data file. The items changed are the title, data file name which becomes the newly created file name, the creation date and the card type which is document.
6. The new card is being activated:
  - A. The current directory is changed to the "**work-Path**"
  - B. The application of the card is being launched with the newly created data file. according to the command line.
  - C. If a macro is set to be a start up macro it is activated.

When a "**Document Card**" is being activated only the following takes place:

- A. The current directory is changed to the "**work-Path**"
- B. The application of the card is being launched with the newly created data file. according to the command line.
- C. If a macro is set to be a start up macro it is activated.

Note: On the **documents panel** each item is marked with an icon. The icon of a template document card is red and a document card is white.



