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Effective Notes
Reminder
Software Help Manual
Effective Aspects

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Table of Contents

Table of Contents	2
1. GETTING STARTED	4
1.1 INSTALL AND UNINSTALL	4
1.2 KEY FEATURES	4
1.3 PURCHASING	5
1.4 CONTACT US	5
2. PROGRAM OPTIONS	6
2.1 WIZARD HELPER:	6
2.2 OPTIONS DIALOG:	6
3. CREATING PROJECTS	10
3.1 NEW	10
3.2 OPEN	10
3.3 SAVE	10
3.4 SAVE AS	11
4. CREATING AND ORGANIZING RECORDS	12
4.1 ADD	12
4.2 MODIFY	12
4.3 REMOVE	12
4.4 CREATE FROM EXISTING	12
4.5 CREATE A STICKY NOTE	12
4.6 OPEN RECYCLE BIN	13
4.7 MOVE TO NEW FOLDER	13
4.8 EDITING FOLDERS:	13
5. VIEWING AND EDITING RECORDS	14
5.1 VIA AGENDA	14
5.2 VIA PROJECTS	15
6. CREATING AN AGENDA REPORT	16
7. SETTING ALARMS	17
8. DETAILS WITHIN A RECORD	18
8.1 MAIN ARTICLE	18
8.2 RECORD STATUS	18
8.3 CONTACT DETAILS	18
8.4 PERSONAL FIELDS	19
9. EDITING THE ARTICLE	20

9.1 REVIEW.....	20
9.2 EDITING	20
9.3 ARRANGE.....	20
9.4 INSERT.....	21
9.5 TEXT EDITING TOOLS:.....	21
9.5 RULER.....	22
10. DIALOGS IN DEPTH.....	24
10.1 PRINTING.....	24
10.2 HYPERLINKS.....	24
10.3 SPELL CHECKER.....	24
11. SHORTCUT KEYS.....	25
12. LICENSE.....	27

1. GETTING STARTED

1.1 INSTALL AND UNINSTALL

Installing is a simple process. Usually your file will be saved to the desktop or My Documents folder. The file by default will be called ERSetup.exe and running this will start the installation. During the installation, you will be presented with many pages containing options, including installation location and where to place the program icons. The uninstalling can be done either from the uninstall option found in the Effective Notes Reminder folder in the start menu, or via the Add/Remove Programs found in the Control Panel.

1.2 KEY FEATURES

AGENDA AND PROJECTS

These are the two main sections you will find. The controls to change these exist in the status bar and the View menu. The status bar has two large buttons from which you can switch easily. Agenda page acts as your planner/scheduler where you can search via date ranges. The Project page is just that. It is your project (or many sub projects) and from there you can then choose to work within tree views and either the grid or the record's page.

CONTACTS WITHIN FOLDERS

The key features found in this program consist of having not only projects, but also smaller sub projects that can house contacts and tasks independently. This makes running smaller sections of people, notes and events within separate parts, but still allowing the concept of moving people from one section to another. The fact of having contacts in a section does not limit the assigning of any person to whichever records you have.

SEARCHING AND FILTERING

Project search

Searching within your project is easy. Firstly, you need to be within your Project page, and from there choose the Search tab. This will then give you the opportunity to search within title, article and folder names plus many other locations. In addition, you can use the standard searching criteria such as whole word and matching case. The search text you enter is saved for a future time. The list can also be cleared later via right clicking on the pane and selecting "Clear list."

Agenda search

Searching via Agenda can also be done just as easily. This is slightly different as you "filter" your results via the date range and via the record types.

The date range can be filtered in many more ranges than in most other organizers. This was important when creating this program that this could be done. Filters include, 1 day, 5 days, 1 week, 4 weeks, 2 months etc. This will be discussed more in Part 5 of this manual. The filtering of the record types can be seen more visually always in the status bar (at the bottom). This not only shows which type of records are available (with a number), but also which types are being

used.

CUSTOM PRINTING

This is a brand new set of dialogs created solely to make the whole printing in software more streamlined. It consists of the older features that most people already know about. The features are initially included within a main dialog that acts as the preview window, as shown below. From this (on the left side is a pane) people can then select with simpler smaller dialogs to set margins, header and footers, portrait or landscape, or which printer to use. You can always see visually what settings you have chosen with the help of a small status box.

CONTEXTUAL ARTICLE TOOL BAR

This tool bar is broken into groups of icons, for instance: editing – cut, copy, paste etc. This removes the initial overwhelming experience of the older-styled long thin tool bars that have become so commonplace. The grouping firstly makes you go to the right section before clicking on a button. It also helps you choose features that you may not normally select. The grouping is done in Review, Editing, Insert, Arrange, Fonts, and Pictures (Filters and effects). The Fonts and pictures groups will never be shown together. They are contextual to whatever content is selected. If you select text then you have no need to edit the picture tools and vice-versa.

COLOR THEMES.

Colors for the main window and modify dialog can be set via the small set of buttons at the top right of the main window. This will change the color of the main screen to reds, yellows, greens, blues, system colors etc. These are preset colors that not only affect the main screen, but also the color in the modify dialog.

1.3 PURCHASING

Purchasing can be done effortlessly. We use an American company to which we let them sort out the financial side of the website. You can go to this website quickly from the Help menu. Clicking “Activate” will open the dialog below. They give you an initial page to where you enter the amount of programs to buy. From there you get a sub total and following on from that you then enter your bank details securely. Upon a successful purchase, you will receive an email, which will contain your serial number. Please keep this safe! The website link to go to is

http://store.kagi.com/?6FEVH_LIVE&lang=en

1.4 CONTACT US

You can contact me (Nigel Openshaw) via the one and only email address (easy for you and easy for me also). If you are in need of help for whatever reason, be it program support, errors/bugs, purchasing or activation etc. then get in contact at nmoapps@gmail.com

2. PROGRAM OPTIONS

The basic tools to make the process of using this program a bit easier can be found in just a few locations. These include the Wizard Helper and the Options dialog. In addition, you can right click in the main window's background to access the view menu quickly. From there you can then show or hide features from view.

2.1 WIZARD HELPER:

The Wizard Helper is a quick-setup dialog that helps to configure the folders and files to help you organize your data. First off, you are presented with a dialog to choose either free or professional version. Depending on the time you have had the software installed the period may be over to try the professional version in trial mode. If you have purchased it then you can freely go between versions if you please. The differences between them include many features and advances to make organizing your data easier; for instance, you have the ability to export your agenda via email, print out or save to file.

The next page allows you to set the folder location. When you run the program, all your files are located within one folder and any sub-sectioned folders. This is to help you find your files much quicker than just leaving them all over your hard-drive. The main folder can store your main project files, backups, auto-saves and hyperlink list files to name but a few. Upon pressing finish will then create (if not already existing) folders for you.

2.2 OPTIONS DIALOG:

The options dialog allows you to tweak the running of the program to fit your own needs. If you prefer to have certain aspects the way you like then this dialog can help you.

FOLDER LOCATION

The folder location is where your folders and files can be found. You can choose where the main reminders folder will be created. You will be asked to restart the program upon change of this location.

START-UP

Launch Program at start-up

This allows the program to start at the beginning of the opening of Windows.

Section to start with

This allows you to by default start with either the Agenda page or the Project page.

Minimize to system tray on start-up

This allows the program to be discreetly run at start-up with only the tray icon being shown.

Minimize to system tray on close

This allows you to close the program from view and then hide away in the system tray. Unchecking this will then close and terminate the program upon close of main dialog.

Minimize to system tray on minimize

This allows you to minimize the program from view and then hide away in the system tray. Unchecking this will then minimize to the task bar only.

ITEM SETTINGS

Item default values

Here you can set the default record type and color. This could be useful if either you want to work within groups or all your records will be the same style. The record types include contacts, events, journals, memos and tasks. If you prefer to use only one or so types then this can help. Also the default record can be set to various colors such as red, blue, yellow, silver, orange and many more.

Loading settings

When you open a project file, you can see the contents in a tree view as either a list of folders or all contents including the files. As a default, this will be turned off. If you have just a handful of records then this can help considerably, but if you have hundreds of records, it may be more advisable to work with this option turned off. It makes it easier if folders are not hidden at the bottom.

PROJECT BACKUP

Auto-save

This feature allows any unsaved work to be backed up as a separate file. This feature is only available in the professional version. It creates a file with the same name and the date at the point of saving. The Auto-save's time can be changed to another value in minutes from one to as many as you like. These are saved in an auto-save folder that can be found in the main reminder files folder location.

Backup

You can backup from 1 day to 6 weeks. As with the auto-save, you can find separate files in a backup folder. This creates a file in the same manner as Auto-Save. A prompt on the dialog of the next backup can be seen next to these options.

FORMAT TOOLS

Font list manager

The font list manager works by allowing you to use only the fonts you like. There are two list boxes. The first houses the main collection of fonts that are on your computer. The second shows a list of fonts that you have chosen. During the use of viewing your articles, if a font has not been classed as one of your favorites then it will be temporarily installed into the drop down list.

Color drop down list size

Wherever you see a drop down color palette, you have the opportunity of allowing four different styles. The different styles are viewable with different variations and amounts of colors. Below are the four styles.

- 9 by 3 (27)

- 8 by 8 (64)
- 16 by 8 (128)
- 24 by 10 (240)

As you can see in the brackets, there are the numbers of colors available. For simple editing and typing then the first two would be sufficient.

ARTICLE FORMATTING

Fonts theme

The fonts theme is a simple default theme editor that keeps your personal choice of font-name, font-size and color for every time you use them. Whilst the main window is open, click on the default format button. This will then change the text back to using these settings. A quick settings button is also available. This works by setting the theme values to whatever formatting you have chosen in the current article.

ARTICLE LAYOUT

Ruler styles

The ruler styles allow you to change the style of the ruler. You have the choice of centimeters or inches. This does not turn on or off your ruler. That can be done from the View Menu and then Show Ruler.

Word wrap

Word wrap can change the positioning of the text in the main article window. It gives you three options. First, you can wrap to the window. This allows you to use the whole space, no matter how wide your screen is. Secondly, you have the option of wrapping to the document. This sets the right margin to the width of your page. This will set the size minus of your margins. E.g. if you have A4 paper with 1 inch margins, then you will have a page size of 6 inches.

ARTICLE PROOFING

Article proofing consists of two main areas. First, there are the spell checker tools/settings. Then there are the auto correct settings.

Spell checker settings

The spell checking has many options that can control how you can check your work.

Language

This allows you to switch (with a restart) from American English to British English or vice-versa easily. Although it say a restart is needed, if you haven't launched the spell checker as yet then you can safely change between files, but one you have checked your spelling then it will definitely mean a restart is needed.

Filtering

Filtering allows you to allow or disallow the use of numbers, special characters or uppercase words within your spell checking. This can be useful

Dictionary

This controls the load-up of the dictionary. As with most spell checkers they can take time to

load their dictionaries. These options allow you to say when you would like them loaded. To load on the first use means it will be free from loading of the dictionary at start-up. This makes the program start much faster. This is helpful if you do not use it that often. The other option of loading at start-up means it will be loaded every time the program starts.

Auto correct

Auto correct can actively monitor what you type in and change accordingly. Depending on what you type after the word or shortcut be it a space or enter pressed, then you will see a change. You can setup many of these fields yourself. They can be shortcuts or adding characters to words that you commonly miss or you spell wrong. Remember though, this should be a quick fix solution and not something to fix your errors; otherwise you could become dependent on it helping you too much.

THEME COLORS

Theme colors can be found in the top bar along side Help and Options. The themes are available in many different colors and shades. They are grouped up into main colors such as reds, pinks, yellows, oranges, greens, cyan's, blues, purples, grays, browns and windows' system colors. The windows colors are based on common system theme colors. These are useful if you prefer theme that matches much closer to your current interface.

CUSTOMIZING LAYOUT

Customizing the layout of the program can be done extensively. Some aspects are based on either the Agenda or on the Project pages, but also some features can be modified that would change both pages. Such features include the ability to show or hide the top bar and the status bar.

As for the Agenda, features that can be changed include showing or hiding the preview pane and the calendar. Also with this, you can filter the schedule results to show whichever record type you prefer. As the record types are contacts, events, journals, memos and tasks, you could therefore show just memos and tasks.

The project page also has some customizing options. These cater more for the article. The article is the main rich text-editing window that shows to the right when you click on a record. Here you can show or hide the contextual format bar and ruler. If you are not using the professional version then you will not see the ruler.

3. CREATING PROJECTS

Creating projects can be done for many reasons. As with most organizers and reminders, they do not seem to want you to run more than one database. This is somewhat of an exclusive process, because if you look at other software titles albeit in different subjects, they do not push you to add everything into just one file. Most people are aware of creating files, so with this software we have allowed the opportunity to not only create but to view and reopen other project files. You can see the past eight projects from the recent list situated in the file menu.

3.1 NEW

Whilst creating new projects is easy, the program has been made to look just one place. This is the reason for the Reminder Files folders. This allows all files to be found quickly in one location. You could create files for many different subjects etc. If you make quite a number, then it might be a good idea to create sub folders. Creating new files is done quickly. After choosing to create a new file, you will then be prompted to save it. This is to make the future saving and loading on start of program much easier. If you create a new file and do not save it then it will be saved, but with a temporary file name, then it is up to you. This will also affect your saving of the backups and auto-save. You could also create a new file via the Wizard Helper. This will create a new file in wherever you Reminder Files folders will be.

SAVE AND NEW

Whilst having the Modify dialog open you can also “save and new”. This allows you to create many records on the go rather than reopening the dialog for multiple entries.

3.2 OPEN

Opening files can be done in a few ways. Firstly, you could load from the recent list. This hosts the last eight files you would have opened. Choosing a file from here will make it move to the top of the list. Alternatively, you could load from the Open dialog. This would show you your Reminder Files folder and the initial contents. If you have made sub folders with files in those then you would need to search yourself, as every time the dialog will be opened at the root folder. After choosing to view a file and then closing Effective Notes Reminder, you will then be shown that same file the next time you start.

3.3 SAVE

Saving is usually done automatically. If you feel you want to save (for instance, your computer has a history of crashing) then there is no problem to do so. Every time you close Effective reminder, and work is still unsaved then it will be saved automatically. If the file has not been saved yet, then you will be prompted to save the current file. You will be encouraged to save in the Reminder Files folder.

3.4 SAVE AS

Save As can be used if you want to duplicate the current file. The file you create will now be the main file that Effective Notes Reminder will use. If you want to make a backup then this can be done, but as said, “The backup” would then be your main file.

4. CREATING AND ORGANIZING RECORDS.

Creating and organizing records can be done in either Agenda or Project pages. This therefore cuts down on moving from section to section.

4.1 ADD

Adding records can be done quickly. Pressing “Ctrl+N” will bring up the Modify dialog that creates the records. To help with creating new records there is a feature in the Options dialog to allow you to set by default which type of record you prefer. This means that when you press “Ctrl+N” it will open your choice. The types to choose from include contact, event, journal, memo and task. You can see your preference via the position of the shortcut in the drop-down menus. These can be found at “Create record” tool bar icon and in the Record menu.

Adding records into new folder names will automatically create those folders. The folder system is automatically monitored so there is no need to do anything yourself.

4.2 MODIFY

Modifying the records can be done either from the Modify dialog or from the grid and article windows. The Modify dialog has many more fields to choose from, but if you need just quick changes then the grid and article are nearby for you. There is a shortcut key “Ctrl+M” from which you can use. It can be found also in the tool bar; “Modify record” and also in the Record menu

4.3 REMOVE

Removing of records is very simple. There is a shortcut key “Ctrl+D” from which you can use. There is no prompt for deleting records, so be careful. Whereas, deleting a folder (with all records inside it) you will be prompted to delete. It can be found also in the tool bar; “Delete record” and in the Record menu.

4.4 CREATE FROM EXISTING

This allows you to create a cloned record with all contents the same. This can be helpful for speeding up your inserting of entries. It can be found in the tool bar, “Create from existing” icon and the “Record menu.”

4.5 CREATE A STICKY NOTE

Creating sticky notes is so easy. Once you have your record made, you can click on either the yellow toolbar icon or from the Edit menu and Create Sticky Notes. The sticky notes will copy

the connected record's details. Things like type and color will affect the visual display. The main part of course is the article text. Here you can edit the text and save back to the project. Alternatively if you have a record open to be modified and a sticky note already exists, then on the point of saving the record, the sticky note will update itself.

4.6 OPEN RECYCLE BIN

The Recycle Bin shows all records that have ever been deleted. You can see an icon available in both Project page and Agenda page. It changes just the same as the main Windows Recycle bin in that when empty it shows a different icon to when it is full (or at least one record has been deleted). If you hover over the icon it will then tell you in the popup a count of how many records are so far in the recycle bin.

After clicking on either the toolbar icon or from the Edit menu and Open Recycle Bin, you will see the dialog. In here are three main options to choose from. First, is Restore. This allows you to send the record back into the project. Second, allows you to remove a record from the project completely. Third, allows you to clear all contents from the bin.

4.7 MOVE TO NEW FOLDER

Moving a record to a new folder is a quick and simple feature. It is meant to be able to edit a record's folder without having to open the main Modify dialog. This can be found in the "Record menu."

4.8 EDITING FOLDERS:

There is a right click menu available for the tree view that then allows to quickly edit the folders. Depending on where you have selected before right clicking then you will see different menus. For the Folder menu, you will have the following options:

- Expand and collapse.
- Rename folders.
- Delete folders and contents.

5. VIEWING AND EDITING RECORDS

5.1 VIA AGENDA

FILTERING WITH DATE

Filtering via the date can help cut down the records on screen. As with most schedulers and organizers the range always felt a little limited, so here we made a larger group of preset ranges that can quickly show you what you have. No matter which one you have selected the printing and exporting of the report will change accordingly. Below is the current range of filters.

- 1 day
- 5 days
- 1 week
- 2 weeks
- 4 weeks
- 1 month
- 2 months
- 6 weeks
- 4 months
- 6 months
- 1 year

The above filters are only present in the professional version. The free version has only half of them:

- 1 day
- 5 days
- 1 week
- 4 weeks
- 1 month
- 4 months
- 1 year

FILTERING SECTION TYPES

As well as filtering by date range, you can also filter via the record types. This is especially useful if you do not intend to use all the categories. As the record types are contacts, events, journals, memos and tasks, you could therefore show just memos and tasks.

5.2 VIA PROJECTS

FILTERING WITH TABS

Home

The home tab shows all records in your project file. They are structured in a tree view layout. There is only one folder level and records can be found within this. Selecting either “All” or a folder will display the grid from which general details can be edited quickly. Selecting a record will therefore show the record bar, tool bar and article. Double clicking on these records will then show the modify dialog.

When the grid is visible, you will see many columns. These are, Sub Type, Title, Folder, Date, Priority and Status.

Search

Search allows you to look at only files that contain the criteria asked for. The layout of the results is the same as that found in the Home tab. Above the list are a few check boxes as well as the text search box and execute button. The check boxes cover a few specific areas. These are folder names, include record titles, and include notes and the more general searching tools: match case and whole word only. Using the first three check boxes is done so that you can exclude them more than include. By this, we mean if you do not want to search in the article notes, (for the reason of there may be text too general for the search) then you can simply ignore from being searched. The search for drop down box will save the text that you have looked for, so making later searches always at hand. After searching and clicking on the folders, you will see contents of those folders, but only if those records match the criteria. This will not be exactly the same folders as in the home tab.

6. CREATING AN AGENDA REPORT

Creating Agenda reports can only be done from the professional version. There are three different ways to create reports. They cover printing, sending by email and saving as documents.

PRINT

Printing your documents can be done in a few clicks. The only hard thing to do is to choose which records to print. So once, you have chosen your record from the filtering, click the Print button. This will then open the print dialog. From there it is up to you as to the orientation, margins etc. If you want to print just the article then click print from the Record Menu. This firstly gives you an option to include the title and date before going on and viewing your preview. Every time you want to print in Effective Notes Reminder, you will be presented with the print dialog. The idea is to get you to check before printing 20 copies of the same file before proofing.

SAVE AS A FILE

Saving as a file is a good alternative. If you later want to archive or send them as an attachment or even add more content then all you have to do is choose where to save. They will be saved in RTF format, which allows you to edit and add formatting and images.

EMAIL TO A CONTACT

Sending by email is also a simple process. You can send via your default email and the details will be the main body of the message.

7. SETTING ALARMS

Alarms show a small dialog on screen accompanied with a bright but short audio burst. The dialog shows the general details, including at the top: Record Type and Date and time. Below that are the Main title/ description along with a photo (if used). Next is a read-only window that shows the main article text. Lastly, at the bottom you will find the command buttons to perform actions. The buttons to choose from are Open, Delete, Print, Email, Website and Sticky note. This dialog can be found in the bottom right corner of the screen. This can be dragged and resized. The color of the dialog will be set to the color of the record.

If you decide to create a sticky note from your popup, then as said before it will copy the traits from the popup and the main record. This can be useful to transform the note from a popup to a fixed note, as the next time you start your computer all your notes you have set will be visible.

8. DETAILS WITHIN A RECORD

Records show many details no matter where you view them. They are supposed to be generic, but then again have specific fields for the task. There are a few different fields on show such as, title and date. These and much more fields can be found within the Modify dialog. This dialog is split into tabs. Although to the left of the dialog, you will always see a small group of fields. These fields are the main and important fields for defining the record. These fields include type, sub type, color, folder, location and a picture. The tabs cover the main article, record status, contact details, and personal fields.

8.1 MAIN ARTICLE

This is a simplified version of the main screen when you choose a record. It has the Fonts type and size along with most of the features from the font's tools, such as Bold, Italic, Underline and Text color. In addition, there are some arrange tools such as Bullets, Alignment and Indentation.

8.2 RECORD STATUS

The status tab houses the date and time along with a few other status fields. The date and time are setup to deal with from and to respectively. This can also be set to be 'whole day event.' This means there is no fixed time, but rather something, that needs to be done or occurs just in that day. This can be useful for general tasks. A word of warning on setting alarms for many records set with all day events. This would mean that when you start the program that day you would receive all of your alarms one by one. For many alarms in one day, it would be wise to organize to specific times. There are also some presets of dates for quick settings. As well as the three main buttons, you can find more options if you select and right click on the actual date box.

PREVIEW TIME

You can set a preview time for your alarm. The date preview can be anything from 5 minutes to 4 weeks. If you have selected an all day event, then the preview time will differ. You will not be allowed to set a preview with time, but just days. This is because the event would have no set time.

STATUS AND PRIORITY

This is more preferable for tasks and events, but can be used for whatever you like. You can set the status of your records to anything from completed, do next, canceled, postponed, sub task, on going, deferred etc. These might not always be preferable, so you can type into the box and make a custom status. There is also a percentage option you can use to mirror your status. The same also applies to the priority. You can either use the preset or create your own. The presets include very low, low, moderate, high, very high and critical.

8.3 CONTACT DETAILS

These fields are more preferable for contacts, but the same as above applies, you can use how you like. The fields here cover most details related to a contact. These include the main addresses for both home and work. You can include phone numbers too. These cover a mobile and the home and work numbers. Also are included primary email and website addresses, along with two more alternative addresses respectively.

8.4 PERSONAL FIELDS

The personal fields cover names and dates of the user, contact or person for whomever this will save. Along with the main person, you can also log his/her spouse/partner and three more dates, for example children or parents.

9. EDITING THE ARTICLE

The article is a rich text based editor. There are tools for editing text and pictures. For those who are not aware of “rich text”, the best example to give is Windows WordPad. This allows you to be creative with fonts, colors and arranging. The tools for you here are grouped up to show you in a more understandable way rather than the standard and format tool bar that have been over done and just not useful or intuitive. Below is a list of tool bar items. They are broken up to the layout found on the main screen.

9.1 REVIEW

SMALL SET OF TOOLS TO USE AFTER YOUR ARTICLE HAS BEEN MADE.

- Spell checker: This checks the spelling of your article Settings for your spell checker can be found in the Options dialog.
- Find and replace: These tools help to find and replace text in your article
- Save as draft: The saves the current article to a rich text document.
- Print article: This lets you print just the article using the main printing dialog

9.2 EDITING

A GENERAL SET OF TOOLS FOR MODIFYING YOUR ARTICLE.

- Undo: This undoes the previous action.
- Redo: The redoes the previous undone action.
- Cut: Cut the selection to the Clipboard.
- Copy: Copy the selection to the Clipboard.
- Paste: Paste the contents of the Clipboard to the article.
- Select all: Select all of the article's contents.
- Erase: Erase the selection from the article.

9.3 ARRANGE

- Alignment: Alignment has four options; Left, Center, Right and Full Justify that allow you to position your paragraphs.
- Line spacing: Line spacing has many presets for the height of your lines. If you need custom line size then open the Paragraph dialog.
- Bullets: The bullets list allows you to quickly group up items.
- Indent: Indent moves the paragraph away from the left margin.
- Outdent: Outdent moves the paragraph back toward the left margin.

- Tab stops: These allow you to control text within tabbed key presses. This is the actual dialog, but the tabs can be set with just one click on the ruler bar.
- Paragraph: The paragraph dialog has alignment, line spacing and indentation. The line spacing has more custom options including space before and space after the paragraph.

9.4 INSERT

- Icons: The icons are a set of small images portraying certain objects. In addition, there is a collection of emoticons.
- Pictures: This shows a dialog, from which you can then browse your computer for pictures.
- Hyperlinks: The hyperlinks dialog allows you to insert a link, which could be an email, web, file, FTP address etc. These links can be imported or exported for portable access.
- Documents: The documents that can be inserted can be text and rich text files. This can be from simple letters to computer code or to-do lists.

9.5 TEXT EDITING TOOLS:

FONTS

- Fonts: The fonts list houses all the fonts you have chosen. If you would like to add more or remove some then, click on the “Custom...” at the bottom of the list.
- Font sizes: Font sizes range from 7px to 72px.
- Bold: Apply bold style to the selected text
- Italic: Apply italic style to the selected text
- Underline: Apply underline style to the selected text
- Subscript Apply subscript style to the selected text
- Superscript: Apply italic style to the selected text
- Default format: Make the text default to the style in the Options dialog.
- Format paint: Copies format from one location to another. First, you select what you want to copy. Then click the button and finally click and drag in the article. This will then cover where you would like to apply the format.
- Font color: The font color has two buttons. The first is a simple painter that applies the color to wherever selected. The second has a drop down palette that allows you to choose a new color.
- Color picker: This sets the color in the tool bar to the selected color.

In addition, font properties dialog. This can be found in the article menu from the main tool

bar and the right click menu. It houses the basic font tools, with a preview window to help.

PICTURE EDITING TOOLS

When you select a picture these options will replace the font's icons in the tool bar.

Filters

- **Brightness:** This has a drop down menu with values from +40% down to -40%
- **Contrast:** This has a drop down menu with values from +40% down to -40%
- **Saturation:** This has a drop down menu with values from +40% down to -40%
- **Borders:** A border can be drawn around the selected image.
- **Soften:** This will apply a softening effect to the image.
- **Sharpen:** This will apply a sharpening effect to the image.
- **Gray scale:** This will apply a gray scale effect to the image, removing all color.
- **Negative:** This will apply a negative effect to the image.

Adjust

- **Flip vertically:** This will flip the image vertically.
- **Flip horizontally:** This will mirror the image horizontally.
- **Rotate left:** This will rotate the image to the left.
- **Rotate right:** This will rotate the image to the right.
- **Save picture:** You can save the actual image as a bitmap file.
- **Increase size:** You can increase the size of the image. Be aware that the quality will reduce.
- **Decrease size:** You can decrease the size of the image.
- **Crop image:** This opens a dialog to allow you to crop the image to a small part of it.

9.5 RULER

The ruler has a few features that you can find in the list (format bar) above. The bar has three buttons to the left and one to the right. The three to the left are:

- **Left indent:** This controls all of the indentation.
- **First line indent:** This allows you to set the indent for just the first line
- **Hanging indent:** This allows you to push the indent either more or less of the indents value.

The right indent allows you to set how far right the text will go. Left clicking on the bar will set a tab stop. If you hover over these and press left again, you can move them. Alternatively, if you right click then you can remove them. Right clicking on the actual ruler will open the tab stops dialog. In addition, double clicking the ruler will open the paragraph dialog.

10. DIALOGS IN DEPTH

10.1 PRINTING

The printing has a couple of dialogs. This is accessed via the main dialog that shows the main page preview. From there you can access the following dialogs.

- Header and footer
- Margins
- Printer types

The header and footer dialog allows you to setup for title, date and time, page number, file name and name along with lines. The margins dialog sets up your margins for left, right, top and bottom. They can be linked together, so therefore they can be synced. The printer types will show only the pages types that the printer can capable. As well as these, you can change the orientation.

10.2 HYPERLINKS

The hyperlinks dialog can cater for a few different types of links. These are websites, emails, files and FTPs. The website has an option. You can create either normal or secured.

You have the option of importing and exporting the list. In addition, you can open the links to the default programs.

10.3 SPELL CHECKER

If a file has misspelled words then the dialog will pop up. This can be very useful for common errors. After checking you should proof read it again and later as well to get a fresh feel when reading it.

If you know that the word selected is OK, then click either Add or ignore. If Add is selected please, make 100% sure you want to add it. Ignore All can be useful for names of people and places.

- Add: When you add a word to the dictionary the word goes into the main dictionary file.
- Ignore: ignores just this one occasion.
- Ignore All: ignores all following words like this.
- Replace: Replaces just this one occasion.
- Replace All: Replaces all following words like this.

If you make errors repeatedly then you could add them to the Auto Correct, which will change them for you. As said before, you should not get used to it fixing them for you.

11. SHORTCUT KEYS

Ctrl+A: Select all (article)
Ctrl+B: Bold (article)
Ctrl+C: Copy contents to Clipboard
Ctrl+D: Delete record
Ctrl+E: Align Center (Project)
Ctrl+E: Email report (Agenda)
Ctrl+F: Find text
Ctrl+H: Replace text
Ctrl+I: Italics
Ctrl+J: align full justify
Ctrl+K: Insert Hyperlink
Ctrl+L: Align Left
Ctrl+M: Modify dialog
Ctrl+N: Create a new record
Ctrl+O: Open a project file
Ctrl+P: Print record
Ctrl+R: Redo undone action
Ctrl+R: Print Report
Ctrl+S: Save the project file (Project)
Ctrl+S: Save report (Agenda)
Ctrl+T: Indentation
Ctrl+U: Underline
Ctrl+V: Paste clipboard contents
Ctrl+W: Wizard Helper
Ctrl+X: Cut contents to Clipboard
Ctrl+Z: Undo action

AGENDA:

F1: Help
F2: View contacts
F3: View events
F4: View journals
F5: View memos
F6: View tasks
F8: View Agenda page
F9: View Project page
F11: Help
F12: Go to today

Ctrl+F12: Go to next range

Shift+F12: Go to previous range
Ctrl+F1: View range by day
Ctrl+F2: View range by work week
Ctrl+F3: View range by week
Ctrl+F4: View range by 2 weeks
Ctrl+F5: View range by month
Ctrl+F6: View range by 2 months
Ctrl+F7: View range by 4 months
Ctrl+F8: View range by 6 months
Ctrl+F9: View range by year

PROJECT:

F1: Help
Shift+F1: Start Wizard
F2: Spell checker
F3: Find next
F4: Format paint
F8: View Agenda page
F9: View Project page
F11: Article Preview
F12: Save as draft

Ctrl + Space: Default formatting

Ctrl+F1: Line spacing value: 1.0
Ctrl+F2: Line spacing value: 1.5
Ctrl+F3: Line spacing value: 2.0

Shift+12: Collapse Folders
Ctrl+F12: Expand Folders
Ctrl+Shift+F12: Edit Folders

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