

Tornado Notes™

operation guide



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T.M.

MICRO LOGIC CORP.
BOX 174
HACKENSACK, N.J. 07602



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Hackensack, NJ 07602
(201) 342-6518
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Welcome

Welcome to Tornado Notes - a new idea in personal computer software. Tornado Notes is a totally new RAM-resident productivity tool for IBM-PCs and compatibles. Unlike spreadsheets and databases which process STRUCTURED data, Tornado Notes lets you process RANDOM INFORMATION. It is fast, powerful, and easy to use. If you work at a desk Tornado Notes will make you more effective - possibly more so than even your most trusted software tools.

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Introduction

TORNADO NOTES is a new ram-resident program for IBM-PCs and compatibles that lets you enter and retrieve notes (or any unstructured information) in a new way that is easy, fast, and powerful. It is an important new tool for serious computer users.

You can use Tornado Notes for: ideas, memos, thoughts, lists, things to do, addresses, hard-to-remember numbers, directions, prospective customers, formulas, procedures, bibliographies, reminders, and much more. You can also use it for simple wordprocessing.

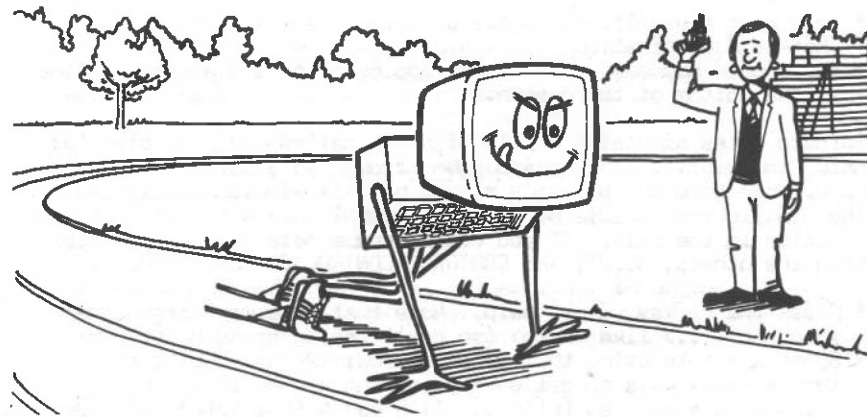
TORNADO NOTES lets you enter and manipulate modules of text called notes. The freedom with which you enter notes and the speed of finding them by content are two reasons why TORNADO NOTES is an important new productivity tool.

TORNADO NOTES is ram-resident. That means it stays in high-speed memory for instant access as long as your machine remains on. A single keystroke gives you access to TORNADO NOTES from other software.

TORNADO NOTES was designed for speed and for ease of learning. The user interface is of a new design.

TORNADO NOTES runs on the IBM-PC and compatibles with PC-DOS (MS-DOS) 2.0 or later. It runs with most standard and resident software.

Quick start



This section is for experienced users. If you are new to computers please refer to the "Getting Started" section. Whatever your experience, please review the full manual as it contains information of value even to advanced computer users. In the directions below the notation "<...>" indicates a single key (eg: <Esc> or <Return>)

- * Apply a write-protect tab to your master disk ✓
- * Start your system normally

- * Copy all files on the "original" disk to a "working" disk ✓
- * Store the original disk in a safe place
- * Put the Tornado Notes working disk in the default drive ✓
- * At the DOS prompt type: TN <Return>
- * Wait about 20 seconds for a welcome message and another DOS prompt.
- * Hold down the <Alt> key while pressing the J key (this is the "hot-key" combination).
- * You should now see several overlapping notes and a control line at the bottom of the screen.

Tornado Notes simulates a pile of notes called the REAL pile (all notes in memory). The up and down arrow keys allow you to browse up or down thru the pile. A single note is always highlighted. The highlighted note is called the CURRENT note and indicates your position in the pile. If you do not see a note that is brighter than the others, ADJUST THE CONTRAST CONTROL ON YOUR DISPLAY.

- * Press the F1 key to get help. Note that keys with legends are shown in <...> like <Home> (so don't try to press H for Home).
- * Spend a minute using the up/down arrow; <PgUp> <PgDn>; and <Home> <End> keys to get used to moving around in the pile.
- * Try adding a note as follows: 1) Press N (for Note) 2) Type in a note. 3) Press <Esc> 4) Adjust the shape with the arrow keys. 5) Press <Esc> again.
- * Now start experimenting with the listed commands.

Before using a command like EDIT, you must make the note you want to edit the highlighted CURRENT note (eg: using up/down arrow keys).

The GET command forms a SEARCH pile of notes taken from the REAL pile (those notes matching a specified key).

- * If you have a color monitor refer to "The Adjust Menu" for adjusting the color.
- * If you are getting color "snow" refer to "In case of difficulty".
- * If you make any adjustments or change any notes use the commands D S (Disk Save) to save everything to disk. The first time you do this you will be asked to define a path. Simply enter one of the suggestions.
- * From the MAIN menu press C (for Clear) to go back to the "foreground" (DOS in this case). (The Clear command will not effect your notes.) Press the hot-key combination again (Alt-J) and you are back into Tornado Notes.

IMPORTANT: NOTES ARE STORED IN RAM FOR FAST ACCESS. IF YOU HAVE ADDED, DELETED, OR CHANGED ANY NOTES YOU MUST SAVE TO DISK - ESPECIALLY BEFORE RESETTNG OR TURNING OFF YOUR MACHINE.

Some things you should know: 1. It is important to adjust the contrast control on your screen so you can pick out the "current" note. 2. After a few minutes of keyboard inactivity the display will turn off to protect your screen (press any key to reactivate). 3. As soon as you learn the commands of the MAIN menu you will be better off disabling it by pressing F1 twice. This way it will not distract you as you browse through your notes.

Read the "Important Concepts" section. If you ever have any questions first check the section "In case of difficulty."

Making the transition



Here are some questions and answers you might have about switching to Tornado Notes (from paper and pencil or from another program).

Q: I have been scribbling notes on paper for years - and I just can't see doing this on a computer.

A: That is what many users feel at first. But just talk to them after they have switched. Many users will not go back to paper and

pencil for \$1,000.00 - we asked. If you talked to Tornado Notes users they would easily convince you to make the transition. It really works. The benefits are so many that you owe it to yourself to give a new idea a chance. And the switch is easier and more fun that you think - Tornado Notes was designed to be easy to learn.

Q: I am not sure Tornado Notes fits my work style.

A: Although Tornado Notes is a new concept people are easily adjusting to this more effective way of working - and they are truly glad they made the transition.

Q: Why should I adjust to Tornado Notes?

A: You will: save time looking for information; think more clearly about everything you do; save time rewriting messy notes; make more effective decisions; be better organized; manage yourself and other better; and have an improved perspective on everything you do. When you figure many Tornado Notes users spend hours every day with this software, isn't it worth a little time adjusting to a more productive way of working?

Q: Why should I do all this just for one software package?

A: It may seem like a difficult transition to make for just one inexpensive software package, but customer after customer says that doing so for Tornado Notes was one of the best decisions they have made. If you make this small adjustment you will gain the benefits of a more effective and efficient way of working.

Q: I don't think I have enough notes to make it worthwhile.

A: We have found that people write more notes than they at first think. If you work primarily at a desk the chances are you are dealing with information of one sort or another - and Tornado Notes will become an important new tool to you.

Q: When is Tornado Notes most effective?

A: For the normal application of Tornado Notes, it is most effective when you work at a desk; have a computer that is located directly on your desk; and your computer is turned on most of the time. (Please see below.)

Q: What if my computer is not located directly on my desk?

A: Consider moving your computer within reach.

Q: What if my computer is only turned on occasionally?

A: Turn it on and leave it on throughout your work day. Don't worry, digital computers are made primarily of devices that have extremely long lifetimes. And the few moving parts are also designed for continuous operation. It is better to leave it on than to turn it on and off frequently.

Q: Why should I leave an expensive machine on just for a few seconds of use here and there?

A: The fact is that many users use Tornado Notes for hours each day. It may go against your grain to leave your machine on more often but soon it will feel perfectly normal.

Q: Why should I use up valuable space on my desk just so I can have my computer accessible for Tornado Notes?

A: Tornado Notes will more than make up for the space by cutting down on the amount of paper on your desk. And even if it did not, it becomes such an important improvement to the way you work it is well worth the space it takes up. (You can also elevate your computer off your desk to minimize the space it consumes.)

Q: How hard is it to adjust to Tornado Notes?

A: It takes a little time to really feel at home with any new tool but Tornado Notes was designed to make learning and using it easy.

In fact it is fun to learn. There are no cryptic commands and the design is visually oriented.

Q: Can I benefit from Tornado Notes if I travel often?

A: You can still benefit by transferring your paper notes to your computer whenever you can. If you travel extensively it may be best to get a portable computer.

Q: Should I learn everything at once?

A: Some people like to make it a project to learn a new software package all at once. But it is just as well to start by learning the basics. If you just learn how to: start a note; change a note; browse thru your notes; and save to disk - you will be able to benefit quickly and with minimal effort. You can then slowly add more commands to your vocabulary as you need them.

Q: Who is doing what to use Tornado Notes?

A: Not only are people moving and leaving their machine on to use Tornado Notes - they are buying new machines just to use this software. Try using Tornado Notes with a computer on your desk - you will be glad you did.

Q: Sounds great, but I don't type very well.

A: It is true that Tornado Notes requires you to type, but what a great way to improve your typing! Entering notes every day is an excellent way to do this. As an end result, you will be more productive not only in dealing with random information, but wherever you can benefit from typing. And with more and more computers, typing is becoming a key skill to higher productivity.

Important concepts

A basic understanding of a few concepts will make it easy to learn Tornado Notes.

When you activate Tornado Notes you will see a simulation of a physical pile of random sized pieces of paper. There are two ways to stack up a pile of real paper. One way is in a tidy pile where each piece of paper covers up the one below it. Another way is to spread them out as on a typical desk. There are advantages to both methods. The tidy pile lets you keep things in order better. The spread-out notes lets you see more at a glance. Tornado Notes gives you the best of both worlds in a way that is not possible with ordinary paper. Tornado Notes keeps your notes spread out so you can see as much as possible and yet keeps them in order. To do this, Tornado Notes first shows you the pile of notes spread out and shows which note is considered the topmost one by making it brighter (or a different color) than the others. You can then ask which note is the next one down deeper in the pile (by pressing the down arrow key) and Tornado Notes will lift away (out of sight) the topmost note and highlight the next one down.

It is important to understand that the second note from the top is often not overlapped by the top note, yet you want to think of it as being deeper in the pile. When you step a note at a time deeper into the pile, the highlighted note jumps from one position on the screen to another in a seemingly random pattern. This is a result of the fact that Tornado Notes intelligently places notes on the screen with attention mainly to minimizing the amount of overlap

with the notes just below it. It takes a little time to get used to the idea of the highlighted window changing positions often, but soon you will not even think about it.

Tornado Notes is designed to help you keep the notes that are currently "important" near the top of the pile. This way a single keystroke (the <Home> key) lets you see the most important notes. When you need to find a note that is not near the top, you can browse down thru the pile as you would with ordinary paper notes, or you can ask Tornado Notes to search for notes by indicating some relevant word, phrase, number etc.

Tornado Notes takes advantage of the power of your computer with an intelligent window positioning system that determines where to display a note so as to reduce overlap. The system is not perfect as it has been allowed only about 1/20th of a second to search thru almost 2,000 possible positions, examining overlap conflicts with notes as many as 12 levels deeper. NOTES WILL APPEAR AT SEEMINGLY RANDOM POSITIONS BUT IN THE END YOU WILL MORE OFTEN SEE WHAT IS IMPORTANT TO YOU WITH MINIMAL EFFORT.

Another concept is the "batch". When you browse thru a real pile of notes you might not keep the whole pile in your hand at one time. You might pick up a batch, browse thru it, and then get another batch. The same applies to Tornado Notes. As you browse down you will come to what looks like the last note only to find a new batch pop into place.

If you don't like the look of numerous notes overlapping with some only partly visible, you may activate a special option that avoids note overlap (commands: OTHER ADJUST OVERLAP YES <HOME>). The disadvantage of using the non-overlap feature is that less information will be visible - and the extra information in "overlap

mode" can trigger a thought or remind you of something that may be important. The overlap mode is recommended.

In Tornado Notes, menus are special notes with a different border. They usually appear in the lower right corner of your screen and have a "landmark" icon.

There are three important terms to understand in using Tornado Notes. The "real" pile refers to all notes in memory. The "current" note is the highlighted note that you are currently positioned at. Commands that act on a single note act on the "current" note. For example, if you want to edit a note, you normally first manipulate the browsing keys to highlight the note you want to edit.

The third term is the "search" pile. If you request all notes having to do with Smith, a smaller "search" pile of notes pulled out of the real pile will be formed. A large letter "S" will remind you that you are in the search pile. New users can be confused and think that suddenly most of the notes are gone - but all you have to do to go back to the real pile is to press the <Esc> key. In leaving the "search" pile all notes that were not deliberately moved or edited are put back at their original position in the "real" pile.

When you do a search, an overview "map" appears. This shows which notes match the key you are looking. The map is updated as you enter the key word or phrase you want to find. This is explained in detail in the section on Searching.

Getting Started

This section explains how to begin using Tornado Notes.

WHAT YOU NEED TO RUN TORNADO NOTES

Tornado Notes runs on the IBM-PC, PC-XT, PC-AT, and fully compatible computers. The operating system must be DOS 2.0 or higher. Most displays are supported - both mono and color - and you can jump into Tornado Notes from both text and graphic foregrounds for the supported display types.

Tornado Notes works fine even on systems with 128K and one floppy drive. Because there are no protection schemes it is easily loaded onto a hard disk.

Tornado Notes uses only about 1/10th of the memory of an expanded system (with 20K of note space - 20,000 characters). This includes 50K for the program and 3K for optional help info. You can select up to 54K for note space.

Before using Tornado Notes you should make a backup. Follow the steps given according to whether you have a floppy disk or hard disk system. Before doing anything with the disk, however, apply a write-protect tab over the small square notch on the edge of your master disk to prevent accidentally changing any of the information on the disk.

FLOPPY BACKUP

- * Place original Tornado Notes disk in the A: drive.
- * Place a blank formatted disk in the B: drive.
- * At DOS prompt type: COPY A:*. * B: <Return>

COPYING TO HARD DISK

One way to store Tornado Notes on a hard disk is to create a separate subdirectory, and keep all Tornado Notes files there.

- * Place original Tornado Notes disk in drive A:
- * Type: C: <Return>
- * Type: MD TN <Return>
- * Type: CD TN <Return>
- * Type: COPY A:*. * C: <Return>

Important: see section "Loading from hard disk" before running Tornado Notes from a hard disk.

STORE ORIGINAL DISK

Store the original Tornado Notes disk in a safe place away from potential magnetic fields. You will only need it if your working copy is damaged.

THE FILES

The Tornado Notes disk comes with the following files:

TN.EXE - This is the Tornado Notes program. You only need it once each day (or after a reset).

TN.BAK - A duplicate copy of TN.EXE.

NOTE.TN - This is a file of notes to get you started. It contains some notes that may be useful to you; some that illustrate efficient usage; and some that help you get started in using Tornado Notes. Any notes that you will not want to look at again should be removed to make room for your own notes. When Tornado Notes is loaded, the program automatically loads NOTE.TN.

ORIGINAL.TN - This is a copy of NOTE.TN. If you ever want to restore NOTE.TN to its original state you can copy from this file.

SAVE.TN - This is an empty note file that can be used to collect notes that you are finished with. Most notes can be permanently erased, but when you feel there is a small chance you will want to retrieve a note sometime in the future you may want to put it in a "save" file.

RARE.TN - This is an empty note file where you may want to store large notes that you will only need to access rarely. Use of this file (and its name) are also entirely optional.

CREATE.TN - This is another empty note file which you can use to create new note files. Simply copy this file to the new file name.

READ.ME - This file, if present, contains last minute information that was not included in the manual. To see what is in it enter TYPE READ.ME at the DOS prompt.

LOADING TORNADO NOTES

Tornado Notes only has to be loaded into memory once when you turn your computer on or after a reset. It will remain available at the

press of the "hot-key" until you turn your machine off.

LOADING FROM FLOPPY DISK

- * Place the Tornado Notes disk in drive A:
- * Type: A: <Return>
- * Type: TN <Return>
- * In a few seconds you should get a welcome message
- * In a few more seconds you should get the DOS prompt

Important: Upon configuring Tornado Notes you must tell the software where you are keeping your note files. For example, if you are keeping your note files on A: do this:

```
Alt-J D P A: <return> S C
```

LOADING FROM HARD DISK

The following assumes you have created a subdirectory TN for Tornado Notes files.

- * Type CD TN <Return>
- * Type TN <Return>
- * In a few seconds you should get a welcome message
- * In a few more seconds you should get the DOS prompt
- * Type CD \ <Return>

Important: Upon configuring Tornado Notes you must tell the software where you are keeping your note files as in the following example:

```
Alt-J D P C:\TN\ <return> S C
```

AUTOMATIC LOADING

You can arrange to have Tornado Notes loaded automatically each time you start-up your system. This is done by including the command TN in a special file called AUTOEXEC.BAT. Insure that the files TN.EXE and NOTE.TN are on the boot disk. For a hard disk system you might add the following to your autoexec.bat file:

```
cd \  
cd tn  
tn  
cd \
```

To modify the AUTOEXEC.BAT file, simply use a wordprocessor that has a "non-document" or "ascii" mode (or you can use Tornado Notes via the IMPORT and EXPORT commands).

COLOR SNOW

If you are getting color "snow" on your display each time you press a key refer to the section "In case of difficulty".

THE HOT KEY

Once Tornado Notes has been loaded you can activate it at any time by holding down the <Alt> key and pressing J. You can do this in the middle of a wordprocessing program, a spreadsheet, or even a many graphics programs. To return to the "foreground" program you can clear Tornado Notes from the screen with the C command.

SAVING DATA TO A FLOPPY DISK

If you are using a floppy disk system you should arrange to have

your notes on one disk. This can be your boot disk if there is room, or another. You will also want to decide which drive this disk will be used in. Whenever you issue a disk-save command from Tornado Notes, first insure that the disk containing your notes is mounted in the proper drive. If the wrong disk is mounted you will get an error message.

IF YOU HAVE TO SWAP DISKS TO DO A SAVE, BE SURE TO REPLACE THE DISK YOU REMOVED AS SOME SOFTWARE PACKAGES WILL DESTROY DATA (YOUR NOTES IN THIS CASE) IF DISKS ARE SWITCHED MIDSTREAM.

SAVE OFTEN

Since notes are stored in RAM, you must save to disk with the DISK SAVE commands. You should do this frequently so that if power is ever interrupted; your machine is turned off; or you run into software problems your notes will be saved. To save time, the edit mode has a BACKUP command which saves just the note being edited to disk. YOU SHOULD ALSO DO DISK TO DISK BACKUPS of any active note files - especially as you are becoming familiar with Tornado Notes. For example, at the DOS prompt you could type:

```
COPY A:NOTE.TN B:NOTE.B1
```

This would create backup file number 1.

POWER SWITCH

Try to get into the habit of thinking of Tornado Notes every time you reach for the power switch or the reset button. We have provided two labels for this purpose that can be applied to appropriate locations on your computer as a reminder. (If your power switch is in the back, apply the label to some nearby visible

location.) If you press reset or turn off power without having saved notes to disk, any new notes or changes (back to the last disk save) will be lost.

NO INSTALLATION

Tornado Notes was designed to eliminate any installation phase. Instead, you use the ADJUST menu from within the program as needed. There are also a few options that you can specify on the DOS command line. They include the amount of RAM for notes (default is 20K); the hot-key (default is Alt-J); non-resident loading; and a few others. In most cases (especially in getting started) you will not need any of these options. If you do, refer to the section "Command line options".

OTHER RESIDENT PROGRAMS

Tornado Notes can be loaded along with other resident software in any order (unless the other programs have requirements as to order). If you encounter any difficulties in running with other software first try removing the other software. Then try loading with a different order (other programs may have order requirements).

IN CASE YOU HAVE A QUESTION

If you ever have a question, first check the section "In case of difficulty".

Short tutorial

If you have successfully followed the above steps and activated Tornado Notes with the hot key you should now see several overlapping notes and a "control bar" at the bottom of the screen.

As described previously, Tornado Notes simulates a pile of notes called the "real" pile. The up and down arrow keys allow you to browse up or down thru the pile. The highlighted notes is called the "current" note.

There are three types of windows. Those with the single line frame are called "normal" notes. The highlighted note with the double line frame is the "current" note. The window with the thick frame is the menu.

Most menus have a graphic icon that helps you quickly know which menu is active. Surrounding the icon you will find the commands available to you. From most menus you can press F1 to get Help info. Press F1 again and you turn off all menu assistance. Press F1 again and you cycle back to the normal menu. The three menu modes are referred to as Expert, Beginner, and Genius. You can save about 3K of RAM by asking for the Expert option on the DOS command line. Most menus do not list the F1 command - so you should remember it.

Another command common to most menus is the ESCape command. If you press the key marked <Esc> you get out of whatever mode you are in. You may have to press <Esc> more than once to get back to home base

- the MAIN menu.

Note that keys with legends are shown in <...> like <Home> (so don't try to press H for Home).

TRY IT

Spend a minute browsing with the up/down arrow keys. Go all the way down to the bottom and then back up to the top of the note pile. Then see how the <PgUp> & <PgDn> keys let you move faster and eliminate overlap temporarily. Finally, see how the <Home> & <End> keys move you quickly to the top or bottom.

Now try adding your own note as follows. First, from the main menu, press N to start a Note. A small empty window will appear in which you may type as with a wordprocessor. Later you will see how to change the default note size. The window may seem small but one of the advantages of Tornado Notes is that it is so easy to add a note that you will find yourself adding notes as short as one word.

Type in a few lines. You can make corrections with the and <Back Space> keys and you can move around as in a wordprocessor with the arrow keys. Try putting the date into your note by pressing <Esc> and then D for date. The <Esc> key gets to the extra edit command menu. If you simply press <Esc> again you end the edit phase and return to the main menu. After the date has been entered, let's see how you can adjust the shape of the note you just created. Press <Esc> once and then try the arrow keys. When the shape is as you like it, press <Esc> again to end the edit.

Note that before using a command like <E>dit, you must move to the desired "current" note. Try editing another note by browsing to it and then editing it.

If you make any adjustments or change any notes use the <D>isk
<S>ave commands to save everything to disk.

Whenever you want to get out of Tornado Notes and go back to the
"foreground" (which can be DOS or a wordprocessor etc.) simply press
C from the main menu to Clear Tornado Notes. Press the hot-key
combination again and you are back into Tornado Notes.

IMPORTANT: TORNADO NOTES STORES NOTES IN RAM FOR FAST ACCESS.
YOU MUST SAVE NOTES TO DISK - ESPECIALLY BEFORE REBOOTING OR
TURNING YOUR MACHINE OFF.

Now browse to a note you don't need anymore with the arrow keys and
press T for Throw. You will see the note disappear and a trash can
displayed. If you answer Y the note will be eliminated. If you
answer N the note will return from the trash can.

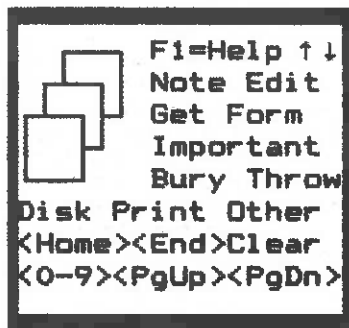
Try moving a note to the top of the pile. Browse to the note of
interest and press I for Important. The note will disappear. Now
press <Home> and you will see the topmost notes with the one you
just moved to the top highlighted as the current note.

Try filling out a form. Press F for Form and S for the example
Sales form. Enter a name; press the Tab key to move to the next
field. Press <Esc> twice when you are done. Now get rid of the
filled out form with the Throw command.

As a last sampling of Tornado Notes try the <G>et command. From the
main menu type G. You will see a cleared screen with a row of small
squares that represent the stored notes. The dots show you the
amount of available space in terms of the current average note size.
You can now enter something to search for. Type in a word from some

note you recall seeing. As you type it Tornado Notes will show you
which notes match. If exactly one note matches the single note will
be displayed automatically. If a few match you can press <Return>
to see the matching notes. You will then be in the "search" pile
where you have access only to the matching notes. To return the
matching notes to the real pile and to view the real pile simply
press <Esc>.

The Main menu



The following sections describe the available commands and are organized by menu. To select an item from a menu press the first letter of the corresponding command word. When the word is enclosed in <...> there is a corresponding button on the keyboard. This first section describes the Main menu.

F1=HELP

Most Tornado Notes menus allow you to press F1 to cycle thru expert, beginner, and genius menu modes. "Beginner" mode gives you an explanation of each command in a relatively large window. "Expert" mode shows a menu containing a graphic icon and a list of words to select from. "Genius" mode is when you disable a menu because you remember all the commands. Help screens are fully context sensitive.

Note that F1 is a universal command and is not listed in most cases. Before long you will be running in expert mode at least from the main menu. Not too long after that YOU WILL WANT TO DISABLE THE MAIN MENU ENTIRELY SO THAT IT WILL NOT INTERFERE WHEN YOU ARE BROWSING. Note that the "Beginner" mode Help information takes up about 3K of RAM. When you are an expert on all menus you will want to save the 3K. To do this you simply add E (for expert) on the DOS command line (TN E). Note that the state of each menu is saved on disk along with your notes.

UP / DOWN ARROWS

The up and down arrow keys are your most basic methods of moving up and down thru the simulated note pile. The down arrow key moves you to the next lower note. The up arrow key moves you to the next higher note. Because Tornado Notes tries to minimize note overlap, it may be difficult at first to think about one note as being above another. Nevertheless the notes are kept in order just as if you were asked to spread out a pile of notes and to remember how to gather them up in their original order. You will notice in browsing down that you may reach what seems like the last note only to find another batch displayed. And when browsing up all of a sudden all

notes will disappear and a single note will be displayed. As you add more notes the size of the displayed batches may decrease.

NOTE

Starting a note is as simple as pressing N from the main menu. (The default size of the note you get is easily adjusted from the sub-edit menu Frame command.) The NOTE command sets up an empty note and puts you into the editor. If you press the arrow keys immediately after starting a note you will adjust the shape of the note (otherwise the arrow keys move you around in the text of your note). To enter information into a note simply start typing. When you are finished press <Esc> twice. (You may use the arrows between the two <Esc>'s to adjust the shape.)

EDIT

The EDIT command activates Tornado Notes' simplified wordprocessor (or editor). You use the EDIT command when you want to change, add to, or remove something from an existing note. Before using the editor you must insure that the note you want to edit is highlighted. You can do this by browsing to or searching for the note you want to edit. Once in the editor a menu of simple edit commands appears. You can get to an extra menu of special commands by pressing <Esc> once. Or you can exit the editor and get back to the main menu by pressing <Esc> twice.

GET

An important capability of Tornado Notes is its ability to deliver to you, in parallel, and often in less than a second, a set of notes matching a specified key word or phrase. The word or phrase can be anywhere in any note. (You don't have to take the time to specify

keywords for each note.) The <G>et command puts you into a special "map mode". This is detailed in the section on "searching". Be aware that after you GET a set of notes, you are in the "search" pile. You can browse thru and deal with the search pile as with the full "real" pile but only the selected notes will be available. To view the full "real" pile you must press <Esc> from the search pile.

FORM

The FORM command gives you access to a simple forms entry system. A form is simply a physical or electronic piece of paper printed with some fixed information and having blanks in which to insert information that varies from use to use. For example, the demo note file contains a form for taking a telephone order from a customer. The form provides reminders of what information you want to get from the customer. In Tornado Notes, fields on forms are indicated with the two symbols < and >. "Fields" are the areas to be filled in. For example: Name <>. When you activate the FORM command from the main menu, Tornado Notes asks you for the form code of the form you want to fill out. The code is usually a letter (although any character can be used). After you enter the form code, Tornado Notes searches for the master form which starts with the special character "#" followed by the selected form code. You are then presented with a copy of the master form and placed in the editor with the cursor positioned at the first blank field. To fill out the form you can use the normal edit commands and the special Tab and Shift-Tab commands which jump from field to field. It takes just two keystrokes to call up a form making it particularly convenient for telephone use. You can often use a Tornado Notes form when a paper form is advantageous. Note that you may delete a filled-out form and the master copy will still remain.

To design your own form:

- * start a new note via the N command
- * make the first symbol "#"
- * make the second character a unique letter or symbol that will be easy to remember (eg: #Q for questionnaire)
- * layout the fixed information and put the symbols "<>" where you want to enter varying information. You should keep all the fixed information as short as possible as any wasted space is multiplied for each use of the form. Also, do not waste space by using spaces between the brackets.
- * Test out your new form via the F command of the main menu followed by the first letter of the form name.

IMPORTANT

If after browsing or searching you find a note that is important to what you are currently working on, use the IMPORTANT command to move the note to the top of the pile. This way you will have even faster access to the note simply by pressing the <Home> key (which displays the top of the pile). When the IMPORTANT command is used from the search pile, the current note is moved to the top of both the real and the search piles. If, for example, you search for all notes having to do with O-rings and only two are important to you, you will want to invoke the IMPORTANT command for each of these notes and then ESCape to the real pile where the two important O-ring notes will be readily visible at the top. Proper use of this command will provide you with instant access to your most important information.

BURY

The BURY command is the opposite of the IMPORTANT command. It

moves the current note to the bottom of the pile. You can use it when you see a note you will not need in the near future. By moving the note to the bottom, you clear the way for more important notes at the readily accessible top. Notes that you will probably never need again should either be permanently eliminated or moved to a "save" file (with the DISK WRITE commands). This can be helpful for uncluttering the pile and making space for more important notes.

THROW

To eliminate a note permanently use the THROW command. When you press T the current note will be cleared from the screen. Tornado Notes will then ask if you are sure you want to eliminate the note. If you are sure, answer YES and the note will be eliminated from memory. If you answer NO, the cleared note will reappear. (The only chance of retrieving an erased note is if it can be recovered from a recent disk save.)

DISK

The DISK command brings up a menu of operations having to do with putting notes on or getting notes off of floppy or hard disks. It lets you save the current notes, retrieve an alternate file of notes, and import / export from and to standard ASCII files. (See the "Disk menu" section.)

PRINT

The PRINT command brings up a menu of operations having to do with printing out notes on paper. Tornado Notes is designed to give you access to your notes thru your screen - but you may want to print notes on paper for backup or for when you or someone else will not

have access to a computer. (See the "Print menu" section.)

OTHER

The OTHER command brings up a menu of miscellaneous operations that you may not need as frequently as the main menu commands. These operations include "grabbing" the foreground screen, "putting" notes into the foreground, joining notes together, duplicating a note, making system adjustments, and determining memory usage. (See the "Other menu" section.)

<HOME>

Pressing the <Home> key (not the H key) simply displays the top of the pile. When browsing down for a note you will usually want to make sure you are starting at the top by pressing the <Home> key first.

<END>

Pressing the <End> key (not the E key) displays the the deepest note at the bottom of the pile. You will find all the notes you hid there via the BURY command.

DIGITS 0 TO 9

The "digit" commands are triggered with the digits found at the horizontal row of your keyboard (not at the arrow keys). The 0 key clears the screen. Digits 1 thru 8 isolate the specified number of notes. For example, if you just want to concentrate on the current note and the one below it, press 2, and all but those 2 notes will be cleared away. The digit 9 is treated specially. It displays the maximum number of notes without changing the current note. (The

digit commands have only a temporary effect. If you want to set a permanent limit on the number of visible notes use the OTHER ADJUST LIMIT commands.)

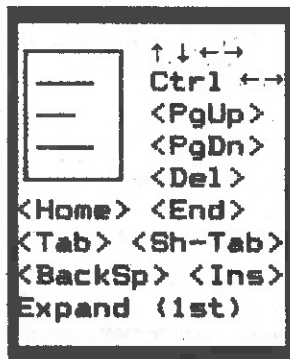
CLEAR

The CLEAR command clears Tornado Notes from the screen, revealing and passing control to the foreground. It simply gets you out of Tornado Notes until you reactivate with the hot-key combination. You may want to do a DISK SAVE before leaving Tornado Notes. However, saving to disk can be postponed as notes are not effected by the clear command itself. You only have to make sure that notes are saved before resetting or turning off power. You can also use the hot-key combination instead of the Clear command.

<PGUP> AND <PGDN>

The keys marked <PgUp> and <PgDn> allow you to browse thru notes faster than with the up and down arrow keys. Each time you press one of these keys Tornado Notes presents you with a full screen of non-overlapping notes. You may first want to turn off the main menu when browsing this way. If notes are initially overlapping, the first press of the PgDn key simply eliminates overlap. The next press moves you deeper into the pile. If you are looking for a particular note it is often faster to use the GET command.

The Main Edit menu



When you invoke the NOTE or EDIT commands from the main menu you enter the Tornado Notes editor and get the main Edit menu. A second menu of edit commands is presented when you press <Esc> once while in the editor. This section covers the main Edit menu commands.

ARROW KEYS

The up, down, left, and right arrow keys located on the numeric keypad allow you to move around within the text of a note. When your note is empty (eg: after using the NOTE command) the arrow keys have another function - they adjust the size and shape of your note. If the edit cursor is at the bottom of the note window and you try to go down further, the text will scroll up if there is any text that does not fit in the selected window. If you are at the left edge of the screen and try to go left, the cursor will be placed at the end of the prior line. This can be used purposefully to get to the end of a line quickly.

CTRL-RIGHT & CTRL-LEFT

You can move the cursor right or left a word at a time instead of a character at a time by holding down the Ctrl key while pressing the right or left arrow key.

<PGUP> & <PGDN>

These keys are used when you have a note that is larger than the window. They allow you to move up or down quickly in a note with lengthy text.

The key is used to delete a single character. It removes the character located at the cursor. To delete several characters hold the key down and it will repeat automatically (as most keys do). To delete a larger section of text (like a line or more) refer to the Cut command of the sub-edit menu. As with most wordprocessors, space and carriage return characters at the end of

a line are not visible - yet they can effect the position of text.

<HOME>

The <Home> key moves the cursor to the upper left hand corner of the note.

<END>

The <End> key moves the cursor to the end of the note. If you are adding something to an existing note you can enter the editor and then press the <End> key.

<TAB> & <SHIFT><TAB>

The <Tab> key is used primarily in filling out forms. It advances the cursor to the next "<" symbol. If you press <Tab> with the <shift> key the cursor goes to the prior "<" symbol.

<BACK SPACE>

The <Back Space> key removes the character to the left of the cursor and moves the cursor one to the left.

<INS>

When you move the cursor to some text and start typing, what you type will be inserted between the old text. This is called insert mode. In some cases you may want to switch to an overwrite mode where what you type replaces what was there before. You can go back and forth between insert and overwrite modes by pressing the <Ins> key. Overwrite mode is useful for example in changing numbers in a table where you want the columns to stay lined up. If you just want

to change a single letter in a word it is faster to stay in insert mode, type the new letter, and then press Del to remove the old letter. To help you know which mode you are in, you will hear a different beep for each mode.

EXPAND (1ST)

If you press "E" immediately after invoking the editor, the note you edit will be Expanded vertically. In other words, press "E" twice from the main menu to expand and edit a note.

WORDSTAR COMMANDS

The following commands are not listed on the menu and are provided for Wordstar compatibility. Even non Wordstar users will find the first two or three commands useful.

Ctrl-T = delete word

Ctrl-Y = delete line

Ctrl-N = insert new line

Ctrl-G = delete character at cursor

Ctrl-V = insert on/off

Ctrl-S = move left one character

Ctrl-D = move right one character

Ctrl-A = move left one word

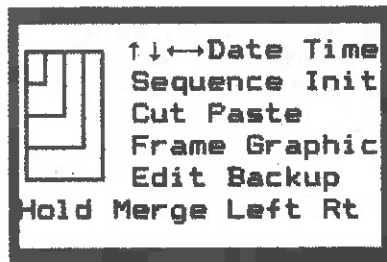
Ctrl-F = move right one word

Ctrl-E = move up one line

Ctrl-X = move down one line

Ctrl-I = tab to next form field

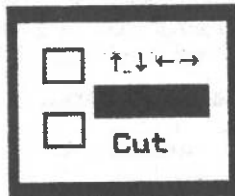
The Sub Edit menu



In addition to the commands immediately available from the editor, there is another set of commands that become available as soon as you press the <Esc> key once. (Pressing <Esc> twice terminates the edit mode.) These are called the sub edit commands and are listed on the sub edit menu. After invoking a sub edit command you will either be automatically returned to the standard edit mode or left in the sub edit mode as appropriate.

ARROWS

If you want to adjust the shape of a note after it is written (often the case) simply go to the sub edit mode by pressing <Esc> - then the arrow keys will be interpreted as shape and size adjustment commands. When you are satisfied with the dimensions of your note



you can press <Esc> again to leave the editor or press E to continue editing. You will note that the left and up arrow keys shrink the note one step at a time while the right and down arrow keys go in larger jumps. This is an intentional system of coarse and fine adjusting that lets you get to your goal quickly. The larger jumps are also a means of showing you the recommended note dimensions. For example notes that are exactly one quarter or one half of the screen width pack efficiently without wasted space. The most efficient width is the quarter screen (somewhat like a newspaper column). However the default size is of course entirely at your option. The vertical size is of less concern and is automatically reduced upon leaving the editor (when appropriate). When leaving the editor you will often want to press <Esc>, then down arrow once or twice, and then <Esc> again.

DATE

To enter the current date into a note simply press <Esc> and D. When you enter a date manually, you may want to use the same format that the DATE command uses to simplify searching for notes with a particular date. Of course, use of this command assumes you have properly set the system clock from DOS.

TIME

To enter the current time into a note press <Esc> and T.

EDIT

After pressing <Esc> to get the Sub-Edit menu you can return to the normal edit mode without using any of the sub edit commands by invoking the EDIT command. You will use this command after adjusting the shape of a note (if you want to continue editing) and

after using the cut and/or paste features. If you type a character that is not in the sub edit menu Tornado Notes will assume that you want to be in the normal edit mode and will switch you there; give you a warning beep; and accept the character you typed.

INIT

The INIT command of the sub edit menu allows you to initialize the starting number for the sequence command. After pressing "I" you will be prompted on the control bar for a new number. Simply enter the new starting number and press return. That number will be used when you invoke the SEQUENCE command.

SEQUENCE

The SEQUENCE command of the sub edit menu enters the next number in a sequence (eg: 100, 101, 102) into your note. Use the INIT command to change to a new starting number. The sequence feature is provided, as an example, for paper filing systems where a unique cross reference number is used as an index.

CUT AND PASTE

The CUT command of the sub edit menu in conjunction with the PASTE command lets you move blocks of text from one spot in a note to another. Using the CUT command without the PASTE command is how you remove a section of a note (eg: a line, paragraph, etc). The following are some examples of common cut & paste operations. (The C, E, and P stand for Cut, Edit, and Paste.)

To remove a section:

- * Position cursor to first character of section to be eliminated

- * Press <Esc> C
- * Use arrows to move cursor one char beyond end of section (or to first char of next section).
- * Press C E

To remove a line:

- * Position cursor at first character on line to be eliminated
- * Press <Esc> C <down> C E

To move a section of text:

- * Position cursor to first character of section to be moved
- * Press <Esc> C
- * Use arrows to move cursor one char beyond end of section
- * Press C
- * Use arrows to move cursor to destination
- * Press P E

To copy a section of text:

- * Position cursor to first character of section to be copied
- * Press <Esc> C
- * Use arrows to move cursor one char beyond end of section
- * Press C P
- * Use arrows to move cursor to destination
- * Press P E

Note that you can PASTE several times in succession to make multiple copies and that to pick up a section of text without removing it you simply PASTE immediately after the second CUT.

To cut and paste between notes combine these commands with the Dup

and Join functions as described under "Techniques and suggestions".

FRAME

When you start a new note a fixed frame is displayed. You can permanently change this frame to match the size of the note you are currently editing via the sub edit FRAME command. The supplied width of one-fourth the screen is recommended since the next width that packs as well as one-fourth is one-half, and is less efficient for other reasons. If you prefer to start with more room, first try a taller frame. If you need a wider one it is best not to use the left arrow when making the adjustment. To change the default frame from the main menu type: N <Esc> (use arrows to adjust shape) F Y <Esc> <Esc>. The next time you start a new note the new shape will be used.

GRAPHIC

If you wish to use special graphic characters that have the same codes as the edit command keys you can bypass the edit command processor by the following sequence:

- * Press <Esc> G
- * Hold down Alt key while entering 3 digit decimal code for character (this may not work with keyboard macro programs)

Graphic characters can improve the appearance of tables or can be used as visual cues as done in the Tornado Notes menus. See the "techniques" section for other ways to use graphic characters.

BACKUP

If you have just entered a note, or changed an existing one, and want to make sure it ends up on disk, you can <Esc> into the sub edit menu and press B. The note will then simply be appended to the current note file on disk. This is provided because it is faster than doing a full DISK SAVE - but it is not a replacement. If a full save is not done eventually, you will find a copy of the note for each time you used the BACKUP command and will have to delete all but the topmost of them.

MERGE

The "Merge" command of the sub-edit menu removes the next "return" character. This can be used to merge several short lines into one long line or to remove end-of-line returns in a note that you Grab from the foreground.

HOLD

If you are editing in Tornado Notes and want to go to the foreground without losing your place in the editor, press <Esc> H. When you hot-key back into Tornado Notes you will resume the edit that you had placed on hold. You can also use the hot-key from the editor for the same effect.

LEFT AND RIGHT

To move to the left or right end of a line press <Esc> L or <Esc> R.

Searching



When you want to find a particular note or a collection of notes having to do with a common idea, you can use Tornado Notes' search facility. From the main menu you simply invoke the GET command. You will then see the "map mode" screen which has three parts.

At the top is a menu. Below the menu is the map. The map gives you an overview of the notes matching the search requirements that you will specify. Each small rectangle represents a note in the search pile. The first small rectangle represents the note at the bottom of the pile. The last rectangle, rightmost on the lowest line having these symbols represents the note at the top of the pile. As you enter your search request the map will be updated. When you are satisfied with the number of matching notes you can press <Return> to show the actual notes. The smaller dots tell you how much space remains in the allotted RAM for additional notes based on the assumption that you continue using notes of the same average size.

At the bottom of the screen is the control bar in which you enter the information you want to search for. The word, phrase, number (etc.) you want to search for is called the key.

You enter the search key simply by typing what you want to look for. You can use the <Back Space> key if you make a mistake. You can use the <Home> key to start over. And you can use the <Esc> key (once or twice) to get out of map mode.

Example search:

- * You want to find a note you wrote a while ago on expediting washers.
- * From the main menu press G.
- * For the "key" you figure the word "washers" should be descriptive enough and so you type it in.

* After you finish typing the word "washers" you find that a number of notes match. You would know this by looking at the "map" of matching notes. You can simply press <Return> and you will see them all. But you figure there are probably fewer notes on "expediting", so you press <Home> to erase the word "washers" and start typing "expediting". Before you can finish typing the word Tornado Notes beeps to tell you it found a single matching note. The note on expediting washers pops onto the screen.

In most cases searches are even simpler than the above example. You just type G, a key word, and sometimes the <Return> key.

Notice that Tornado Notes jumps out of map mode automatically if exactly one note matches the key. This can be adjusted to trigger on any number or disabled (see THE ADJUST MENU).

You can include "?" symbols in your key as "wild" characters. Wherever you put a "?" Tornado Notes will accept anything as matching. For example to get notes with the word "receive" when you think you may have misspelled the word as "recieve" enter "rec??ve" as your key.

You can do searches that are more sophisticated than looking for a single key. Compound searches can be initiated thru the <Tab> key as follows. Suppose you want notes on elephants and also notes on kangaroos. Here is what you do:

- * From the main menu press G
- * Type ELEPH (just part of a word is often enough)
- * Press the <Tab> key to start a compound search
- * Press G to initiate another Get
- * Type KANGA

- * Press <Return> to view the matching notes.

In addition to compound GET searches you can use the KEEP and RETURN functions. In contrast with GET, which moves notes matching the key into the search pile, the RETURN function returns notes matching the key to the real pile. The KEEP function keeps all notes matching the key and returns the others to the real pile. These KEEP and RETURN capabilities require a bit of thought but are really quite simple. For example, suppose you are a stockbroker and want to get all notes that mention both AMEX and BUY. Your search might go like this:

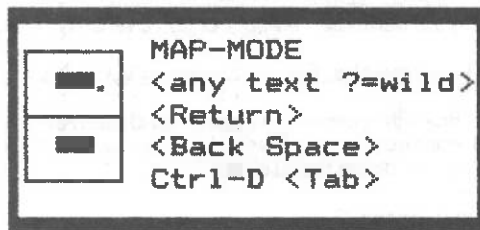
- * From the main menu press G
- * Type AMEX and you find 20 notes match
- * Press the <Tab> key to start a compound search
- * Press K because you want to "keep" only the BUY notes
- * Type BUY
- * Press <Return> to view the few notes on AMEX BUYs

To illustrate the RETURN command in compound searching suppose you were a doctor and wanted your personal notes on RESPIRATION except for the ones having to do with DIET:

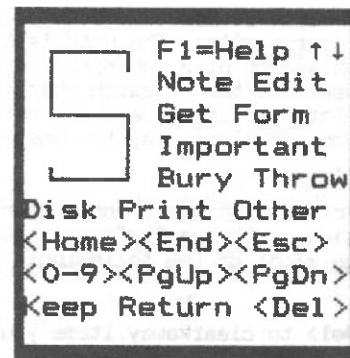
- * From the main menu press G
- * Type RESPIR
- * Press <Tab>
- * Press R because you want to "return" notes on DIET
- * Type DIET
- * Press <Return> to view the notes on RESPIRATION but not DIET

Tornado Notes is flexible in what it considers a match. For example, it treats upper and lower case the same. So if you search for "smith" and a note has "SMITH" it will be considered a match.

Also, the "space" character (the blank) will match most special characters. So if you search for "201 555 1212" a note with "201-555-1212" or "201/555/1212" will match - but a note with "201955591212" will not.



The Search menu



After you do a search (such as with the GET command) Tornado Notes presents you with the "search" pile. The search pile looks very much the same as the real pile - and you can do most of the same operations. However the menu you get with the search pile is slightly different. First, instead of the "overlapping notes" icon in the corner of the menu you will see a large "S". This is a reminder that you are in the search pile. If you ever see the big "S" and do not want to be in the search pile mode simply press <Esc> and you will go back to the real pile with its "main" menu.

WARNING: In the beginning, be sure to press <Esc> after you do a search. Otherwise, you will do a compound search and be confused by the result.

The "search" menu has three commands not on the Main menu.

The first is the key. It is used to delete (remove) the current note from the search pile. The note is NOT erased - it is simply taken out of the search pile and returned to the real pile. The command is useful after a search when some of the matching notes are of interest and others are not. As you browse thru the search pile you can clear away the ones you don't want by pressing the key.

Suppose for example, you have chosen a convention of marking all notes that require action on the part of your secretary Suzie with *S. In the morning you might do the following:

- * GET notes with *S.
- * Browse thru using to clear away items you don't want Suzie to spend time on today.
- * Print out all the remaining notes (P 99 <Return>)
- * Give the printout to Suzie
- * Permanently erase the notes in the search pile using the THROW command (for each note).

Another difference in the search pile menu is the addition of the KEEP and the RETURN commands. These functions are available from the map mode as described earlier. Their use from the search menu is exactly the same. The KEEP command will keep in the search pile only those notes matching the key you subsequently specify. The RETURN command will return to the real pile notes matching the key.

For examples refer back to the section on SEARCHING.

One other difference between the MAIN and the SEARCH menus is that the SEARCH menu has an extra help screen.

The Disk menu



The DISK menu is available by pressing D from the main menu. In simple applications of Tornado Notes you may only need one of the selections from the DISK menu - the SAVE command.

SAVE

The SAVE command of the DISK menu puts everything in memory onto disk. You must do this before resetting or turning off your computer. Additionally you should do a DISK SAVE whenever you have made any significant changes or additions to your notes. Disk Saves protect you against power failures; someone tripping over the line cord; or something going wrong with a software package. In addition to a simple save to disk:

BACKUP NOTE FILES TO A BACKUP DISK
AS WITH ANY IMPORTANT DATA.

Both simple disk saves and full backups should be done more frequently in the beginning when you are getting accustomed to Tornado Notes.

LOAD

You may never need more than one file of notes. It is one of the advantages of Tornado Notes that you can mix unrelated information in one file and still have fast access to whatever you need. However, there is a limit to how many notes can have in one file, and so you may need to have more than one. As it takes several seconds to load a new note file into memory, you may prefer to stick with one file and conserve space by the techniques listed in the section "Conserving space". But if you do break up your notes into files you will need the LOAD command. When you press L from the DISK menu Tornado Notes will ask whether you are sure you want to do a load. It does this because loading a new note file will wipe out (from high-speed memory - not from disk) the existing notes and any adjustments. When it asks you if you are sure, think whether you want to first do a save. If you answer that you are sure Tornado Notes will show you a special note that contains a menu of disk file names. You select a note file to be loaded simply by pressing the first letter of its name. After a few seconds the notes in the new file will be displayed and any adjustments (color, default note size, menu states, etc.) that were made for that set of notes will go into effect.

The menu of file names is really a special note that is under your control. The important requirement is that it begin with "N". To

introduce a new note file see "Preparing a new note file".

WRITE

The WRITE command of the DISK menu allows you to put a copy of the current note into another note file. For example, you may want to have a file of "save" notes. These are notes you will probably not need again but want to keep around "just in case". A file SAVE.TN has been prepared for this purpose. To add the current note to another note file press W (from the disk menu) and then the first letter of the file you want to write the note to. This operation does NOT remove the note from the active note file (use the Throw command to do so).

PATH

The PATH command of the DISK menu tells Tornado Notes which drive or subdirectory your notes are located on. To change the path simply press P; type in the new path or drive; and press Return. (When typing a drive letter include the colon.) When loading Tornado Notes the file NOTE.TN is automatically loaded without a path - it is taken from the current drive and subdirectory. The format for a path consisting of a drive and subdirectory is as in the following example: C:\TN\ or A:

IMPORT

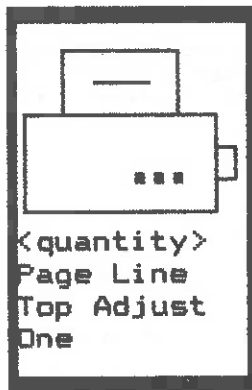
Files created with a wordprocessor (or by other means) can be brought into Tornado Notes with the IMPORT command (as well as with the Grab command - see "The Other Menu"). After pressing the "I" key you enter the name of the file you want to import, complete with drive or path and extension. (If you want to use the last entered name simply press the <Tab> key.) The imported text is made into a

note with the default window. Go into edit mode to adjust the window size and make any necessary changes. Tornado Notes is configured to import both simple ascii and Wordstar files. To import ascii files with graphic characters you will first have to adjust the import mode (see DIRECT ADJUSTMENTS).

EXPORT

Notes created with Tornado Notes can be turned into an ascii file that can be edited with a wordprocessor or otherwise manipulated. After pressing "E" you enter the name of the file you want to export to, complete with drive or path and extension. (If you want to use the last entered name press the <Tab> key.)

The Print menu



The PRINT menu allows you print notes onto paper. If no adjustments are needed you simply press P to get the PRINT menu and enter how many notes (starting at the current note and going deeper into the pile) you want to print. You should first insure that your printer is on and "on-line". As soon as you press return the selected number of notes will be printed. If you want to print out all notes pick a large number like 99 or 999. The commands listed below allow various types of adjustments.

PAGE

Press P from the PRINT menu and the paper will advance to the top of the next page. This is similar to the effect of pressing the page eject button on most printers but allows Tornado Notes to keep track of where the perforation is.

LINE

Press L to advance the paper one line.

TOP

If you make a printout from some other software or manipulate the printer page control buttons, Tornado Notes will likely not know where the paper is positioned with respect to the perforation. To orient Tornado Notes, press T when the paper is aligned to its normal top position. If you find notes are printing on top of the perforation, or you get several blank lines in the middle of a letter, it is probably because you forgot to use this TOP command.

ADJUST

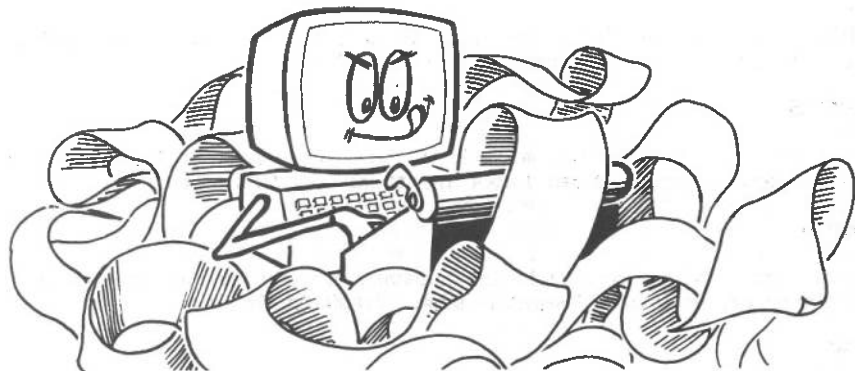
The ADJUST command of the PRINT menu allows you to control how notes are printed and lets Tornado Notes know about the printer and paper you are using.

ONE

The ONE command prints one note and returns to the main menu. It saves a couple of keystrokes if you simply want to print one note.

<ESC>

Press <Esc> to abort a printout. Note that this will not clear any print buffers or spoolers you may have.



The PRINT ADJUST menu has the following commands:

RIGHT

This sets the right-most column you want to print in. For standard 80 columns you may want something like 75. If you set this to zero you are signaling Tornado Notes to use the window size of the notes that are printed. (Default is 0.)

LEFT

This number defines how much of a left margin you want. One to ten spaces on the left edge are typical. (Default is 5.)

TOP

This number defines how many lines to skip at the top of each page. Zero to three lines are typical. (Default is 2.)

BOTTOM

This number specifies how many lines to leave blank at the bottom of each page. Zero to three lines are typical. (Default is 2.)

DEPTH

This number tells Tornado Notes how many lines there are per page. Standard paper is 66 lines per page. (Default is 66.)

GAP

When printing more than one note a gap can be inserted between them. This number is how many blank lines you want between notes. Two or three is typical. (Default is 2.)

EJECT

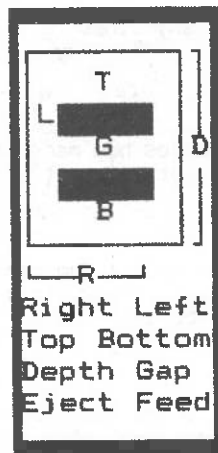
You may want to try to fit a few notes per page. If this is the case you will want zero page ejects for this option. If you want to eject to a new page after each note specify 1. For special situations, you can specify more than one eject. (Default is 0.)

FEED

If you find your notes are printed with double spacing (extra blank lines) change this number to 0. Conversely if your notes are coming out unreadable change this option to 1. (Default is 1.)

PAGE ALIGNMENT WARNING BEEP

If you invoke the Print menu you will hear a beep if Tornado Notes thinks the printer paper is not aligned at the top.



The Other menu

The OTHER menu contains functions that are less commonly used.

GRAB

"Grabbing" is pulling the foreground screen into a note (eg: a spreadsheet or wordprocessor screen). When you invoke the commands OTHER GRAB, a new note is formed consisting of whatever was on the screen before you hot-keyed into Tornado Notes (columns 1 to 78). There are many uses for grabbing. Where you previously used the PrtSc key to capture a screen on your printer, you may want to use the Tornado Notes grabber - it is faster and quieter. You can use it to capture error messages, important information coming in over a modem, or a spreadsheet that shows a certain condition. As grabbing can consume a fair amount of note space throw away grabbed notes as soon as possible. Or, to cut down on the space consumed you can go into the editor after grabbing and use the CUT command to trim the note down. If you are a programmer using Tornado Notes the grabber can be used to capture screen states that need to be closely examined - and to save syntax error printouts for reference when you get back into the program editor.



PUT

The PUT command of the OTHER menu allows you to put notes into the middle of a wordprocessor document or spreadsheet. It must be used with care. In particular you must make sure the foreground program is in an insert mode and ready for the typing of text. The following steps are longer than necessary but are safety oriented.

- * Start in Tornado Notes
- * Do a DISK SAVE to protect your work
- * Browse to the desired note
- * Press C
- * Save any changes in the foreground to disk
- * Activate the insert mode
- * Type a few characters to see if text is being accepted
- * Backspace to erase the test characters
- * Hot-key into Tornado Notes
- * Press O
- * Press P
- * Press the <Return> key for a wordprocessor or the down arrow key if you are working with a spreadsheet
- * You should see the characters flow into the foreground

The procedure looks lengthy but is simple to do once you get familiar with it. Also, the first steps can be skipped once you gain confidence in the procedure.

JOIN

The current note can be joined with the next deeper note to form a single note. This is done with the JOIN command of the OTHER menu. The deeper note will be placed at the top of the combined note. After a JOIN you may see only part of the second note. You will

normally then go into the editor to adjust the size of the window and make any other changes. You may discover that small related notes are better kept in one large note (not always). The join command can be used to merge small notes together. (If you join notes in reverse order you can always use the editor cut & paste commands to move things around.) To join two notes that are not adjacent (or are in the search pile), first use the IMPORTANT command to bring each to the top of the pile - then JOIN them.

DUP

You can make an exact copy of the current note with the DUP command of the OTHER menu. Modification of the duplicate note will not effect the other copy.

A common application of the DUP command is when you want to test a few versions of some text. Simply duplicate the initial version and edit one of the copies. You can then easily return to the original. This allows "what-if" testing useful to writers.

ADJUST

The ADJUST command of the OTHER menu opens a "third level" menu for personalizing Tornado Notes to your needs and preferences. For details see THE ADJUST MENU.

MEMORY

The MEMORY command of the OTHER menu shows how RAM has been allocated in Tornado Notes and how much is available to non-resident programs. It also shows the Tornado Notes version number. Note that Help information takes up a few K of RAM. When you feel ready to move into "expert" mode you can save the indicated amount of RAM

with the E option on the DOS command line (see COMMAND LINE OPTIONS). Tornado Notes takes about a tenth of available RAM in an expanded system when a 20K note buffer is used.

UNLOAD

The UNLOAD command of the OTHER menu allows you to release all RAM used by Tornado Notes (program and data). You might use this, for example, if you need to load a large spreadsheet into RAM. Make sure you have done a DISK SAVE first and then from the Main menu use the commands: OTHER UNLOAD YES YES. When you later want to use Tornado Notes again you will have to reload it. If you are using multiple resident programs you must unload them in the reverse order in which they were loaded. There are programs available specifically for loading and unloading multiple resident programs if you find a need for it.

SOURCE

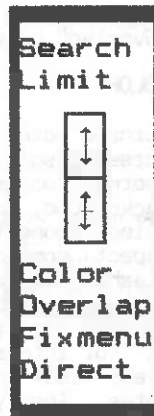
The SOURCE command of the OTHER menu gives you quick access to the original source of the Tornado Notes product - the publisher, Micro Logic.

The Adjust menu

Tornado Notes allows you to adjust its operation as you use it instead of going thru an initial installation phase. Any adjustments you make are saved along with your notes when you do a DISK SAVE. The adjustments can vary from one note file to another.

SEARCH

The Tornado Notes search capability requires you to type in a "key" to search for. If, while typing in the key, Tornado Notes finds that the number of matching notes is below a specified limit, you will automatically be shown the matching notes. This limit can be changed with the SEARCH command of the ADJUST menu. The default is 1. If you set it to 3 for example, whenever 3 or fewer notes match the search key after a GET command, the matching notes will automatically be displayed. Since the <Return> key can always be pressed to show the matching notes, a value of 1 is recommended. If a value of 0 is specified, Tornado Notes will always wait for you to press <Return>.



LIMIT

As supplied, there will never be more than 28 notes on screen at one time (including those covered up). You can reduce this number to as few notes as you like. For example, if you set this value to 3, you will never see more than 3 notes on the screen at one time. This will provide a less congested appearance on the screen. The maximum limit of 28 is recommended because it provides you with a maximum amount of information with the least keystrokes. A better way to reduce screen congestion is to turn off overlap (see "Overlap" below) - but even that is not recommended.

COLOR

Tornado Notes allows you to adjust the colors of all aspects of the screen display. These aspects are: the text and frames of the "normal" notes, the "current" note, and the menu, plus the background, and the control bar at the bottom of the screen. You select among the eight aspects of the display with the "A" (for Aspect) command. When you invoke the Aspect command, Tornado Notes flashes one particular aspect of the screen. You may then step to the next aspect by pressing "A" again, or begin adjusting the color of that aspect with the "F" for Foreground, "B" for Background, and "I" for Intensity commands. When you are finished adjusting colors press <Esc> and <Home> to see the final effect on your full pile of notes. Then you may do a Disk Save to store the color configuration on disk. (Note that you must have three relatively small notes at the top of your pile before adjusting colors.)

To do the adjustment follow these steps:

- * Press <Esc> <Home>
- * Press <down arrow> enough times to get to a note that is

- about 1/4 the width of the screen and then press I.
- * Repeat the last step two more times. The purpose of this is to end up with three relatively small notes at the top of the pile. If you are starting with an empty note pile you must enter three small temporary notes.
- * Press <Home> O A C
- * Now adjust the color using the following commands:
 - F - Changes the main (foreground) color of the selected item. (8 states)
 - B - Changes the background color of the selected item. (8 states)
 - I - Changes the intensity of the selected item. (2 states)
 - A - Steps to the next aspect of the Tornado Notes display. (8 states)
- * When finished type: <Esc> <Home> O S

To become familiar with this mode, press "A" for ASPECT about 24 times and watch how it flashes each aspect of the Tornado Notes display. Notice that four windows are displayed. Usually, the upper left two windows represent the "normal" notes in your pile. The upper right one is the special "current" note on which most operations are performed (it should be adjusted to stand out). The lowest one is the color adjust menu and represents menus in general. The aspects you cycle thru and the recommended monochrome configuration are:

Aspect	Setting
Normal note text	dim
Normal note frame	dim
Current note text	bright
Current note frame	bright
Menu text	dim
Menu frame	bright
Background	dimpest
Control bar	bright
	reverse

Note that you can tell the difference between adjustment of the "normal" versus "current" notes because you will see two notes change as you adjust the color of the normal notes versus one when adjusting the current note color.

You may find it helpful to use the Mono command to reset an aspect of the display to black and white. For example, in adjusting the background, press M (for Mono) until the background is black and then count off how many times you use the Foreground and Background commands to get to a desired color. (Note that some displays do not support changeable intensity in which case the Intensity command will have no effect.)

It is possible to make the "current" note stand out more prominently by adjusting its text to reverse video (and turning off the frame).

On a color display some considerations are: readability of selected color; making the "current" note stand out; and of course your personal color preferences. You may want to start out by copying

the color combination shown on the Tornado Notes packaging (although this is not the ideal combination for daily use).

OVERLAP

As supplied, Tornado Notes will display notes overlapping each other. If you prefer a "tile" mode where notes will not overlap, you can turn overlap on or off with the following commands from the main menu: OTHER ADJUST OVERLAP YES. Try it both ways and see which you like better. The tile mode has a "cleaner" appearance but the overlap mode shows you more information at once. We recommend overlapping notes.

FIXMENU

Normally, menus will be in a fixed spot on the screen - in the lower right corner. A disadvantage of keeping menus in one spot is that they will often cover up important notes. If you prefer menus to float around the screen to where they will cover up only deeper (less important notes) you can turn this option on or off with the following commands from the main menu: OTHER ADJUST FIXMENU YES. If the fixed menu option is enabled and the fixed location conflicts with the "current" note, the menu will nevertheless move out of the way.

DIRECT

A number of less commonly used adjustments are controlled with the DIRECT command of the ADJUST menu. In this mode you need to enter two numbers. The first number selects the code for the adjustment you want. The next number selects the value. This command goes directly into Tornado Notes' memory and should be used with care. When making "direct" adjustments follow these steps from the main

menu:

- * Type: O A D
- * See: "(O) Number:"
- * Type: <code number like 6 for beep length> <Return>
- * See: "(x) Number:"
- * Type: <desired new value like 2 for beep length> <Return> Y

In the following table the first number is the code. The allowed range is shown in parenthesis.

- 1 - threshold in terms of number of matching notes before transition from map mode to search pile mode (1-3 suggested; 1 default).
- 2 - maximum number of visible notes (1-28; 28 default)
- 3 - crt background character (176 default)
- 4 - default note width (1-78; 18 default)
- 5 - default note height (1-22; 10 default)
- 6 - beep length (1-18; 1-2 suggested; 1 default)
- 7 - sequence number (see sub-edit Sequence command) (1 default)
- 8 - disk import mode (0-full ascii 1-Wordstar)
- 17 - overlap allowed (1=yes 0=no)
- 18 - fixed menu location (1=yes 0=no)
- 21 - post edit contract to eliminate white space (1=yes 0=no)
- 24 - type of frame around "normal" notes (1-3; default is 1)
- 25 - type of frame around "current" note (1-3; default is 2)
- 26 - type of frame around menus (1-3; default is 3)
- 28 - beep frequency - increase to lower tone (1-1000; 20-100 suggested; default is 20)
- 29 - time in minutes after which crt is blanked (0-60000; 5-30 suggested; default 5)
- 30 - snow removal (0-full speed display 1-slower without snow)
- 31 - If you tend to enter very small notes you can speed up the

- display by setting this to 10 or less. Increase for slower smarter positioning. (5-500 suggested; 25 default)
- 33 - Set to 1 if you want to be reminded about saving your notes upon exiting TN, otherwise 0.
- 45 - color of search map (1-127; default 7)
- 67 - Set to 0 to disable "SURE" confirmation for loading a new pile, otherwise 1.
- 68 - Three cursor control modes - 0,1,2. See which one works best with your application programs.
- 70 - Set to 0 to disable timed control bar updates (this is useful in multi-tasking programs like DoubleDos), otherwise 1.
- 71 - Set to 0 to disable printer menu (avoids lockups if no printer is connected), otherwise 1.
- 73 - Special char for end of line during PUT command. Lower byte is ascii value. Upper byte is scan code. Invoke with O P P
- 76 - Delay to slow PUT command (0-10000). If you slow it down, remember to set it back to 0 to keep it fast.
- 77 - Set to 0 for European date format, otherwise 1.

The DOS command line

NOTE SPACE

When you type "TN" on the DOS command line Tornado Notes is loaded into RAM with a default setup. If you want a note area of less or more than 20K, enter the desired size immediately after the TN (separated with a space). For example,

TN 10

selects a smaller 10K buffer. A 99 (in place of 10) indicates that you want Tornado Notes to allocate the maximum possible buffer. Up to about 54K can be allocated.

HOT-KEY

If you want to change the "hot-key" you may specify a special code for the desired hot key after the buffer size. Note that some of these are single unshifted keystrokes - you may prefer these if they do not conflict with other software. If you select a hot key you must select a note space size. The 84 hot-key options are:

16-25 ... ALT Q,W,E,R,T,Y,U,I,O,P
30-38 ... ALT A,S,D,F,G,H,J,K,L
44-50 ... ALT Z,X,C,V,B,N,M
59-68 ... F1-F10
84-93 ... SHIFT F1-F10
94-103 .. CTRL F1-F10

104-113 . ALT F1-F10
115 CTRL LEFT
116 CTRL RIGHT
117 CTRL END
118 CTRL PGDN
119 CTRL HOME
120-131 . ALT 1,2,3,4,5,6,7,8,9,0,-,=
132 CTRL PGUP

For example,

TN 10 120

selects a 10K buffer and Alt-1 for the hot-key.

The Alt-J key was selected because it is easy to press if you touch type. If you prefer a hot-key combo that is easier to press with one hand, you may want to use something like Ctrl-F6.

MISC OPTIONS

After the buffer size and hot key number parameters you can add any of the following options separated by blanks.

B or BYPASS	Bypasses loading of the default NOTE.TN file
N or NONRES	Executes Tornado Notes as a non-resident program
E or EXPERT	Eliminates help info - saves RAM
R or REPEAT	Allows loading Tornado Notes with Tornado Notes!

The only option you are likely to need is the E option if you want to conserve memory. To run with a 30K buffer in expert mode you would use:

TN 30 E or TN 30 EXPERT

In most cases you will want to invoke Tornado Notes from a batch file so you will not have to type in these options each time.

THE REPEAT OPTION

This advanced option should only be used by experienced users. It allows you to load Tornado Notes (code and data) more than once. It gives you the capability to have more than one pile of notes instantly accessible. You normally use a different hot-key for each load (eg: TN 99 37 R). (You can actually use the same hot key for multiple piles. Try it to see how it works.) You should not do things like Writing notes to a pile already resident in another load.

The Control bar

The bar at the bottom of the Tornado Notes screen is referred to as the "control bar". The control bar might look like this:

MAIN MENU NOTE FILE 6c 22t 1p 335s 12-31-99 5:00p 20001

In order of items listed (from left to right), this means:

- * You are at the Main menu (helpful when a menu is disabled).
- * The active note file is NOTE.TN.
- * You have done 6 changes. (Used to help decide whether you want to do a DISK SAVE.) Changes include edits, grabs, imports, etc.
- * There are a total of 22 notes in your pile.
- * You are positioned at the first note (the top one).
- * The size of the current note including overhead is 335 bytes. (This is helpful in finding large space-wasting notes.)
- * The next items are date and time.
- * Your personal serial number is 20001.

Conserving space

To get the most benefit from Tornado Notes you will want to conserve both memory space and screen "real estate".

Some thought should be given to conserving memory so that you can have more notes in the space you allocate. The simplest way is to avoid wasted words. In doing so you will also save time typing and reading. For example, suppose you have a note of things to do and you want to add a line "get quotation from printer". Instead of using those four words, you could save 50% simply by using "print quote". The bottom line could mean you would have enough room for 200 notes instead of 100 in a given space. If you are writing only a very temporary note it may not pay to think about wording it efficiently, but if you are doing a reference note you may want to pay more attention to the wording. Another way to save space is to avoid using too many spaces (especially in columnar tables).

Effective use of screen space is less important but you should be aware of the idea. Notes that have a width of one fourth the screen (or one half) more often fit perfectly than other sizes. The shape adjusting feature of the editor automatically shows you preferred dimensions that work out best (right and down arrow keys only). Also, taller notes use the screen better than wide ones. The ideal shape for a note is when the number of characters across the note is the same as the number of lines (ignoring less important factors). (For the math inclined, this minimizes the logical perimeter to area ratio).

Hercules graphics

You can run Tornado Notes behind Hercules graphics programs. Hercules graphics are supported by a set of "invisible commands". Whenever you change the type of foreground program you must tell Tornado Notes about the new foreground. (We could have made this automatic but it would have added to the size of Tornado Notes.) The Hercules graphics board has so called page 0 and page 1 graphics. Some applications programs use one or the other.

If you just loaded a standard (page 0) graphics foreground:
* Type: Alt-J V G Y (which stands for Video Graphics Yes)

If you just loaded a page 1 type graphics foreground:
* Type: Alt-J V H Y (H is the next letter after G)

If you just loaded a normal text program after using a graphics program:
* Type: Alt-J V T Y (T stands for text)

You can ignore any temporary video patterns you may see as you enter these commands. The various Hercules graphic states can be confusing however. If you find a strange pattern on your screen after leaving Tornado Notes do the following: Alt-J V T Y. Similarly, if you try to hot-key into Tornado Notes and get a strange pattern try: V G Y Alt-J or V H Y Alt-J. Only experienced users should attempt to use the Hercules capability along with the R (multiple residency) option of the Tornado Notes command line.

Preparing a new note file

The notes you have instant access to by browsing and searching are called a "pile" of notes. Although there is one pile in memory at a time (without using the advanced multiple residency option), you can have several piles of notes on disk. When you make changes to notes, add notes, move notes, or even change colors, you are changing the pile only in temporary memory. If you want to save any changes you must "save" the pile to disk with the Disk Save command sequence.

If you want to bring in a new pile from disk you use the Disk Load command sequence. You will be warned to save your current pile first and then you will be shown a list of pile names (eg: Note, Save, Rare). You pick the pile you want to bring in from disk by pressing the first letter of the name.

In the beginning you will likely find just one pile is sufficient for your notes. But as your note collection grows you may want to create additional piles with logical divisions such as business vs personal, etc. To create a new pile, first you must decide on a name for the pile that has a first letter not in common with any other pile names. (It was designed this way to minimize keystrokes later.) Secondly, from DOS you must copy from an existing pile (perhaps NOTE.TN) to the new pile (eg: COPY NOTE.TN ADDRESS.TN). Next you must go back into Tornado Notes and tell Tornado Notes about the new pile. You do this by editing a special note which has all the pile names. This special note always begins with ":N". You can find it by browsing or using the Get command. If you don't find

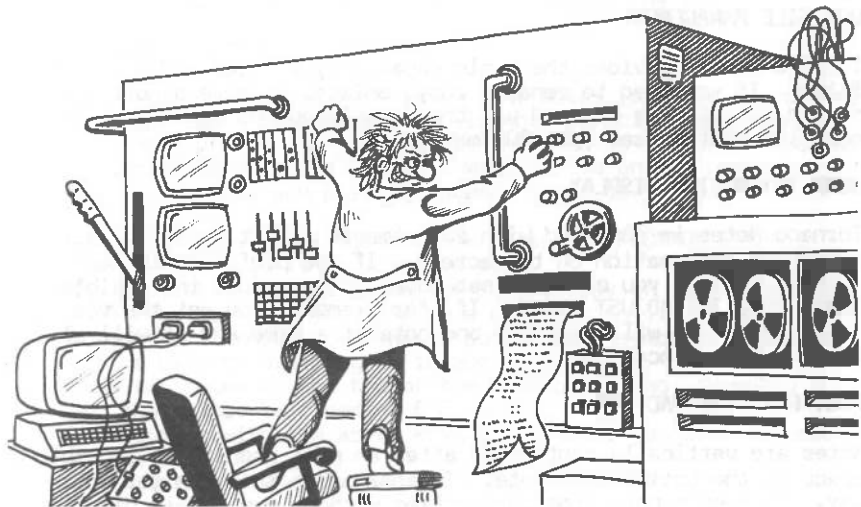
it, just create a new one. If you find it, simply use the Edit mode to add your new name to the list (perhaps in alphabetical order). Next, use the Disk Save commands to make the special ":N" note permanent. And finally, activate your new pile by typing D L Y (Disk Load Yes) and the first letter of the pile name. You will probably want to throw most of the notes in the new pile away as they are all copies of the notes in the NOTE.TN pile in this example. The idea of all this is to minimize disk accesses and to minimize keystrokes after the new pile is created. Here is a step by step procedure for creating a new pile:

- * Decide which existing note file has the closest adjustments to what you want for your new note file. For our example, suppose you decide you want to create PERSONAL.TN with the adjustments you have in NOTE.TN.
- * Go into DOS.
- * If you have a hard disk you may need to type something like:
c:
cd \tn
- * At the DOS prompt type DIR to make sure PERSONAL.TN does not exist
- * At the DOS prompt type COPY NOTE.TN PERSONAL.TN
Alternatively you can COPY CREATE.TN PERSONAL.TN
if you prefer to start fresh with the factory adjustments.
- * Hit-key back into Tornado Notes with Alt-J
- * Type G:N <Return> (this retrieves the special :N note)
- * You should now be looking at the special file-names note.
- * Use the Tornado Notes editor to add the name PERSONAL (there must not be any other names beginning with P).
- * Type <Esc> <Esc> D S D L Y P (disk save disk load yes)
- * Make sure the control bar says PERSONAL FILE and then
use the THROW command to remove any notes you don't want.

WHEN YOU HAVE LOTS OF PILES

If you are dealing with so many notes that you need many "piles", the special ":N" notes can become cumbersome. For this reason, you have the option of creating a special file "TN-FILES" which contains a list of pile names. This centralizes the information about your pile names so you don't have to maintain a ":N" note in each pile. You can make and modify TN-FILES with an ordinary editor or wordprocessor or you can use the Tornado Notes Export and Import features. The pile names can be separated by spaces or returns. If you have more than 9 piles you will have to use a space to separate them. You do not need to put ":N" at the beginning of this file. Once you build this special file you can remove the ":N" notes.

Techniques and suggestions



REORGANIZING YOUR NOTES

As the number of notes you use increases, you may want to consider modifying how you enter your notes. Tornado Notes has the flexibility to adapt to your style. Some users prefer numerous small notes with no coding and no organization. Others bring related ideas together into larger notes and design coding systems

that allow instant retrieval of important groups of notes. If you find your notes getting harder to manage, first consider merging small related notes. The number of ways you can use Tornado Notes is limited only by your imagination.

DOS FILE MANAGEMENT

Tornado Notes provides the basic capability to load and save note files. If you need to rename, copy, delete, or move a note file you should exit to the DOS and use the associated DOS commands. For more information see your DOS manual.

SIMPLIFYING THE DISPLAY

Tornado Notes is supplied with adjustments preset to keep a maximum amount of information on the screen. If you prefer a simpler looking display you can eliminate overlap or adjust the visible note limit (see THE ADJUST MENU). If, for example, you set the visible limit to 1, you will only see one note at a time and it will always be in a fixed location.

POST EDIT CONTRACTION

Notes are vertically contracted after an edit when there is empty space at the bottom of a note. In some cases this can get in the way. To keep a note from contracting without completely disabling the contraction feature, go to the bottom of the note; press <Return> several times; and press the period "." key. Alternatively, see the direct adjustment section for a way to fully disable the contraction.

FLAG LONG NOTE

If you have a long note and choose to use a short window you might want to put a plus "+" sign perhaps after the heading on the top line to remind you that "there is more than meets the eye".

PASTING GRAPHIC SYMBOLS

If you want to use graphic symbols in your notes (perhaps to rule a table) you can use a technique which is more efficient than the Graphic command of the sub-edit menu. The idea is to make a special note containing the symbols you will want to use and to use a technique for cutting and pasting between notes as follows:

- * Find a note in the distribution disk that says "COMMON GRAPHIC SYMBOLS" and move it to your active pile.
- * Use the duplicate command to make a second copy of this note.
- * Move the copy to the top of the pile by pressing I.
- * Move the note in which you want to put graphic symbols to the top of the pile by browsing to it and pressing I.
- * Join the two notes at the top of the pile by typing <Home> O J
- * Go into the editor by pressing E E
- * Move the cursor with the arrow keys to a symbol you want to use.
- * Press <Esc> C C P
- * Move the cursor to where you want to place this symbol
- * Press P (more than once if necessary)
- * Repeat the last four instructions as required
- * Delete the section of the note containing the table of symbols.

USE WORDPROCESSOR TO MAKE GLOBAL CHANGES

Tornado Notes stores your notes and system adjustments in a specially formatted ascii file. With care, it can be edited with a

wordprocessor. If there is a special feature available in your wordprocessor which you would like to use to modify a Tornado Notes file, first make a backup of the note file. In Wordstar you must use the non-document mode.

MERGING FILES

To merge two note files NOTEA.TN and NOTEB.TN use the following procedure (the total amount of notes must not exceed about 53K):

- * Get into DOS
- * Type COPY NOTEA.TN+NOTEB.TN BOTH.TN
- * Use your wordprocessor to remove the extra header info that separates the two note areas in the BOTH.TN file.
- * Load the file BOTH.TN into Tornado Notes.

CODING

There are many situations where you may want to code notes so that all of a certain type can be collected quickly. For example, if you put a "*" symbol in all notes that require action, you can get all those notes together in just a few keystrokes. If you want to be able to use "*" freely you may want to select another symbol but the idea is the same. You can also go further and use *H for high priority items; *W for things that require action pending something you are waiting for; etc. If you manage a group of people you may want to use their initials on notes that relate to them. You may also find it convenient to use, perhaps, "@" for notes that are long term references. Take advantage of the flexibility of Tornado Notes and design your own codes.

TELEPHONE WORK

If you need fast access to information when phone calls come in, select a code (perhaps "GG") to be placed in the notes you will want in front of you. Then use the GET command to collect the relevant notes quickly (simply type GGG <Return>). Also take advantage of the "forms" capability if you take orders, messages, or surveys, etc.

THE RIGHT SIZE

Tornado Notes is good at manipulating lots of little notes, but when a group of small notes are related it can be better to create one larger note. For example, it might at first be natural to create a separate note for each errand you have to do - but as your note pile grows you may prefer to have one note containing a list of errands. In contrast, if a note grows too large you may want to split it up if there is a logical division. (Use DUP and CUT commands to split a note up.)

QUICK LETTERS

If you find yourself not writing letters because of the steps you have to go thru, try using the Tornado Notes "forms" capability. Setup all the fixed elements of a letter for use with a window envelope (they are readily available). Then, when you think you should write a note to an important potential customer (or friend) you will be writing after only two keystrokes (F for Form, and perhaps L for Letter).

PRESS 1 OR 2 BEFORE EDIT

If you want to look at one note while editing another, but the

reference note is partly hidden, bring them both to the top of the pile and then press "2" before editing. This will eliminate any overlap (if possible) during the edit. If you just want to concentrate on one note with a clear background, press "1" before the Edit command.

PRINTER CONTROL CODES

You can place most printer control codes (for bold, expanded, condensed, etc.) in your text by using the Graphic command of the sub-edit menu. For example, to turn on "emphasized" mode on an Epson printer requires the codes <ESC> "E". To get the <ESC> character in the text of a note: press the <Esc> key to get the sub-edit menu; press G to prepare for a special character; press the <Esc> key and you should see a graphic back arrow symbol. When you print the note the control characters will not appear. To turn compressed mode on: press <Esc> G and hold down the Alt key while entering 0 1 5 on the numeric keypad. You can use multiple printer control codes in one note.

You can use Tornado Notes to put your printer into special modes in preparation for printing by your foreground program or by Tornado Notes itself. Lets say you want to put an Epson printer in compressed mode. First make a note containing the special control characters (there are a few limitations but you can do most characters). To do this:

- * Press N to start a note.
- * Press <Esc> G to prepare for a special symbol
- * Hold down the <Alt> key and enter the numeric code for the special control symbol (15 in this case).
- * Close up the note with <Esc> <Esc>
- * Send the note to the printer with P 0

You can build notes of several control characters to setup more complicated printer control sequences and you may want to title the notes so you later will know what they do (however these titles will be printed). Often, printer control codes include the special <Esc> character. This is code 27 but the fastest way to get this special character into a note (while in the editor) is by typing <Esc> G <Esc> (which shows as a left arrow symbol). Special codes that are not allowed by Tornado Notes include 0,1,2,10,13,29,255.

WORDPROCESSING VIA IMPORT AND EXPORT

If you want to edit a short file and don't want to load your wordprocessor: use the IMPORT command to bring the file into Tornado Notes; do the edit; and then use the EXPORT command. This could be used to edit the AUTOEXEC.BAT or CONFIG.SYS files for example. In fact, many users do much of their wordprocessing in Tornado Notes in the first place.

HIDING NOTES

If other people will be browsing thru your notes and you want to keep certain ones out of view, adjust the shape of the note to reveal only the first line (which could be some coded indicator). If you want to clear the screen before leaving your machine press the zero key. A third technique for reducing third party access is to use a secret hot-key (see COMMAND LINE OPTIONS).

DOUBLE SPACED PRINTOUTS

With some restrictions you can get printed output with double spacing by using the following commands: P A F 2 <Return> <Esc>.

CUT AND PASTE BETWEEN NOTES

Cutting and pasting between notes is possible. To take a paragraph, for example, from one note and put it into another do the following:

- * browse to the note having the "insert" info and press O D I
- * browse to the target note and press I <Home> O J E E
- * use cut and paste to move the paragraph into place
- * use cut to remove the extraneous text above the dashes.

MISCELLANEOUS IDEAS

Here are some examples of notes that may be directly useful to you or may suggest related ideas. Each line below represents one note or application.

- * list of hard-to-remember numbers
- * list of banking transactions
- * to do list
- * list of things to be expedited
- * list of errands
- * telephone order from customer
- * receptionist message center
- * the details about a custom order
- * log of time spend for client
- * list of customer comments on a product
- * the text for an advertisement
- * travel directions
- * procedure for setting up your modem
- * small inventory
- * things to remember
- * list of codes and their meanings

LOADING AN UNLISTED PILE

If you want to load a pile of notes not listed in the :n note, simply make a new :n note with the name of the pile you want to load; bury this note; and do the Disk Load.

AVOIDING A FULL DISK SAVE

If you added an important note and want to make sure it gets on disk you can do so without the time it takes to do a full save. Simply use the Disk Write command to write the note to the pile you are working on. (The Backup command of the sub-edit menu does the same thing.)

ORGANIZING THINGS TO DO

There are many ways to arrange your notes. Here is one system for arranging things to do. Keep each task in a separate small window. Then, when you get the time add the things that have not been done to a larger TO DO LIST note. This larger note can be reorganized by priority using Cut and Paste. You may want to break up the main list into subsections for high, medium, and low priority.

SECOND PARTY EDITING

When you want to edit some text and keep track of the changes made so someone else can review the changes, put your modifications between "<" and ">". Then use the Tab key to skip to the changes.

GROUPING NOTES TOGETHER

Suppose you have a number of "reference" notes marked with "@". If they are scattered throughout the pile you might prefer that they were all grouped together. This would get them out of the way when you browse for notes requiring action. To bring the "@" notes together, use the Get command to bring the notes of interest into the search pile; and then invoke the Bury command as many or more times as there are notes in the search pile (keep pressing B until you see the original topmost note again). You can confirm the reorganization by again searching for the notes brought together and looking at the search map.

BOILER PLATES

If you continue to use your wordprocessor for letters (instead of Tornado Notes) you can use the Put command to enter common addresses, closings, etc. into your wordprocessor. Likewise, a lawyer might store common clauses.

MOVING YOUR NOTES TO ANOTHER MACHINE

If you want to transfer your notes from one machine to another (eg: work to home) you can easily copy all ".tn" notes to a floppy which you can carry with you. If the destination machine is that of another Tornado Notes user and both of you have a hard disk, you can run into some small inconveniences with the "Path" specification of Tornado Notes. To remedy this, keep your notes in a unique subdirectory name instead of the normally recommended "tn".

PHONE HEADSET

If you plan to use Tornado Notes while on the phone, we have found

the new hands-free "operator" style headsets to work very nicely. They allow you to comfortably use both hands for typing. They are available at Radio Shack and other places.

APPLICATION IDEAS

The uses for Tornado Notes are many. Here are some more ideas:

- * Customer-support pseudo expert system (customer calls to say his micrometer is inaccurate on humid days; non technical customer support agent types into Tornado Notes: G INACCURATE ... K HUMID and reads the answer to the customer. Supervisor gradually adds notes to system.
- * Receptionist messaging system. All phone messages go into Tornado Notes. Employee walks in past receptionist and gets instant printout of all messages.
- * General bulletin board. Place a PC in a central location with simple directions for adding a note and browsing thru notes.
- * Resident help system. End users of vertical market applications software get detailed help by hot-keying into Tornado Notes and retrieving all help windows relevant to their question.

GOING ON A TRIP

If you plan to travel and don't have a portable computer you can print out your notes on paper in two ways. One is simply to use the print menu and select 999 notes. A more compact way is the following procedure starting from the Main menu (assumes you have a printer that handles IBM graphic characters):

- * Press <Home>
- * Press <PgDn> <Shift-PrtSc>
- * Repeat above step until all notes are printed

INDEXING A MANUAL

We keep hearing about new applications for Tornado Notes from innovative customers. One use we found here at Micro Logic is in preparing an index for a manual. We kept each indexed term with its page reference in a separate small note. On encountering a new term it was easy to see if the term was already indexed via the Get command. If you start each note with a special symbol (eg: a period "."), the final stage of alphabetizing is simplified. You GET all notes with ".A" and join them together. Then you use cut and paste to finish the alphabetizing of the "A" section, etc. Try it if you ever need to do an index of your own.

ORGANIZE A FLOPPY DISC COLLECTION

Even if you use a hard disk, you probably have a collection of floppy discs. If you want to save time searching through the them for the file you need, try this. Start a new TN "pile". Insert the first floppy disc and type DIR /W from the DOS prompt. This will print a concise list of the files on the disc. Use the TN grab function to grab the screen into a note. Then use the edit <esc> S command to add a sequence number to the note and put the same number on the floppy. Repeat this for each disk.

DON'T RELOAD UNLESS YOU WANT TO

If TN is already resident in RAM, and you type TN at the DOS prompt it will be loaded again into RAM. This is an advanced feature for keeping multiple piles resident under one hot key, but if you only

want one TN resident don't reload it. To check if it is resident simply press Alt-J.

MOVING NOTES BETWEEN MULTIPLE RESIDENT PILES

If you keep multiple TN's resident and want to move a note from one active pile to another pile, you can do so with the Put command.

SALES CONTACTS

If you use TN to keep track of potential customers across the country, here is a simple suggestion. Put the code *Cn in each "Contact" note replacing "n" by 3,2,1, or 0 respectively for Pacific, Mountain, Central, and Eastern time zones. This way if you are on the east coast working at 7pm and you want to do some sales calls, just "Get" all the "*C3" notes.

SPEEDING UP BOOT TIME

If you are in an environment where you need to reboot often (such as in software development) you may want to consider the "Bypass" option (TN B) which bypasses the loading of NOTE.TN thereby cutting down on boot time.

USING TN ON A FLOPPY SYSTEM

Thanks to minimal use of the disk, Tornado Notes works well on floppy-only systems. You will want to make sure there is extra room on your disk to avoid a disk-full error. To save time doing Disk Saves, you may want to use the sub-edit mode Backup command. Tornado Notes will warn you if the mounted disk does not have your note file but remember to replace the prior disk if you are setup for swapping disks back and forth. It is most convenient if you

can arrange to have your note files always resident on one drive.

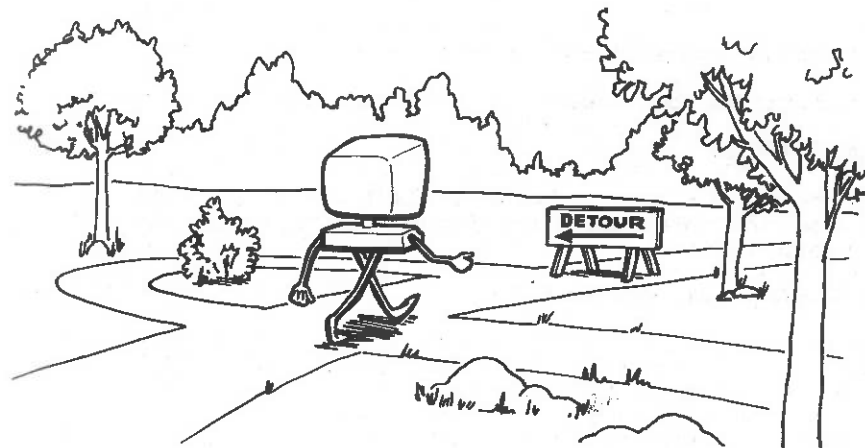
MONOCHROME DISPLAY OPTIONS

You have a number of ways you can change the appearance of the TN display including reverse video. Simply go into the Color mode of the Adjust menu.

A QUICK INTRO TO FORMS

Tornado Notes "forms" are easy to make and use. They are special notes that have "blanks" you fill in with information. To make a form just create a note beginning with the # symbol and a letter. Follow this with the fixed information and the symbols <> where you want "blanks". After designing a form, test it out by pressing F for Form and the special letter you selected. Fill in the first blank, press the Tab key to get to the next blank, and finally press <Esc> twice when you are done. You can bring up a blank copy of the master form anytime in two keystrokes ("F" and the form code letter).

In case of difficulty



If you ever have a question or encounter an error message:

1. Refer to this manual and especially the following sections.
2. Use the help screens by pressing F1 and see the READ.ME file.
3. If the above steps do not help, call customer support on (201) 342-6518 with the following info:

- a) Model of your computer and other hardware
- b) DOS version number (type VER at the DOS prompt)
- c) What is in your AUTOEXEC.BAT file
- d) Contents of your CONFIG.SYS file
- e) Names and versions of software running at time of problem
- f) Tornado Notes version (type D M from main menu)
- g) Serial number at the bottom of your Tornado Notes screen.
- h) How are you loading Tornado Notes (eg: TN or TN 99 E etc.)
- i) Your name and phone number

Following are some common solutions to problems.

CAN'T BROWSE

If the browsing keys (arrows etc.) don't work properly you may have pressed the NumLock key. Press NumLock again to restore normal operation.

MOST NOTES HAVE DISAPPEARED

If you only have access to a few notes and cannot get to the remaining notes you may be in Search mode. Simply press <Esc> to get back to the "real" pile and the Main menu.

CAN'T ENTER SPACES AT START OF LINE

In the Tornado Notes editor you can only begin a line with blanks if the previous line ends with a <Return>.

DID A DISK SAVE BUT OLD NOTES CAME BACK

If you start your machine one day and the new notes from the prior day seem to be gone (and you know you did a DISK SAVE), your new

notes are probably located on another disk or subdirectory (or on the root directory). This can happen because the wrong floppy disk was mounted, or because the DISK PATH command of Tornado Notes was not used properly. Make sure the path is set properly (usually A: or B: or C:\TN\).

WRONG NOTES SEEM TO BE RETRIEVED BY GET COMMAND

If you don't press <Esc> between searches (the GET command) you will be doing a compound search. In the beginning you probably want to press <Esc> after each GET. Note also that the "?" character has a special significance. It is used as a "wild" character that will match anything. Also note that there may be more information in a window than you can see. So, if you GET notes having SMITH and a note appears that does not seem to contain SMITH, go into EDIT mode (by pressing E) and then press <PgDn> to scroll thru the hidden information to find SMITH.

INCOMPATIBILITY

Tornado Notes works with most software packages. However, there are numerous packages available each with different versions along with countless hardware environments. If you find any incompatibilities with any software or hardware, contact Micro Logic - we may already have the solution you need.

RUNNING OUT OF MEMORY

If you run out of memory in your system here are some possible solutions: Remove help info (3K) (see DOS COMMAND LINE section). Decrease note space. Go up to 640k. Go up to 704k (possible on some systems with added board). Get Expanded Memory and store programs that support EMS there. Unload Tornado Notes or other

resident programs when necessary. Use Referee (tm) to unload programs quickly. Get a second machine. Swap programs from expanded memory with DoubleDos, Desqview, MS Windows, etc. Cut down on optional features of other resident programs.

SCREEN NOT FILLING UP WITH NOTES

When Tornado Notes starts getting its note space filled up, it does various things to conserve memory. One is to show less notes at one time on the screen. If this occurs you may want to select more note space or get rid of some large notes.

BLANK LINES IN MIDDLE OF PRINTOUT

If you find blank gaps in the middle of a printout, you may not have aligned Tornado Notes with the perforation. See the Top command of the Print menu.

MENU DISAPPEARED

Press F1.

IF YOU GET A LONG BEEP

If you ever hear a tone lasting a few seconds, it means an internal problem has been detected. You should report the circumstance to customer support.

IF YOU GET A DELAY AFTER PRESSING A KEY IN TORNADO NOTES

When you are making a note, characters should appear immediately as you type (as in a wordprocessor). If you are experiencing a delay of about a second between your keystroke and when the character

appears on the screen, you may need to switch to PC DOS (IBM) instead of MS DOS (Microsoft).

CAN'T HOT-KEY SOMETIMES

If you can't hot key into a resident program at all, you may have to try loading them in a different order. Some resident programs don't allow multi-level hot-keying in some situations. For example, you may get a chirping sound if you are in Tornado Notes and try to hot-key into Sidekick. If you find Tornado Notes or another resident program not responding to a Hot-Key there may be a simple solution:

- * Press a non-hot key (any normal key) first
- * Try jumping in and out of another resident program
- * Exit one resident program before trying to get into another.
- * Start-up a program to get away from the DOS prompt.

If you find a resident program not responding to its hot-key, you may find that it pops up all of a sudden later. This happens when a resident program knows it has been called upon but is waiting for a time when it feels safe to activate. You can usually go from Sidekick to TN when you were in an application - but not when you were at the DOS prompt.

NEED EXTRA KEYSTROKE ON EXITING TN

If you hot-key into TN from an application that is in the middle of performing some function, after exiting TN you may need to press an extra key to start things going again. This is normal. However, it may be better not to interrupt operations in this way with any resident program simply because you may forget to ever let the foreground complete what it was doing.

IF YOU ARE LOSING THE CURSOR OR THE SHAPE IS CHANGING

There are several ways to change how Tornado Notes protects itself from varying cursors in varying foregrounds. Find the one that works best with the applications you use. To change the setting from the Main menu type: O A D 68 <Return> <0, 1 or 2> <Return> Y

Setting 0 - Set cursor on entry into TN
Restore foreground cursor on exit
Setting 1 - Leave cursor alone on entry and exit
Setting 2 - Set cursor on entry and on exit.

Normally, setting 0 is best, but some foreground applications do not handle the cursor properly and the attempt to restore the cursor on leaving Tornado Notes is not accomplished. After making this adjustment you must go to the foreground program and then hot-key back into Tornado Notes in order for the cursor adjustment to go into effect. If you use Sidekick and are still using its notepad, pressing <Ins> twice will refresh the cursor position.

SCREEN BLANKS OUT

Tornado Notes automatically clears your screen after a few minutes without keyboard activity if you are in Tornado Notes at the main menu. This helps protect the phosphors on your screen. To bring the screen back, simply press any key. See the "Direct Adjustments" under the "Adjust menu" section if you want to disable this feature.

SYSTEM LOCKS UP

Following are some possible causes of a lock up:

1. If you are using Hercules graphics, you may not be locked up but just in the wrong video mode. See the section on Hercules graphics for more about this.

2. Tornado Notes may be waiting for a disk drive or printer to respond. If you do not have a printer attached to your computer you must tell Tornado Notes so as described in this file.

3. Another cause is static electricity on dry days - you may want to get a static protection mat for your computer.

4. Also, insure that the Tornado Notes hot-key does not conflict with any keyboard macros or application programs - this normally will not lock the system but it can under some circumstances.

5. An option on the TN command line called the "O" (letter O) option selects a minor modification of the method TN uses to be a resident program. If you have a problem that only occurs after using TN you can try booting with this option (eg: TN O). If you find that this resolves any compatibility problems, please let us know.

FORMATTING DISKS

Certain combinations of resident programs can interfere with the process of formatting disks. If you are experiencing this, try starting up your system without the resident programs before doing the formatting.

MONO DISPLAY WITH COLOR CARD

If you use a monochrome display with a color card driving it, you should put `MODE BW80` near the beginning of your `autoexec.bat`

file.

COLOR "SNOW"

If you are using a color display adapter and are getting random "snow" specs on your display enter the following from within Tornado Notes:

`<esc> <esc> <letter O> A D 30 <return> 1 <return> Y D S`

IMPORTANT: This may slow down your display significantly. If you make this adjustment remember that you can switch back to the faster mode with the same commands except enter "0" instead of "1". If this has no effect, switch back to the faster mode immediately - before you begin accepting the slower display. If this adjustment does not clear the snow, you will either have to accept the dots or switch to a properly designed display adapter board.

PRINTOUTS ARE NOT SKIPPING OVER PERFORATION

When you send a note to the printer Tornado Notes will skip over the perforation but only if you properly use the Top command of the Print menu. Also read about the Top and Bottom adjustments in the Print-Adjust menu.

UPGRADING FROM VERSIONS A1.0 OR 1.0

The very early versions of TN require a simple procedure for converting old ".tn" files. Use a text editor to place the information up to "NOTES:" from CREATE.TN into your old ".TN" files.

Error messages

Below are error messages along with their explanation.

OUT OF SPACE

There is not enough space in RAM to do what you are trying to do. You can either find some notes to eliminate (or move to another note file via DISK WRITE); find some other way to conserve space; or save your notes to disk and reboot Tornado Notes with a larger note space (see COMMAND LINE OPTIONS). If you are using the maximum note space you may want to consider categorizing your notes - keep all letters and memos in one file for example.

FILE NOT FOUND

This usually happens on a floppy system when you have changed disks and the disk with your note file is not mounted. You can swap disks and complete the operation, but make sure the prior disk is replaced. Depending on whether the prior disk was in use, if you don't replace it the foreground software could become confused and damage data on your note disk. Also make sure your Tornado Notes path is set correctly via the Path command of the Disk menu. And check that your CONFIG.SYS file has enough files (FILES = 20 is a common recommendation).

SPECIAL :N NOTE NOT FOUND

To do disk operations you need to maintain a note that has a list

of file names. This special note must begin with ":N". The files listed in the note must NOT have a drive/path and must NOT have extensions. The file names must also have unique first letters (or symbols). If you don't have a ":N" note, simply enter one using the editor. For example the note could look like :N NOTE SAVE RARE

SPECIAL #X NOTE NOT FOUND

In selecting a form from the special user defined menu, you type the first letter of the form name. Tornado Notes then looks for the master form note beginning with # and the appropriate letter. This message means that the master form could not be found or was not created with the first two characters as indicated.

PRINT ADJUST CONFLICT

This is usually the result of selecting a left margin value higher than the right-most column value. Check that the print adjustments do not conflict.

REAL PILE COMMAND

The action you requested must be done from the real pile - it cannot be done in the search pile.

CAN'T FIND <FILE NAME>

This is similar to the FILE NOT FOUND error (see that description).

MUST SELECT MORE RAM

The note file being loaded will not fit in the selected note space. This can happen during loading when the default NOTE.TN file is

being loaded or during a DISK LOAD command. You must reload Tornado Notes with a larger note space (see COMMAND LINE OPTIONS).

BAD NOTE FILE BEFORE ...

Note files are stored in a particular format that must not be changed. This error is usually the result of editing a note file with a wordprocessor and disturbing the format. It is less likely the result of media failure but could also be the result of an operational error where a note file was incorrectly written to. Note files, if edited, must be edited with a straight ascii editor or wordprocessor. In Wordstar you must use the non-document mode. There must be no spaces and exactly one return after each note separator character. The header area must keep its exact format including spaces and returns. The file must end with a note separator character and a return. The string of characters printed along with the error messages tells you where in the file TN found the improper format. First make sure the size of the ".TN" file is non-zero via the DIR command of DOS.

DISK WRITE/FULL ERROR ...

This can be the result of writing to a protected disk (take off the write protect sticker); a disk that does not have room for notes (get rid of some files); or a bad disk (try another formatted disk).

OUT OF RAM

This message means that there is not enough unused RAM in your system to load Tornado Notes with the selected amount of note space. You can: select less note space (see COMMAND LINE OPTIONS); eliminate some other RAM resident program; reduce any RAM disk

buffer; or increase the memory in your system.

NEED DOS 2.0

Tornado Notes requires DOS version 2.0 or higher. If you use DOS 1.X you should get a copy of an up to date version of DOS. Many new software products require at least version 2.0.

R=RETRY I=IGNORE

This message usually happens when the printer or disk drive is not ready. For the printer, turn the power switch on and set the mode to "on-line". For the disk drive, make sure a floppy disk is mounted in the proper drive and the latch is shut. You will usually want to press R to retry the operation after the problem is corrected.

BAD FILE NAME OR PATH

The file name is formed from the information supplied via the DISK PATH commands; the basic name taken from the :N menu; and the extension ".TN". The result is unacceptable to DOS.

PLEASE DEFINE PATH

When you get this message follow these steps:

- * Type: <Esc> P
- * Type: <desired path like A: or C:\TN\> <Return>

PRINTER OFF

You will get this error message if you have told Tornado Notes that you do not have a printer attached to your computer. If you

do have one attached you can tell Tornado Notes so by entering the following commands: O A D 71 <Return> 1 <Return> Y D S

CAN'T FIND TN-FILES

This error message can be the result of erasing a special note that looks like this:

:N
Note
Save
Rare

You will want to eliminate many of the notes supplied on the distribution disk but you should keep this special note. This note contains the "note pile" names. If you do throw it away you can recreate it by simply entering a note with the above information.

Recommended precautions

SAVE YOUR NOTE TO DISK

Any changes, additions, deletions, movement, or adjustments to your notes or your pile of notes must be saved to disk if you want to keep them. Use the Disk Save commands periodically to store everything on disk. The included gold stickers are provided to help you remember, but after using Tornado Notes a few days it will become second nature. To make sure the notes you create will be available tomorrow, go through a practice sequence as follows:

- * make some test notes
- * save the notes to disk (D S commands and set path if necessary)
- * get back to the DOS prompt (not necessary but good practice)
- * reboot your system as if it was a new day
- * check that your new notes are available

PUTTING NOTE FILES IN MORE THAN ONE SUBDIRECTORY

On a hard disk you will normally keep all Tornado Note files in one subdirectory (eg: "TN"). If you want to use more than one subdirectory for Tornado Notes ".TN" files, you must use the Tornado Notes DISK PATH commands to make sure you are loading from and saving to the proper subdirectories.

IF NO PRINTER IS ATTACHED TO YOUR COMPUTER

If you don't have a printer hooked up to your computer, you should

enter the following commands for each pile of notes. From the main menu of Tornado Notes type:

O A D 71 <Return> O <Return> Y D S

USING THE UNLOAD COMMAND

The "Unload" command of the OTHER menu is now an "invisible" command. Follow these precautions:

- * Do not unload from within an application program (eg. spreadsheet or wordprocessor). Get to the DOS prompt first.
- * A resident program must be the last program in RAM at the time you want to unload it. If another resident program was loaded after Tornado Notes, that program must be unloaded first.
- * After unloading Tornado Notes press <Return> at the DOS prompt.

Ideally, resident programs should be rearranged by rebooting your system, loading only the desired resident software (first do necessary saves of course).

How to safely use resident programs

Ram-resident programs require a few precautions in addition to the normal ones you use with general computer software (like making backups, etc.). If you follow these recommendations you will take best advantage of the many benefits ram-resident programs have to offer.

DON'T LOAD RESIDENT PROGRAMS FROM A "SHELL" COMMAND

Some application programs have a "shell" command that lets you issue DOS commands from within the application. You should not use this to load a resident program. Resident programs should only be loaded from a "genuine" DOS prompt.

RUNNING MULTIPLE RESIDENT PROGRAMS

If you use multiple resident programs be sure to press the proper exiting hot-key for each program. For example, if you hot-key into resident program X and from there into Y, don't then press X's exiting hot-key. Although Tornado Notes protects itself against this, some resident programs do not.

SELECT UNUSED HOT-KEY

If the default hot-key conflicts with any other resident program hot-keys, any application program commands, or any keyboard macros,

select another hot-key.

PROTECTING DATA

If you are dealing with valuable data you should test your hardware/software environment whenever you make a change - like adding a new resident program or a new add-on board. Save data to disk periodically and make backups until you are sure everything operates properly together.

LAN support

A simple LAN support system has been added to Tornado Notes. You must first ascertain whether your LAN system is "friendly" to resident software. You must also purchase a separate copy of Tornado Notes for each user.

For LAN use, each user should have a subdirectory for notes on a shared virtual drive. For example:

```
D:\TN-TOM\  
D:\TN-MARY\  
D:\TN-FRED\
```

Each user should have their normal note files (perhaps just NOTE.TN) plus a special MAIL.TN. The file server should be set to allow access to only MAIL.TN by other users. For example, Fred should have access only to MAIL.TN in Tom's subdirectory (and only write access). A person, say Tom, reads his mail as follows:

- * Execute a batch file with the following commands:
COPY D:\TN-TOM\MAIL.TN D:\TN-TOM\READ.TN
COPY D:\TN-TOM\CREATE.TN D:\TN-TOM\MAIL.TN
- * Hot-key into TN
- * Disk Load the READ pile
- * Browse thru mail using the Disk Write commands to move any mail you want to keep to NOTE.TN.

A person sends mail by using a new feature of the Disk Write

command. The new feature allows for writing notes to ".TN" files in arbitrary subdirectories on arbitrary drives. This information is included in the special ":N" note (or in "TN-FILES") as in the following example that Tom might have.

```
:N  
Note  
Save  
Read  
@M-D:\TN-MARY\MAIL.TN  
@F-D:\TN-FRED\MAIL.TN
```

The "@" tells Tornado Notes that a full file spec follows. The subsequent character is used for menu selection and must be unique. (Digits and most characters can be used as well.) The "-" is a dummy character for readability but must be included. The remaining characters terminated by a space or return give the full file spec.

Tom would send a note to Mary simply by typing D W M (Disk Write Mary).

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See the READ.ME file for additional important information. For individual commands look up the menu name.

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