

ABOUT LI'L RED NOTEBOOK - Version 1.9b

Li'l Red Notebook is an electronic reference tool--a "popup" word list that takes the place of a notebook, "cheat sheets," and the reams of Post-It® notes used to record frequently looked up or hard-to-find words for quick reference. Li'l Red Notebook is distributed as time-limited shareware. You can use it for up to 30 days free of charge, after which registration is required.

CONTENTS

- System Requirements
- Starting Li'l Red Notebook
- Registering Li'l Red Notebook
- Keeping Li'l Red Notebook on Top
- Changing the Location of the Program on Your Screen
- Reinstalling Li'l Red Notebook or Moving it to another PC
- Hiding Li'l Red Notebook
- Exiting Li'l Red Notebook
- Creating a Word List
- Adding an Entry
- Deleting an Entry
- Editing an Entry
- Using Multiple Lists
- Renaming Tabbed Lists
- Locating an Entry
- Copying an Entry to a Word-Processing Document
- Importing a Word List
- Exporting a Word List
- Backing Up Word Lists
- Editing a Word List
- Deleting a Word List
- Printing a Word List
- Setting Up Hot Keys for Tabbed Word Lists
- Custom Options
- Hot Keys
- Updates
- Technical Support
- License Agreement

SYSTEM REQUIREMENTS

To use Li'l Red Notebook, it must be installed on a PC running Windows, 16 MB RAM, minimum 500 KB free space on hard drive. Li'l Red Notebook runs independently of your word processor, but allows you to copy and paste from LRN into your document.

Note that the Windows Vista operating system requires that a setting be made in Vista in order to recognize programs that were written for earlier editions of Windows. The instructions for making this setting, including a helpful illustration, appear here:

<http://www.horusdevelopment.com/VistaInstructions.html>

If you have any difficulties using LRN in Vista, please click Help Request on our Web site at www.horusdevelopment.com, and we will be happy to assist you.

STARTING LI'L RED NOTEBOOK

Start the program by selecting Red Notebook from the Windows task bar under Program, unless you selected a different directory during the installation process. The Li'l Red Notebook icon will be visible in the Windows desktray in the lower right hand corner of your screen. Click on the icon to "pop up" the program screen.

REGISTERING LI'L RED NOTEBOOK

You can use the full version of Li'l Red Notebook free of charge for 30 days. Thereafter, you must purchase it if you want to continue using it. A link is provided on our Web site (see below) to facilitate online, phone, fax, or postal mail orders.

After you place your order, you will receive a receipt via e-mail from our e-merchant. When the e-merchant notifies us that your transaction is complete, we will then send you an "unlock code" and instructions for entering the unlock code into Li'l Red Notebook so that LRN will "know" that you have purchased it.

If you do not receive the unlock code from us within 48 hours of purchase, check your spam or bulk mail folder and/or add our domain name ([horusdevelopment.com](http://www.horusdevelopment.com)) to your e-mail program's "white list" so that our e-mails to you are accepted. If you cannot locate the unlock code we sent, click the Help Request link on our Web site at www.horusdevelopment.com or send an e-mail directly to us at support@horusdevelopment.com and be sure to include your telephone number, time

zone, and best time to call so that we can reach you if we determine that our e-mail is not getting through to you.

After you receive and enter your unlock code, LRN is permanently registered. Should you need to install LRN on another computer, you can use your same registration information. It is recommended that you print it out and keep a hard copy on hand, but should you misplace it, we are happy to resend it—just use the Help Request link on our Web site to request that we resend your registration information and unlock code.

Should your trial period expire before you receive the unlock code, any entries you made will not be deleted. They continue to exist as plain text files in the RedNotebook folder in the Program Folders directory on your PC. When you activate LRN again, you will be able to access them within the program itself. If adverse circumstances caused your free 30-day trial to be shortened or a mail delay leaves you without access to LRN, please contact us at support@horusdevelopment.com and explain the situation, and we may be able to extend your trial period.

Registration processing is provided by the ShareIt! Registration Service, a division of Digital River. The registration fee is \$18.50 and entitles you to technical support and free program updates when new versions are released.

Li'l Red Notebook is ShareIt! Program Number 133153

Online Registration

You can register online from the Horus Development Web page at

<http://www.horusdevelopment.com>

From our Web site, click the menu link for Li'l Red Notebook. Then click the link about two-thirds of the way down the page that indicates you have already tried LRN for 30 days and are ready to purchase. Please do take advantage of the 30-day free trial so that you know LRN is right for you before you purchase it.

Phone, Fax, or Postal Mail Registration

Complete the online registration process, as noted above, and after filling out the form, you will be given the option to submit your order by fax, phone, or postal mail. If you order by postal mail, you will receive immediate acknowledgment of your order online, but your order will not be processed until your check is received.

Questions About Your Order

If you have a question about your credit card billing or the status of an order sent in by fax or postal mail, call ShareIt! (a division of Digital River) at 1-800-903-4152. You will need both the product name and number (Li'l Red Notebook, product ID 133153) and the order number on the receipt you received via e-mail after placing your order. If you did not receive a receipt, explain this to them. If you have not received your unlock code or are having trouble entering it, or just do not know what to do next, contact Horus Development by clicking the Help Request link on our Web site at www.horusdevelopment.com.

KEEPING LI'L RED NOTEBOOK ON TOP

The "stay on top" feature will keep Li'l Red Notebook visible even when you are working in another application.

CHANGING THE LOCATION OF THE PROGRAM ON YOUR SCREEN

You can change the location of the program on your screen by clicking on the program title bar and dragging it with the mouse to the desired location. Resize the program by dragging the sides or corners of the program window with the mouse. The program will remember its last size and location.

REINSTALLING LI'L RED NOTEBOOK OR MOVING IT TO ANOTHER PC

See the instructions on the FAQs page of our Web site for the directions for moving or reinstalling LRN.

HIDING LI'L RED NOTEBOOK

Hide the program in the Windows desk tray by clicking the close button (X) in the far upper right hand corner of the program. You can also toggle the program into visible and invisible mode by pressing Control-F12. See Hot Keys for more short cuts.

Note: When the Li'l Red Notebook icon appears in the Windows desk tray, the program is still active. See Exiting Li'l Red Notebook for instructions on closing the program completely.

EXITING LI'L RED NOTEBOOK

The Li'l Red Notebook icon will remain in the Windows desk tray (right hand corner of the Windows task bar) until you exit the program. Exit the program by clicking on File and then Quit or by right clicking the mouse on the Li'l Red Notebook Icon in the system desktop tray and choosing Quit.

You must exit the program completely before turning off your computer or any changes in temporary memory (such as changes to tab names) will not be made permanent. Also, you must exit the program completely before upgrading to a new version.

CREATING A WORD LIST

You can create a word list from scratch by adding words to a blank list or import a list you created in another application.

ADDING AN ENTRY

Type a word or phrase on the main entry bar and press the + (plus) button or hit the Enter key on your keyboard. You can also copy a word or phrase from your word processing application to the Windows clipboard (highlight it and press Ctrl-C) and then drop it into Li'l Red Notebook by right clicking with the mouse on the main entry bar and selecting Paste or simply by making LRN visible and pressing Ctrl V.

Entry length is limited to 3000 characters. Special formatting, such as bolding and italics, are not supported in the current version but will be a feature of the next release (Ver. 2.0).

Note that the currently highlighted entry in the word list is displayed by default on the main entry bar. You can type right over it to create a new entry without disturbing the entry already in the list.

You can view a lengthy entry by using the scroll bar on the right of the main entry bar or by resizing the main entry bar. To resize the main entry bar, hold the mouse over the bottom edge of the main entry bar until the cursor changes from a single arrow to a double-headed arrow. Hold the left mouse button down and drag the bottom edge of the main entry bar down or back up to enlarge it or return it to its original size.

DELETING AN ENTRY

Delete an entry by using the cursor or scroll bar to highlight it in the word list and press Ctrl D.

EDITING AN ENTRY

Edit an entry by highlighting that entry and pressing the Edit button or right click with the mouse and choose Edit from the popup menu.

Note: Use the Edit button as described to edit an existing entry. If you modify an existing entry and then hit the Add button, you will create a new entry.

You can view a lengthy entry by using the scroll bar on the right of the main entry bar or by resizing the main entry bar. To resize the main entry bar, hold the mouse over the bottom edge of the main entry bar until the cursor changes from a single arrow to a double-headed arrow. Hold the left mouse button down and drag the bottom edge of the main entry bar down or back up to enlarge it or return it to its original size.

USING MULTIPLE LISTS

You can keep up to 100 separate tabbed lists in Li'l Red Notebook. Click on the left and right arrows on the lower right side of the screen next to the tabs to view additional tabs. Switch to a new list by clicking on the tab for that list. When adding, deleting, editing, importing, or exporting entries, click on the tab for the list you will be working with. See the Help file for instructions on each of these features.

RENAMING TABBED LISTS

Right click on a tab to rename it. You may wish to divide your lists by subject (main, meds, surg, abbrev, docs), medical specialty, facility, dictator, etc. Phrases may be added, as well as words. Each entry on a list is automatically alphabetized.

Tab names are saved in temporary memory while LRN is running. If you turn off your computer abruptly while LRN is running, tab names still in temporary memory will not be made permanent. Note that just closing the LRN program window by clicking the X in the upper right corner does not close the program. To close the program you must choose File and then Quit from the menu at the top of LRN—or—right click on the LRN icon in the lower right corner of your screen (next to the time clock) and choose Quit.

If you can see the LRN icon (the little red notebook) by your time clock, the program is

still running.

LOCATING AN ENTRY

Type the first few letters of an entry and the highlighted bar will jump to that part of the alphabet. If you are searching for a term but don't know how it begins, click on the binoculars or "Find" button. Enter a few letters from the word/phrase exactly as they should appear and the program will search for it. Remember that it searches only for exact matches. If you are unsure of the spelling, limit the string of characters to be searched accordingly. Click on the smaller binoculars/arrow button to find the next match.

The currently highlighted entry in the word list is displayed by default on the main entry bar. As you scroll through the word list, the default entry on the main entry bar changes to correspond with the currently highlighted word on the main entry list.

COPYING AN ENTRY TO A WORD-PROCESSING DOCUMENT

Copy an entry into your word processing document by clicking with the right mouse button on a highlighted entry in the word list to reveal the popup menu. Choose "copy to clipboard" or double clicking the entry with the left mouse button. Return to your word processing document and use the key combination Control-V to paste the entry into your Windows word processor. If you are working in a DOS word processor, e.g., WordPerfect 5.1, click on the "copy from clipboard" icon at the top of the DOS box to insert the entry into your document. You must keep the DOS box visible, e.g., do not use the "full screen" option, to keep Li'l Red Notebook visible on your desktop. You can also use the Copy To Clipboard button at the top of the program or access this feature from the pull-down menu.

IMPORTING A WORD LIST

To import a word list you have created in another application, first make sure that the list is saved in plain text or ASCII format, with each entry on a separate line. Then click on the Li'l Red Notebook tab where you want the list to appear. You will be given the chance to completely overwrite the current list with the imported one or to add the imported items to the current list. Click on File and then Import Word List. Navigate to the word list you wish to import, highlight it with the mouse, and then press Open.

EXPORTING A WORD LIST

To Export a word list, click on the tab for the list you wish to export. Click on File and then Export Word List. Enter a name for the exported list. Navigate to the location you would like the list to be stored. Press Save. Exporting a word list is useful if you wish to share a list with a friend or to produce a file that can be printed.

BACKING UP WORD LISTS

To back up all word lists to a floppy disk or other location, click on File and WordList Backup. You will be presented with a dialog box asking for a location where to save the lists. Choose a valid directory (or create a new one by choosing the 'New Folder' option) and click Okay.

EDITING A WORD LIST

The word lists are stored in the default directory, which is usually C:\Program Files\Red NoteBook in all versions of Windows except Vista. In Vista, the same directory exists, but if you are making backup copies or have a need to edit the master lists, use this directory: C:\Users\myname\AppData\Roaming\RedNotebook (replace "myname" with the user name registered to your PC.

The word list files are called wordlist1.txt, wordlist2.txt, etc. The names of the word lists do not change, even if you rename the tabs. A word list file is created at the time you add your first entry. Open an existing word list in a word processing application and enter new words or edit existing ones. Enter each word or phrase on a new line. No punctuation is necessary. Resave the list as a text file (DOS or ASCII text) with the extension *.txt and the appropriate word list name. Remember that the first tab is called wordlist1.txt, the second wordlist2.txt., etc. Downloadable word lists are periodically be made available on the Horus Development Web page or via e-mail for registered users.

DELETING A WORD LIST

Click on Options and Delete Current List to delete the contents of the active list.

SETTING UP HOT KEYS FOR TABBED WORD LISTS

You can set up a hot key to change the active word list with a keystroke instead of using the mouse. Rename a tab in the usual way, by right clicking on the current tab. Add an ampersand in front of the letter you want to activate as the hot key. For example, if a tab is called Meds and you want to activate this tab by pressing Alt-M, rename the tab like this: &Meds Now the M will appear with an underscore, indicating the presence of the hot key. Another example: Rename a tab as Tab&1. This tab name will now appear as Tab1 with an underscore under the 1, and it can be activated by pressing Alt-1 instead of clicking the tab with the mouse.

PRINTING A WORD LIST

To print the contents of the current tab, click on File and choose Print.

CUSTOM OPTIONS

Font

Change the font by clicking on Options and then Font.

Always on Top

To disable the "Always on Top" feature of Li'l Red Notebook, click on Options and then unclick Always on Top.

Columns

Set the number of columns displayed from 1 to 10. Setting the columns to 0 will display the scrollbar on the right-hand side as in previous versions of LRN. Try various settings to find the display view that works best for you.

Resize the Main Entry Bar to View Lengthy Entries

You can view a lengthy entry by using the scroll bar on the right of the main entry bar or by resizing the main entry bar. To resize the main entry bar, hold the mouse over the bottom edge of the main entry bar until the cursor changes from a single arrow to a double-headed arrow. Hold the left mouse button down and drag the bottom edge of the main entry bar down or back up to enlarge it or return it to its original size.

Vertical or Horizontal Display

An optional vertical display of Li'l Red Notebook is possible by clicking on Options, then Preferences. The default setting is a horizontal display with the main entry bar at the top of the window and the word list appearing below. A vertical display positions the main entry bar on the left side of the window with the word list displayed on the right side of the window. A vertical display is not useful as it positions the entry bar up

and down, making it difficult to work with. To read longer entries, follow the instructions above for resizing the main entry bar.

HOT KEYS

Key combinations called "hot keys" allow mouse-free operation of Li'l Red Notebook. Use Alt-Tab to switch between Li'l Red Notebook and your word processing application.

Add Word	Ctrl+A
Delete Word	Ctrl+D
Edit Word	Ctrl+E
Copy Word	Ctrl+C
Paste Word	Ctrl+V
Find Word	Ctrl+F
Preferences	Ctrl+P
Find Word Again	F3
Import Word List	Ctrl+L
Export Word List	Ctrl+S
Keep Notebook On Top	Ctrl+W
Delete Current List	Shift+Del
Font	Ctrl+O
Help	F1
Register	Ctrl+R
About Red Notebook	Ctrl+B
Rename Tab	Ctrl+T
Hide Notebook	Ctrl+H
Hide/Show Notebook	Ctrl+F12

UPDATES

The latest version of the software will always be available for downloading at www.horusdevelopment.com. If you are a registered user and wish to be notified via e-mail of the release of updates, make sure that your current e-mail address is on file with Horus Development.

Downloadable word lists may be made available to registered users via e-mail or on the Web site from time to time.

Note: Before installing an update, you must exit Li'l Red Notebook completely. If the program icon is visible in your desktray (right lower corner of the Windows task bar), right click on it and choose Quit.

TECHNICAL SUPPORT

Technical support is available 7 days a week via e-mail and by phone. For technical support, go to www.horusdevelopment.com and click Help Request. Complete the form, supplying a complete e-mail address and your phone number. If you prefer a phone call, indicate your time zone and the best times to reach you. If you do not hear from us within 24-48 hours, our e-mails may be blocked by your ISP. If you have a spam or bulk mail folder, check there. If you have a "white list," add our domain (horusdevelopment.com) so that your e-mail provider recognizes us as an authorized sender of e-mail.

When requesting support, please describe the nature of the problem and include your name, registration number (unlock code), and approximate date of purchase. Every effort will be made to answer e-mail within 24 hours.

You are encouraged to provide feedback about Li'l Red Notebook. Future releases will be built based upon your comments and suggestions.

Usage tips are available on the Horus Development Web site at www.horusdevelopment.com. Click the link for FAQs (Frequently Asked Questions).

LICENSE AGREEMENT

Li'l Red Notebook is distributed as time-limited shareware, which means you can use the program for up to 30 days free of charge to evaluate it. If during, or at the end of, that period you decide that you would like to continue using it, register the program. Your single-user registration will license you to one copy of the full version of the program available via download plus technical support via e-mail. Registered users receive free updates and reduced-cost upgrades to enhanced versions. Li'l Red Notebook can be provided on a CD if this is requested during the ordering process. An additional fee is charged to cover production of the CD and shipping.

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