

MEMORY MINDER™

HesWare™

MEMORY MINDER

A WHATSIT? Brand Program by Computer Headware

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MEMORY MINDER

Table of Contents

1 Introduction: Meet Memory Minder	1-1
Who Can Use Memory Minder?	1-1
What You'll Need	1-2
About This Manual	1-2
2 Getting Started	2-1
Preparing To Work	2-1
Beginning A Memory Minder Session	2-1
Ending A Memory Minder Session	2-2
Answering Memory Minder's Questions	2-2
Correcting Errors	2-3
Viewing The Help Screen	2-3
A Sample Session	2-3
Typing Your First Request, Storing More Information, Retrieving Stored Information, Changing Stored Information	
3 Storing Information	3-1
What Is A Request?	3-1
Subjects, Tags, and Objects, Indexing Your Information	
The Store Requests	3-3
Storing New Information	3-3
Sample Store Requests	
Changing Stored Information	3-7
The Scratch Request, The Change Request, The Add Request	
Removing Information	3-9
The Scratch Request, The Strike Request	
4 Retrieving Stored Information	4-1
The Spill Requests	4-1
Subject Spills	4-2
Tag Spills	4-3
Object Spills	4-3
Indexed Spills	4-4
Selective Spills	4-5
Analogy Spills	4-5
Soundex Spills	4-6
Special Spill Requests	4-7

5 Odds And Ends	5-1
Using A Printer With Memory Minder	5-1
Making Backups	5-2
Storage Capacity	5-2
Sifting Your File	5-3
Emptying Your File	5-3
User Notes	5-4
Appendix A: Sample Uses For Memory Minder	A-1
Appendix B: Glossary Of Memory Minder Terms	B-1
Appendix C: Quick Reference Guide	C-1
Index	I-1

Meet Memory Minder

1

Like most people, you probably deal with bits and pieces of information every day. That information could be anything from a friend's birthday to the current interest rates at various banks. Whatever the information, most of it — either because it's seldom used or too complicated to remember — you must keep track of on paper. But whether you keep this written information neatly filed in a drawer or stacked on a desk, you still have to sort through it, page by page, whenever you want something. And if you've misplaced some of those papers, you may never find the information you need!

Memory Minder is a computer program that you can use to keep track of this information. (A "program" is simply a list of instructions for the computer to follow; these instructions tell the computer what to do.) To use Memory Minder, all you need to do is tell it the information you want stored. It will accept the information, file it, and cross-index it for you. When you want some piece of information back, simply tell Memory Minder what you want. It will search through the information for you, displaying only the information that fits your request.

WHO CAN USE MEMORY MINDER?

Anyone needing to keep track of information will find Memory Minder a useful addition to the family. Once you tell Memory Minder what you want stored, you can be sure that your information will be easily accessible, neatly organized, and safely stored. You can use Memory Minder for any type of information — the possibilities are limited only by your imagination. For example, you can use Memory Minder to store:

- Personal information. There are birthdays and anniversaries to remember, phone numbers, and addresses.
- Collections. If you're a collector, you may need to remember each item, the date you bought it, and how much you paid for it.
- Trivia. A baseball fan could use Memory Minder to keep track of individual players, their teams, current batting averages, and earned run averages.

Meet Memory Minder

- Business data. A businessperson may need to keep track of part numbers, descriptions, and unit prices. A salesperson could store customer names, addresses, and phone numbers.
- Research data. A student researcher could keep track of sources by having Memory Minder store journal articles according to the author, title of article, and name of journal.

WHAT YOU'LL NEED

You will receive Memory Minder on one flexible magnetic diskette that can be “read” by your computer. One side of the Memory Minder diskette contains the actual program, and the other side contains a special “file maker.” The file maker allows you to create data diskettes on which you save Memory Minder files. The diskette is “write-protected” — this prevents you from accidentally erasing or overwriting the program with your own data. To use Memory Minder, you will need:

- A computer from the Apple II family (Apple II, II+, IIe, or IIc).
- At least 48K of RAM (random access memory).
- At least one disk drive. (With two, you'll be able to make backup copies of your information more easily.)
- A display monitor or TV.
- A printer. (Optional, but necessary if you want printed copies of your information.)
- The Memory Minder diskette and blank diskettes for storing your own information (referred to as data diskettes).

ABOUT THIS MANUAL

The Memory Minder manual is divided into five chapters and two appendices. It contains all the information you will need in order to learn and use Memory Minder most effectively.

Chapter One provides an introduction to Memory Minder and its uses. Chapter Two, Getting Started, gives you a brief introduction to how you will be interacting with Memory Minder. Chapters Three and Four use sample exercises to teach you the many ways you can store and then retrieve information with Memory Minder. Chapter Five gives you additional tips on managing your information once you have it stored. The two appendices provide sample uses for Memory Minder, as well as a complete glossary of Memory Minder terms.

If you're new to computers, the best way to learn Memory Minder is to turn on your computer (following the instructions in Chapter Two) and try out the sample exercises as you read this manual. The screen displays show you exactly what your screen should look like at any time. You don't have to worry about not knowing computer terminology — we've tried not to use it in this manual. Where we couldn't avoid it, you'll get a clear definition of each term as it's introduced.

If you're somewhat familiar with computers, you may want to read Chapter Two and the beginning of Chapter Three, and then skim the remaining chapters. Each chapter contains complete examples of each request and how it is used. You will probably find these examples helpful in your quick tour of Memory Minder.

Getting Started

2

This chapter will give you an idea of what it's like to work with Memory Minder. By doing the sample exercises provided here, you will learn how to begin and end a Memory Minder session, how to answer Memory Minder's questions, and how to enter your own requests.

PREPARING TO WORK

The Memory Minder diskette contains all the information necessary to run the program. In addition to the Memory Minder diskette, a data diskette is necessary. This diskette is used to store your information. You create a data diskette yourself using a blank diskette. This may be purchased new, or recycled using an old diskette.

To create a data diskette, you will need to follow these steps:

- Insert your Apple DOS 3.3 diskette in drive 1.
- Turn on your computer and video display.
- When you see the blinking cursor next to the prompt (`]`), type: **RUN COPY** and press RETURN.
- Remove the DOS diskette, and insert the Memory Minder diskette with the "Data Disk" side facing up. If you have two drives, insert a blank diskette in drive 2. Follow the instructions on the screen for one or two disk drives.

BEGINNING A MEMORY MINDER SESSION

Now that you have prepared your data diskette, you are ready to "load" the Memory Minder program into your computer's memory. To do this, follow these steps:

- Remove the Memory Minder program diskette from its protective envelope. (Be careful not to bend the diskette or touch its inner ring.)
- Slide the diskette into the slot at the front of your disk drive. You should insert the diskette with Memory Minder program label facing up and entering the drive last. Close the drive door.
- Turn on your display monitor.
- Turn on the computer.

Getting Started

As soon as you've turned on the computer, you will hear a beep and the disk drive will begin working. After a few seconds, depending on which version of the Apple II you have, you may see the messages:

LOADING INTEGER BASIC INTO MEMORY

JUST A MINUTE . . .

Once these messages have been displayed, the screen will clear automatically and display the Memory Minder title screen.

Once you see the title screen, remove the program diskette, insert your data diskette, and press RETURN. The program will beep again, and the screen will change to show these messages:

WHATSIT? BRAND
MEMORY MINDER

A CREATION OF COMPUTER HEADWARE

Press RETURN to continue, and the message FILE'S EMPTY appears. This lets you know that, so far, nothing's been stored, or filed, on this diskette. Below these lines, you'll see a single flashing word: WHATSIT? This is called a "prompt." It is Memory Minder's way of telling you that it is ready for you to give instructions. Now you're ready to have Memory Minder store your information.

Notice that there is a small flashing square centered at the bottom of your screen. This is called a "cursor." The cursor shows your position on the screen. Once you begin typing, the cursor will move across the screen, keeping track of where to put the next character you type.

ENDING A MEMORY MINDER SESSION

Anytime you receive the WHATSIT? prompt, you may end the Memory Minder session without damaging your data. Remove your diskette(s) and turn off your computer.

ANSWERING MEMORY MINDER'S QUESTIONS

When you use Memory Minder, there will be times when it wants you to answer a question or enter a new request. Whenever you see a flashing word or phrase displayed on the screen, that's an indication that Memory Minder expects some kind of response from you. When Memory Minder asks you to make a choice, or answer a YES or NO question, answer by typing the first letter of the word. For example, if Memory Minder asks:

NEW SUBJECT?

valid answers are Y or N. If Memory Minder asks:

ADD OR CHANGE?

valid answers are A or C.

Instead of answering a particular question, you may simply press the RETURN key (located on the right side of your keyboard). This will cancel your pending request without altering the data file. Memory Minder will then display the WHATSIT? prompt, and you may type a new request.

CORRECTING ERRORS

You may correct any typing mistakes using your Apple's left and right arrow keys (located on the bottom row of the keyboard). These keys move the cursor back and forth within a request you are typing so that you can correct the error.

If you ever get confused about where you are in the program and want to make a clean start, simply press the ESCAPE key (the upper-left key labeled ESC). The program will beep, clear the screen, and return to the copyright screen. From there, you can press any key to go back into the program.

VIEWING THE HELP SCREEN

If at any time you want to see the Help screen, press the ESCAPE key, then press **H**. Press the right or left arrow keys to continue with the Help screen. Press RETURN to go back to the Memory Minder screen.

A SAMPLE SESSION

Anytime you tell Memory Minder to do something you are giving it a "request." Memory Minder allows two types of requests — "Store Requests" and "Spill Requests." A Store Request is when you ask Memory Minder to file some new information on the diskette, or to update what's already there. Chapter Three describes the five types of Store Requests. A Spill Request is when you ask Memory Minder about information already stored. Chapter Four tells you how to use the seven basic kinds of Spill Requests.

Getting Started

Typing Your First Request

Try typing the following request:

WHAT'S BEETHOVEN'S BIRTHDAY?

Notice that Memory Minder separates your request into three lines, like this:

```
WHAT'S
  BEETHOVEN'S
    BIRTHDAY?
```

You'll learn why it does this in Chapter Three. After you type this request, Memory Minder searches the information on the diskette for the answer. Since you haven't stored anything on the diskette yet, Memory Minder will beep and display:

```
      BEETHOVEN'S
      NEWS TO ME!
      NEW SUBJECT?
```

Since the phrase NEW SUBJECT? is flashing, you know that Memory Minder expects you to type an answer. For now, don't worry about what is meant by NEW SUBJECT; just type the letter Y, meaning YES. Memory Minder will beep again, this time asking:

```
      BIRTHDAY'S
      NEWS TO ME!
      NEW TAG?
```

Again, simply type Y, for YES. (The meaning of SUBJECT and TAG is explained in Chapter Three.)

Now, as you can see on your screen, Memory Minder is ready to store your information. This is the question it's flashing at you now:

```
      TELL ME, WHAT'S
      BEETHOVEN'S
      BIRTHDAY?
```

Type DECEMBER 16, 1770, followed by the RETURN key. When Memory Minder asks you to supply information, just type the answer, not a complete sentence. If you answer with a full sentence, Memory Minder may store the entire sentence in place of the name.

Once you press RETURN, Memory Minder will begin updating your file and you will see the message "JUST A MINUTE" on the screen. It's "memorizing" the information you've just given. In a few seconds, you'll receive the message:

```
      GOT IT!
```

This tells you that Memory Minder has finished storing your information. The flashing WHATSIT? prompt tells you it's ready to receive another request.

Storing More Information

Try typing another request followed by the RETURN key.

BEETHOVEN'S BIRTHPLACE'S FRANCE

Again, Memory Minder will divide your sentence into three lines. Then it displays the message:

```
BIRTHPLACE'S
NEWS TO ME!
NEW TAG?
```

Type Y for YES. Memory Minder will update the file and display the "GOT IT!" message when it's finished.

Retrieving Stored Information

Now let's see what information Memory Minder has stored. Type the following request:

WHO'S BEETHOVEN?

Memory Minder will display:

```
BEETHOVEN'S
BIRTHDAY'S
DECEMBER 16, 1770

BEETHOVEN'S
BIRTHPLACE'S
FRANCE

THAT'S ALL!

WHATSIT?
```

This is the information you stored in the earlier requests.

Changing Stored Information

Beethoven's birthplace isn't really France; it's Germany. Try changing it by typing the following request and pressing RETURN:

BEETHOVEN'S BIRTHPLACE ISN'T FRANCE

Getting Started

Memory Minder will divide your request onto three lines. Then it tells you:

NEWS TO ME!
BEETHOVEN'S
BIRTHPLACE
WAS FRANCE
ERASE OR REPLACE?

Type R, and you will see the following message:

TELL ME
BEETHOVEN'S
NEW BIRTHPLACE?

Type GERMANY, and press the RETURN key. Memory Minder will process the information, update the file, and display the message, "GOT IT!"

Storing Information

3

As you learned in Chapter Two, you “talk” to Memory Minder by typing short sentences, or “requests.” This chapter provides basic information about requests and describes how Memory Minder indexes your data. In addition, it explains the Store Request, in which you ask Memory Minder to file new information, or to update what’s already there.

WHAT IS A REQUEST?

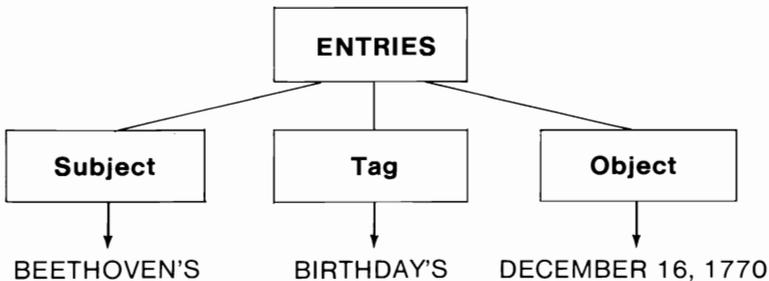
A request is a simple sentence that tells Memory Minder what you want it to do. There are two types of requests: Store Requests and Spill Requests.

Subjects, Tags, and Objects

In its complete form, a request contains three entries called the Subject, Tag, and Object. For example, in the following request:

BEETHOVEN'S BIRTHDAY'S DECEMBER 16, 1770

there are three entries—BEETHOVEN'S, BIRTHDAY'S and DECEMBER 16, 1770. The Subject is BEETHOVEN, the Tag is BIRTHDAY, and the Object is DECEMBER 16, 1770. The following diagram illustrates this more clearly:



Storing Information

The subject and tag entries within a request must be separated by 'S (signaling the end of the entry) or, in the case of a Scratch request (described later in this chapter), by ISN'T. The 'S indicates a possessive (Beethoven's) or a contraction of the verb is (birthday is). You cannot use an apostrophe **within** an entry; Memory Minder would mistake it for the end of the entry. Otherwise, you may use any ordinary typing characters within entries, including numerals and spaces.

The **Subject** of a request may be any topic you plan to store information about—a person, a business account number, the title of a record or book, or whatever you want. In the example given above, the Subject is the name of a person: BEETHOVEN.

The **Tag** is like a cross-reference heading. In the Beethoven example, BIRTHDAY is the Tag. You can pick any Tag headings you like, and as many as you want for each Subject. For example, in Chapter Two, the Subject BEETHOVEN had two Tags: BIRTHDAY and BIRTHPLACE.

The **Object** is any fact you want filed under a particular Subject and Tag. For example, DECEMBER 16, 1770 is the Object filed under the Subject of BEETHOVEN and the Tag of BIRTHDAY.

Indexing Your Information

Memory Minder uses the Subject, Tag, and Object to index your information. Therefore, whenever you ask Memory Minder to store information, it indexes it three ways—by Subject, Tag, and Object. Indexing by Subject means that Memory Minder will be able to recall any information about BEETHOVEN when you type his name. Because Memory Minder also indexes by Tag, it will be able to recall BEETHOVEN'S BIRTHDAY whenever you ask. Memory Minder also indexes by the specific Object you want to remember. By directly indexing each Object, Memory Minder can later retrieve your data—even if you forget what Subject and Tag you filed it under.

Before continuing, remove the subjects and tags you have been using as follows pressing Y in response to STRIKE IT?:

BEETHOVEN ISN'T

You'll learn more about the Strike Request in a later chapter.

THE STORE REQUESTS

Whenever you want Memory Minder to file new information or update what's already there, you enter a Store Request. There are five kinds of Store Requests:

- Simple Store Request. Allows you to store completely new information.
- Scratch Request. Allows you to change or delete previously stored information.
- Change Request. Allows you to change previously stored information.
- Add Request. Allows you to store any number of Objects under the same pair of Subject and Tag headings.
- Strike Request. Allows you to wipe out an entire Subject or Tag heading, along with its associated Objects.

The following sections describe each Store Request individually and provide examples that you can try out as you read. All of the sample requests found in this chapter and the next are based on the following scenario: Suppose you are looking for a home to buy. You've found one you like, and you have put an offer in. Now you must go to a number of different banks looking for the best financing deal. You want to use Memory Minder to keep track of the information you learn. For each bank you visit, you want to enter the following information:

- Name of the bank
- The bank's current interest rate
- The name of the loan officer
- The loan officer's telephone number

STORING NEW INFORMATION

When you want to store new information, you use the Simple Store Request. A Simple Store Request must be a sentence that includes all three entries—Subject, Tag, and Object. Here is an example of a complete Store Request:

COMMUNITY S&L'S LOAN OFFICER'S LYNN BROWNING

Here, the Subject is COMMUNITY S&L, the Tag is LOAN OFFICER, and the Object is LYNN BROWNING. The following examples are incomplete requests:

COMMUNITY S&L'S LOAN OFFICER (missing Object)
LOAN OFFICER'S LYNN BROWNING (missing Subject)
COMMUNITY S&L'S LYNN BROWNING (missing Tag)

Storing Information

To practice entering a Store Request, try entering the following information. (In these examples, text centered on the page is the message given by Memory Minder; text appearing at the left margin indicates a request you should type.)

WHATSIT?

COMMUNITY S&L'S
INTEREST RATE'S
12 3/4%

If your Store Request uses a Subject or Tag that you haven't used before, Memory Minder asks you to confirm the name before storing it permanently. Simply type Y for YES if you want to use that name. For the request given above, since COMMUNITY S&L (the Subject) and INTEREST RATE (the Tag) haven't been used before, Memory Minder asks:

COMMUNITY S&L'S
NEWS TO ME!
NEW SUBJECT?

Y

INTEREST RATE'S
NEWS TO ME!
NEW TAG?

Y

After Memory Minder has confirmed the new entries and updated the file, it displays the message:

GOT IT!
WHATSIT?

Sample Store Requests

Type the Store Requests given below—you will need to have this information in the file in order to work through subsequent exercises. In the following screen displays, the requests you should type appear at the left margin, while Memory Minder's messages are centered.

WHATSIT?

COMMUNITY S&L'S
LOAN OFFICER'S
LYNN BROWNING

LOAN OFFICER'S
NEWS TO ME!
NEW TAG?

Y

GOT IT!
WHATSIT?

LYNN BROWNING'S
PHONE'S
354-8192

LYNN BROWNING'S
NEWS TO ME!
NEW SUBJECT?

Y

PHONE'S
NEWS TO ME!
NEW TAG?

Y

GOT IT!
WHATSIT?

VALLEY BANK'S
INTEREST RATE'S
13 1/2%

VALLEY BANK'S
NEWS TO ME!
NEW SUBJECT?

Y

GOT IT!
WHATSIT?

VALLEY BANK'S
LOAN OFFICER'S
THOM HANSEN

GOT IT!
WHATSIT?

THOM HANSEN'S
PHONE'S
352-6111

Storing Information

THOM HANSEN'S
NEWS TO ME!
NEW SUBJECT?

Y

GOT IT!
WHATSIT?

WEST RIVER S&L'S
INTEREST RATE'S
13 1/2%

WEST RIVER S&L'S
NEWS TO ME!
NEW SUBJECT?

Y

GOT IT!

WEST RIVER S&L'S
LOAN OFFICER'S
JULIA WATSON

GOT IT!
WHATSIT?

JULIA WATSON'S
PHONE'S
358-2001

JULIA WATSON'S
NEWS TO ME!
NEW SUBJECT?

Y

GOT IT!
WHATSIT?

NOTE: Do not use the same word for a SUBJECT and a TAG.

CHANGING STORED INFORMATION

There are three requests that allow you to change information you've already stored: Scratch, Change, and Add.

The Scratch Request

You can replace any information you have stored by using the Scratch Request. To do this, you must type a sentence containing the word ISN'T. In the previous example, you stored this:

VALLEY BANK'S LOAN OFFICER'S THOM HANSEN

Suppose Paul is transferred to another branch; the new loan officer you'll need to deal with is Karen Andrews. To enter a Scratch Request and change the stored information, type:

VALLEY BANK'S LOAN OFFICER ISN'T THOM HANSEN

In response, Memory Minder will display the message:

NEWS TO ME!
VALLEY BANK'S
LOAN OFFICER
WAS THOM HANSEN
ERASE OR REPLACE?

Type R for REPLACE. Now Memory asks:

TELL ME
VALLEY BANK'S
NEW LOAN OFFICER?

Type KAREN ANDREWS. Memory Minder will update the file on your data diskette and display, "GOT IT!" followed by the WHATSIT? prompt.

If you'd rather not replace the information, you may press RETURN.

If you try to remove information that's not there to begin with, Memory Minder will let you know. In the example above, suppose you got your loan officers mixed up and typed this:

VALLEY BANK'S LOAN OFFICER ISN'T LYNN BROWNING

Memory Minder would automatically ignore this request, telling you:

NO NEWS TO ME!

Storing Information

The Change Request

Besides using the Scratch Request, Memory Minder gives you another way to change information: the Change Request. Suppose Karen Andrews gets transferred again, and Valley Bank's new loan officer is Jane Louden. To make the change, simply type in the new data as shown in the Memory Minder interaction below:

WHATSIT?

VALLEY BANK'S
LOAN OFFICER'S
JANE LOUDEN

NEWS TO ME!
VALLEY BANK'S
LOAN OFFICER
WAS KAREN ANDREWS
ADD OR CHANGE?

C

GOT IT!
WHATS IT?

If you had decided not to change the entry, you could have pressed RETURN for NO. In that case, Memory Minder would have replied, "NEVER MIND!" and ignored your request.

The Add Request

Memory Minder lets you store any number of Objects under the same pair of Subject and Tag headings. For example, Lynn Browning (the loan officer at Community S&L) has two phone numbers at which she can be reached. To add the second phone number to the one already stored, type:

LYNN BROWNING'S
PHONE'S
351-8009

Memory Minder already has another phone number stored, and replies:

NEWS TO ME!
LYNN BROWNING'S
PHONE
WAS 354-8192
ADD OR CHANGE?

Type A. Memory Minder will update the file and display the message, "GOT IT!".

Once two or more Objects have been stored for the same Subject and Tag, Memory Minder automatically stores any number of additional ones whenever you type them in. Remember that you may delete any of the stored Objects by typing a Scratch request, using the word ISN'T.

REMOVING INFORMATION

There are two requests that will remove information from Memory Minder's storage: the Scratch Request and the Strike Request. The Scratch Request allows you to remove individual Objects. The Strike Request lets you delete entire Subject or Tag headings.

The Scratch Request

Suppose you decide to remove the second phone number you added previously for Lynn Browning. To do this, type:

```
LYNN BROWNING'S  
PHONE ISN'T  
351-8009
```

Because this number is already stored, Memory Minder displays the message:

```
NEWS TO ME!  
LYNN BROWNING'S  
PHONE  
WAS 351-8009  
ERASE OR REPLACE?
```

Type E for ERASE, and the phone number will be deleted from the file. After the information has been removed, Memory Minder displays:

```
FORGOT IT!
```

It's a good precaution to make copies of your data file from time to time for "backup." Chapter Five tells you how to do this. This way, if you scratch some information you meant to keep, you can recover it from your backup file.

The Strike Request

Suppose one of your Subject or Tag headings is no longer needed. You'd like to wipe it out, along with all the Objects you've filed under it. In this case, the Scratch Request won't be powerful enough for you, since it deletes just one Object at a time. You will need to use the Strike Request.

Storing Information

To use the Strike Request, simply type the heading you want to strike, followed by the word ISN'T. Suppose you decide to cancel the Tag for phone number. Type:

PHONE ISN'T

Memory Minder will tell you:

NEWS TO ME!
STRIKE IT?

Type Y for YES if you want the heading erased. When Memory Minder displays FORGOT IT!, the old Tag is gone—along with all of its Objects. If you change your mind and decide not to strike the heading, simply type N for NO.

CAUTION: Use the Strike Request with care. Once you strike a Subject or Tag from your file, you've permanently deleted it and its associated Objects.

Retrieving Stored Information

4

Once you have asked Memory Minder to store your information, you can ask it to “spill” that information according to your requests. Memory Minder can spill out a one-sentence reply or a whole stream of information, depending on the type of question you ask. This chapter tells you how to enter Spill Requests that will retrieve your information for you.

THE SPILL REQUESTS

Because Memory Minder cross-indexes your information according to Subject, Tag, and Object, your spill requests can be of varying types. You can ask directly about any individual Object you’ve filed. Or you may access that same data by asking about the Subject heading it’s filed under, or about the Tag heading you’ve used for cross-indexing. It’s even possible to specify a Subject and Tag heading in the same request.

There are seven kinds of Spill requests:

- **Subject Spill.** Memory Minder displays all the information it has about a given Subject.
- **Tag Spill.** Memory Minder displays all the information it has about a given Tag.
- **Object Spill.** Memory Minder displays all the information it has about an individual Object you’ve stored.
- **Indexed Spill.** Allows you to specify both a Subject and a Tag in the same Spill Request.
- **Selective Spill.** Allows you to specify a Tag and an Object in the same Spill Request.
- **Analogy Spill.** Memory Minder answers your query by drawing an analogy between the Subject or Tag entry and an Object.
- **Soundex Spill.** Allows you to refer to a data entry in your file when you’re not sure how to spell it. For example, the request who’s Sound’s Tom could find Thom, Tom and Tommy.

Retrieving Stored Information

You may begin any Spill Request with one of the following "query words": WHO, WHAT, WHERE, or WHEN. Use of the query words is optional. For example, you could type "WHO'S COMMUNITY S&L," or simply "COMMUNITY S&L." You also have the option of ending your Spill Request with a question mark. Memory Minder will respond to your request regardless of whether you use a query word or a question mark to express it.

If Memory Minder finds two or more entries that fit your Spill Request, it will finish the list by displaying "THAT'S ALL!" If it finds more entries than will fit on the screen at one time, it will list as many as will fit on the display. Then when your display screen fills, Memory Minder automatically pauses and asks, "WANT THE REST?" You may continue the Spill by typing Y, or type N to cancel it and go on to a new request.

If you ask about a data entry not present in the file (for example, 2ND BANK), Memory Minder will respond by repeating the entry, saying:

2ND BANK'S
NEWS TO ME!

SUBJECT SPILLS

If you want Memory Minder to spill all the information it has about a particular subject, you would ask for a Subject Spill. All you need to do is type in the Subject. For example, suppose you wanted to see all the information you have stored for COMMUNITY S&L. To find out, type:

COMMUNITY S&L

Memory Minder will respond by listing everything it knows about COMMUNITY S&L:

COMMUNITY S&L'S
INTEREST RATE'S 12 3/4%
COMMUNITY S&L'S
LOAN OFFICER'S
LYNN BROWNING
THAT'S ALL!
WHATSIT?

In processing a Subject Spill, Memory Minder automatically searches the file for all Objects filed under the Subject you specify, and displays each one along with the Tag heading by which it's cross-indexed.

TAG SPILLS

Just as you can ask about any Subject, you can also ask about any Tag. Just type the Tag, and Memory Minder will display everything it knows about the Tag. Suppose you want to see all the information you have on loan officers. Type:

LOAN OFFICER

Memory Minder will display:

COMMUNITY S&L'S
LOAN OFFICER'S
LYNN BROWNING

VALLEY BANK'S
LOAN OFFICER'S
JANE LOUDEN

WEST RIVER'S
LOAN OFFICER'S
JULIA WATSON

THAT'S ALL!
WHATSIT?

In processing a Tag Spill, Memory Minder automatically searches the file for all Objects filed under the Tag you specify, and displays each one along with the Subject heading it's filed under.

OBJECT SPILLS

Memory Minder allows you to ask directly about any individual Object you've stored. Again, just type it in. Suppose you want to find out which banks offer an interest rate of 13 1/2%. The following Memory Minder interaction illustrates what will happen when you type 13 1/2% at the WHATSIT? prompt:

WHATSIT?

13 1/2%

13 1/2%'S
VALLEY BANK'S
INTEREST RATE

13 1/2%'S
WEST RIVER S&L'S
INTEREST RATE

THAT'S ALL!
WHATSIT?

Retrieving Stored Information

In processing an Object Spill, Memory Minder automatically searches the file for all Objects matching the one you specify, and displays each one along with the Subject and Tag headings it's filed under.

This form of request is especially useful if you're sure you've stored a particular data entry, but can't remember what headings you've filed it under.

NOTE: An object spill will not work if the object has the same name as a subject or tag. Memory Minder will find the subject or tag instead of the object. To retrieve objects in this case, use the tag or subject plus the object in the spill request.

INDEXED SPILLS

If you wish, you may specify both a Subject and a Tag in the same Spill Request. This is known as an Indexed Spill Request. Suppose you couldn't remember the name of West River S&L's loan officer? All you'd have to do is type:

WHO'S
WEST RIVER S&L'S
LOAN OFFICER?

Memory Minder would remind you:

WEST RIVER S&L'S
LOAN OFFICER'S
JULIA WATSON
WHATSIT?

In processing an Indexed Spill, Memory Minder automatically searches the file for all Objects filed under both the Subject and Tag you specify, and displays each one along with both headings.

If the answer to an Indexed Spill is not in the file, Memory Minder processes the request as a Store Request, giving you an opportunity to store the missing data. The Memory Minder interaction below gives you an example of this:

WHATSIT?

WHO'S
PACIFIC FOOTHILLS BANK'S
LOAN OFFICER?

NEWS TO ME!
NEW SUBJECT?

Y

TELL ME, WHO'S
PACIFIC FOOTHILLS BANK'S
LOAN OFFICER?

JIM TOOLEY

GOT IT!

WHATSIT?

SELECTIVE SPILLS

It is also possible to specify both a Tag and an Object in your request. This is called a Selective Spill Request; it allows you to search your information for Subjects that match a specified description. Suppose you knew that one of the banks you'd visited had an interest rate of 12 3/4%, but you couldn't remember which one? Simply type the information that you do know—the Tag and the Object:

WHO'S
INTEREST RATE'S
12 3/4%?

Memory Minder jogs your memory, and you find out that COMMUNITY S&L'S rate was the one you were thinking of:

COMMUNITY S&L'S
INTEREST RATE'S
12 3/4%

WHATSIT?

In processing a Selective Spill Request, Memory Minder looks for every Subject under which the specified Object is indexed by the Specified Tag.

ANALOGY SPILLS

In addition to the five Spill Requests already described, Memory Minder is also capable, when the necessary information is on file, of answering queries by analogy.

You enter an Analogy Request in the same way as an Indexed Spill Request, but replacing either the Subject or Tag entry with an Object entry instead. For example, you have the following information stored:

COMMUNITY S&L'S LOAN OFFICER'S LYNN BROWNING
WEST RIVER S&L'S LOAN OFFICER'S JULIA WATSON

Retrieving Stored Information

The problem is that you can't remember the name of West River S&L'S loan officer. You do know Community S&L'S loan officer, however—Lynn Browning. You could enter an Analogy Request to find out this information; simply replace the Tag entry with an Object entry:

WHO'S

WEST RIVER S&L'S
LYNN BROWNING?

WEST RIVER S&L'S
LYNN BROWNING'S
JULIA WATSON

WHATSIT?

You may use the Analogy Spill Request whenever the Object you specify is unique in the file. If two or more identical Objects have been stored, however, the results of this request type will be unpredictable.

SOUNDEX SPILLS

Sometimes you may want to refer to a data entry in your file when you're not sure how to spell it. This is especially useful when looking up an unfamiliar name. Memory Minder allows you to do this by using the Soundex Spill. Memory Minder will answer by displaying any stored entries that "sound like" the one you pick—even though the spelling may be different. All like-sounding entries will be displayed, including Subject and Tag headings as well as data Objects.

To use the Soundex Spill, type SOUND'S, followed by the approximate spelling of the entry you're looking for. Suppose you're looking for Paul Hansen's entry, but you're not quite sure what his last name is:

WHO'S

SOUND'S
TOM?

In this case, Memory Minder found a match, and was able to find the name you wanted:

THOM HANSEN
THAT'S ALL!
WHATSIT?

Soundex matching is based on the first word of each entry. For example, in a file of full names, you can find a like-sounding first name, even when you don't know the last name.

The Soundex Spill works when you know the correct first letter of the entry you want. Each consonant thereafter must match or have the same sound. SOUND'S ignores vowels.

SPECIAL SPILL REQUESTS

To request a complete list of your Subject headings, type:

SUBJECTS

Likewise, for a list of your Tag headings, type:

TAGS

To scan the entire contents of a file, type:

ALL

Retrieving Stored Information _____

Odds And Ends

This chapter provides the kind of information you'll need once you are more advanced and have learned the program a little better. The topics covered here are:

- How to obtain printed copies of your requests and spills.
- When and how to make backup copies of your files.
- What to do as you begin running out of storage space.
- How to open up additional file space by SIFTing the diskette's contents.
- How to completely empty a diskette file.

USING A PRINTER WITH MEMORY MINDER

If you want to obtain printed copies of your requests and spills as they are displayed on the screen, type:

PRINTER

This will cause anything displayed on the screen to simultaneously print on the printer. **Once the printing has stopped**, you can turn off the printer function by typing:

SCREEN

Be sure to turn on your printer before typing the PRINTER command. If the printer is not turned on, the computer may lock up and you will have to reload Memory Minder.

With certain printer interface cards, you may see each item displayed twice on the screen when using the PRINTER command. To eliminate this, type ECHO instead of PRINTER to start printing.

When doing a subject spill to the printer, only the tag and object will be repeated if there is more than one item in the spill. This is a Memory Minder feature to save space on the printout.

NOTE: Your printer must be connected to slot #1 for this function to work properly.

MAKING BACKUPS

As a precaution, it's wise to make a "backup copy" of your Memory Minder data diskette from time to time. Use the DOS 3.3 COPY program to copy from one diskette to another. To make a backup copy of your diskette, follow these steps:

- Insert your Apple DOS 3.3 diskette into Drive 1.
- Turn on your computer and video display.
- When you see the blinking cursor next to the prompt, type: RUN COPYA and press RETURN.
- Remove the DOS diskette, and insert your Memory Minder data diskette. Follow the instructions on the screen for one or two disk drives.

Always save your latest backup diskette until you're sure you've successfully created the next one.

The more data you have stored, the more frequent your backups should be. In the beginning, once a week is probably adequate. If you're using Memory Minder frequently, however, every two to three days would be safer. That way, should you damage your data diskette you will have a backup.

NOTE: Be careful whenever you are making backups, or saving information. If you press the RESET button or if there is a power failure, you may lose your file.

STORAGE CAPACITY

You should be able to store 1500 to 3000 entries on your data diskette. This amount will vary according to the length of the entries. Each time you start up the Memory Minder program, you'll see a file space message like this:

FILE'S 69% FULL

This will help you judge how much room is left in the file for storing more information.

If the diskette becomes completely full, you'll see this message:

FILE'S FULL, CAN'T WRITE.

At this point, if you attempt a Store Request, Memory Minder will refuse to process it, and will simply repeat the CAN'T WRITE message. Spill Requests, however, since they do not require writing to the file, will continue to be processed as usual. This lets you retrieve information even when the file is full.

Any time your diskette is at least 90 percent full, you'll see a message like this:

FILE'S 90% FULL
PLEASE SIFT IT SOON.

The following section describes how to sift your file.

SIFTING YOUR FILE

From time to time, you may want to open up some additional file space by using the SIFT Request. By "sifting" out any entries you've scratched or replaced, you release their space for reuse—and help your system run faster. Since sifting takes time, do it when you'll be able to leave your computer to itself for a while.

First of all, be sure to make a backup copy of your Memory Minder data diskette, as described earlier. This will protect you if anything interrupts the SIFT operation, such as a power failure, or accidentally touching your Apple's Reset button.

After copying your diskette, start up Memory Minder the usual way and type:

SIFT

As a reminder the program will display:

CAUTION
HAVE YOU COPIED THIS DISC?

Simply type Y for YES and Memory Minder will do the rest. Remember not to stop the program while sifting is in progress. When it's finished, the screen will clear and display the Memory Minder copyright screen. You may then continue in the usual way. If you have a large file to sift, the process could take a half an hour to an hour to complete.

EMPTYING YOUR FILE

If you ever want to wipe out all the information stored on a diskette, just type:

ALL ISN'T

To protect you from accidents, the program will display the following message:

CAUTION
DO YOU WANT TO EMPTY THIS DISC?

Odds And Ends

If you answer Y for YES, the entire contents of your diskette will be erased—Subjects and Tags as well as all their Objects. The next time the file space message appears, it will say:

FILE'S EMPTY

just as it did the first time you used the Memory Minder program.

CAUTION: Use the ALL ISN'T Request with care. Once it's started, there's no way to recover the data on your diskette, except by recopying the whole diskette from a backup copy.

USER NOTES

- 1) Unlike most computer programs, Memory Minder does not keep its data in your computer. The data is safely saved to the disk as soon as it is entered. If you have a power failure or turn off the computer, you will not ordinarily lose any of your Memory Minder information. The one exception is if you turn off your Apple, press CONTROL/RESET or CONTROL/C, or have a power failure while Memory Minder is performing a disk operation such as saving a request. In that case you could lose some or all of your Memory Minder information. It is wise to always have a backup of your Memory Minder file disk.
- 2) Never press the CONTROL/C or CONTROL/RESET keys when using Memory Minder. Using these keys will abruptly end Memory Minder and could cause some or all of your Memory Minder information to be permanently lost.
- 3) If you are using Memory Minder with an Apple IIc, an Apple compatible serial printer must be used.
- 4) Once your data diskette has been inserted, do not switch to another data diskette during the same session. Otherwise you will get the message, "OOPS, BAD DISK" and you will have to re-load the Memory Minder program.

Sample Uses For Memory Minder

A

MEMORY MINDER AS A DATA BASE MANAGER

A “data base” is simply a collection of information. For example, the information stored on your Memory Minder diskette is a data base. A “data base manager” is a computer program that allows you to keep track of the information you have stored—you can update the information, ask for a particular piece of data, or remove information.

Used as a data base manager, Memory Minder can store information about one or several aspects of your business. You are free to intermix unrelated data on a single diskette, or to “dedicate” diskettes to various applications.

You can use Memory Minder in business applications like these:

- A salesperson may need to store customer and prospect lists, buyers’ names and phone numbers, current order status.
- A professional person may need to index client records, appointment schedules, or technical data needed for frequent reference.
- A contractor might want quick access to material prices and specifications.
- A manufacturer’s data base might include customers and suppliers, and recent price quotations issued and received.
- An investor might want to keep tabs on a portfolio of securities, with purchase dates and tax basis information.

INDEXING NAMES, ADDRESSES, PHONE NUMBERS

Besides the business uses mentioned above, Memory Minder can serve as your “little black book.” With Memory Minder, you can store a variety of data, from the practical to the whimsical.

You might begin, for example, with a simple file of names and addresses. To do this, you’d store a Subject heading in your Memory Minder data base for each person or company you want to have on file. A handful of Tag headings would get you started: ADDRESS, CITY, STATE, ZIP CODE, and perhaps PHONE.

Appendix A

In a business or professional system, you might also want to include ACCOUNT NO., or a territory or product code; in a personal system, you could create such Tags as NICKNAME, BIRTHDAY, HOBBY, ASTROLOGICAL SIGN, or even SHOE SIZE.

Memory Minder adds each new Tag (and each new Subject) to the file the first time you use it. From then on, it's available whenever you need it. The system allows you to store one or any number of Objects (data entries) under each Subject and Tag heading. Thus, if a client has two phone numbers, you can store them both.

If you need to store several facts about the same Subject, or if you're feeding in a series of entries under the same Tag heading, be sure to make use of Memory Minder's ditto feature described in Chapter Three. These can cut down on the typing you have to do.

ORGANIZING A MUSIC COLLECTION

If they could use it conveniently, many record collectors might appreciate a way to recall which LP contains a desired selection, or a way to search quickly for records by a certain singer, performer, composer, songwriter, conductor, or soloist. With the appropriate choice of Tag headings, Memory Minder could provide some or all of these indexing capabilities.

As an example, you could store album titles or catalog numbers as Subjects in the file. Using Tag headings like SINGER, WRITER, COMPOSER, CONDUCTOR, it would be possible to spill a list of all the albums by a specified artist, simply by typing a Selective Spill Request. You could specify:

SINGER'S KRISTOFFERSON?
WRITER'S BOB DYLAN?
COMPOSER'S RACHMANINOFF?
CONDUCTOR'S ANTAL DORATI?
PIANIST'S ASHKENAZY?

In many cases, it would be enough to type just a single name for your request, such as:

LISZT?

The system would spill all indexed albums by the specified artist.

A more ambitious indexing scheme could be designed, in which individual selections, or “cuts,” would be indexed on each album. Depending on how you would need to access the data, this could be done by creating a special Tag heading, “SELECTION,” and storing a series of entries under this heading for each album (Subject) in the file. With this scheme, you could use an Object Spill to return all albums containing a desired selection. A Dixieland lover might type:

WHERE'S MUSKRAT RAMBLE?

Searching by Selection

Alternatively, you could store each selection as a Subject heading, having its own series of Tag headings in the file. This would permit detailed information to be stored about each individual selection, using any desired Tag headings.

Since Tag headings are not predetermined by the Memory Minder system, you could design your own indexing scheme to suit your needs. If, instead of LPs, you collect books—or stamps or fossils—you could tailor a data base especially for the purpose.

Creating Your Own File Categories

Suppose you want to organize the Subject headings in a data base into Categories. There are two ways:

- If your Subject headings naturally fall into a number of distinct “pigeonholes,” you may simply set up each Category as a separate data base. You can do this by using a separate diskette for each Category.
- You may, instead, want to establish Categories within a single data base, so that full cross-referencing capabilities are available. This would be especially important if some of your Subject or Tag headings apply to data Objects in a variety of different Categories.

Suppose your Subject headings are performers in a file of musical selections, and you want to categorize them according to type of music: Classical, Soul, Rock, Jazz, Movie Soundtrack, or whatever. Simply type in requests, letting Memory Minder know what Categories apply to each subject in your data base:

ELLA FITZGERALD'S CATEGORY'S JAZZ
BUENA VISTA'S CATEGORY'S DISCO
LILY TOMLIN'S CATEGORY'S COMEDY

Appendix A

As usual, Memory Minder will automatically create the necessary Tag heading (in this case, CATEGORY) and store the Objects—which happen to be your Category names. Once you've entered this information, you can easily ask Memory Minder to spill out all the Subjects under any Category you like:

WHO'S CATEGORY'S JAZZ?

Memory Minder will respond with a full list of the Subjects you've assigned to that Category.

Glossary Of Memory Minder Terms

B

ADD REQUEST	A request asking Memory Minder to add information to what's already stored about a particular Subject.
"ALL"	A special request asking Memory Minder to display all Subjects, Tags, and Objects that have been stored.
"ALL ISN'T"	A special request asking Memory Minder to delete all the information on a diskette.
ANALOGY SPILL	A special type of Spill Request in which Memory Minder responds to your request by analogy. Similar to an Indexed Spill, except that an Object is specified in place of either the Subject or the Tag heading.
BACKUP	A copy of your stored information, kept in reserve in case your working copy becomes damaged.
CHANGE REQUEST	A request asking Memory Minder to change certain information that you've previously stored.
CURSOR	The small flashing square that shows your position on the screen.
DATA	Any type of information that you have stored on a diskette.
DISKETTE (DISC)	A flexible magnetic recording device that Memory Minder uses to hold your information.
DISK DRIVE	A computer accessory that "writes" and "reads" information to and from your diskette.
ENTRY	Any individual data item, or piece of information, stored by Memory Minder. An entry may be a Subject, Tag, or Object. A request may contain one, two, or three individual entries.
HEADING	Either a Subject or Tag entry, used in indexing Object entries that Memory Minder stores.
INDEXED SPILL	A Spill Request that asks Memory Minder to list all Objects (data entries) filed under specified Subject and Tag entries.

Appendix B

OBJECT	A data entry, other than a heading. Stored by Memory Minder.
OBJECT SPILL	A Spill Request that asks Memory Minder to list all Subject and Tag headings under which a specified Object is filed.
PROGRAM	The list of instructions that tell a computer what to do.
PROMPT	A standard message displayed by a computer system to invite a request from the user. When ready for a new request, Memory Minder issues the prompt, WHATSIT?.
QUERY WORDS	The four words—WHO, WHAT, WHERE, WHEN—which Memory Minder recognizes at the beginning of a Spill Request.
REQUEST	A short sentence you type, asking Memory Minder to store or spill selected information.
SCRATCH REQUEST	A request asking Memory Minder to remove a Heading or Object from storage.
SELECTIVE SPILL	A special type of Spill Request in which Memory Minder searches your file selectively to match both a Tag heading and an Object you specify.
SIFT	The process of removing accumulated deletions from a Memory Minder file and reclaiming the space for new entries.
SOUNDEX SPILL	A Spill Request that asks Memory Minder to list all entries that, when spoken, sound similar to the one you've specified.
SPILL REQUEST	A request asking Memory Minder to "spill" out some information you've previously stored. Spill Requests are of several kinds, including Subject, Tag, Object, Indexed, Selective, and Analogy.
STORE REQUEST	A request asking Memory Minder to update your file of information, by storing or adding new information, or by changing information you've stored previously.
STRIKE REQUEST	A request asking Memory Minder to delete a specified Subject or Tag heading, along with all the Object entries filed under that entry.
SUBJECT	A heading you choose, under which any desired Objects (data entries) may be filed.

SUBJECT SPILL	A spill of all the information Memory Minder has stored about a specified Subject.
“SUBJECTS”	A special request you may type to spill out a complete list of your Subject headings.
TAG	A heading you create for classification or cross-indexing of stored information.
TAG SPILL	A spill of all the information Memory Minder has stored about a specified Tag.
“TAGS”	A special request you may type to spill out a complete list of your Tag headings.
WHATSIT?	The prompt issued by Memory Minder to invite a user request.

Quick Reference Guide

C

In the following list of commands, your responses in the Command Sequence column are in boldface type, and Memory Minder's responses are in regular type. Press the RETURN key after your responses. Items in brackets < . . . > indicate information you supply.

ACTION	COMMAND SEQUENCE
Adding Information	
Adding new subject	<subject> <tag> <object> NEWS TO ME! NEW SUBJECT? Y
Adding new tag	<subject> <tag> NEWS TO ME! NEW TAG? Y
Adding new object	<subject><tag><object>
Adding additional objects	<subject> <tag> <new object> NEWS TO ME! <SUBJECT> <TAG> WAS <OLD OBJECT> ADD OR CHANGE? A GOT IT!
Changing Information	
Changing an object	<subject> <tag> <new object> NEWS TO ME! <SUBJECT> <TAG> WAS <OLD OBJECT> ADD OR CHANGE? C GOT IT!
Replacing a previously stored object	<subject> <tag> ISN'T <object> ERASE OR REPLACE? R <new object>
Deleting a previously stored object	<subject> <tag> ISN'T <object> ERASE OR REPLACE? E FORGOT IT!

Appendix C

Finding Information

Finding all information on a subject	<subject> WHO'S <subject> WHAT'S <subject> WHEN'S <subject> WHERE'S <subject>
Finding all information by tag	<tag>
Finding all information by object	<object>
Finding all information by subject and tag	WHO'S <subject> <tag> WHAT'S <subject> <tag> WHEN'S <subject> <tag> WHERE'S <subject> <tag>
Finding all information by tag and object	WHO'S <tag> <object> WHAT'S <tag> <object> WHEN'S <tag> <object> WHERE'S <tag> <object>
List all subjects	SUBJECTS
List all tags	TAGS
List entire file	ALL
Housekeeping	
Reorganize for compact data storage	SIFT
Remove entire subject (including associated objects)	<subject> ISN'T
Remove all tag reference (including associated objects)	<tag> ISN'T
Remove the entire file (careful with this one)	ALL ISN'T
Print a file	PRINTER
Turn printer off	SCREEN
Use ditto feature (') to automatically re-enter previous subject or tag	' <tag>

Index

- Add request 3-8
 - Analogy Spill 4-5
 - Apostrophe
 - using as ditto mark C-2
 - using within entries 3-2
 - Backups
 - of diskette 5-2
 - frequency of 5-2
 - steps for making 5-2
 - Change Request 3-8
 - Cursor 2-2
 - Diskette
 - data 2-1
 - formatting, steps for 2-1
 - inserting into disk drive 2-1
 - program 1-2
 - ECHO 5-1
 - Emptying a file 5-3
 - Entries
 - definition of 3-1
 - within a request 3-2
 - Errors, correcting 2-3
 - File
 - emptying 5-3
 - sifting 5-3
 - Help screen 2-3
 - Indexed Spill 4-4
 - Memory Minder
 - description of program 1-1
 - requirements 1-2
 - uses 1-1
 - Object
 - definition of 3-2
 - indexing by 3-2
 - Object Spill 4-3
 - PRINTER 5-1
 - Printing 5-1
 - Prompt 2-2
 - Query words 4-2
 - Quick Reference C-1
 - Request
 - answering a Memory Minder 2-2
 - definition of 2-3, 3-1
 - Scratch Request
 - purpose of 3-7
 - removing information with 3-9
 - replacing information with 3-7
 - sample of 3-7, 3-9
 - SCREEN 5-1
 - Selective Spill 4-5
 - SIFT Request 5-3
 - Soundex Spill 4-6
 - Spill Requests
 - types of 4-1
 - Storage
 - file space message 5-2
 - full file message 5-2
 - number of possible entries 5-2
 - Store Request
 - samples of 3-3, 3-4 – 3-6
 - types of 3-3
 - Strike Request 3-9
 - Subject
 - definition of 3-2
 - duplicates 3-6
 - indexing by 3-2
 - requesting list of 4-7
 - Subject Spill 4-2
 - Tag
 - creating duplicates 3-2
 - definition of 3-2
 - indexing by 3-2
 - requesting list of 4-7
 - Tag Spill 4-3
 - WHATSIT?. See Prompt 2-2
-

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