CollectyCut User's Manual

In this manual:

About

CollectyCut is a smart and convenient solution for managing extensive collections of quotations.

It is great for:

- Data hunting

- Preparing news or investigating new subjects

- Fishing ideas while surfing the Net

- Grabbing an interesting thought or aphorism in a blog or e-mail message

- Searching literature

- Finding quotation stored earlier in the collection, just drag'n'drop appropriate quotation's tag to the search area.

CollectyCut can be used free for 15 days, so you can evaluate it absolutely risk-free.

System Requirements

In order to run CollectyCut, your computer must have at least the following features:

- Windows 2000, NT 4.0 or XP

- 333 MHz processor (600 MHz recommended)

- 64 MB of RAM (128 MB recommended)

- 10MB of free hard disk space

- Administrator Privileges

Download the Latest Version

To download the latest version of CollectyCut:

1. Launch your favorite Web browser.

2. Open the URL: http://www.collectycut.com/download.html

3. On the product list, select "**CollectyCut**".

4. In the "*Save As…*" window that appears, browse to the folder where the file is to be saved, then enter the name to save the file as (or leave default), and then click "**Save**" to complete the download or click "**Cancel**" to abort it.

Installing CollectyCut

To install CollectyCut on your computer:

1. Open *Windows Explorer*.

2. Browse to the folder where you have saved the CollectyCut setup file.

3. Double-click on the setup file and then follow the setup wizard's instructions.

Notes:

❑ Once installed, CollectyCut will start automatically when Windows starts.

❑ The ***free trial version*** will run for ***15 days*** only. To use the program after the expiry of the trial period, you must purchase the full version. *Details…*

Removing CollectyCut

To remove CollectyCut from your computer:

1. In the "*My Computer*" window, open *Control Panel* and then select "**Add / Remove Programs**".

2. On the list of software that appears, select "**CollectyCut**" and then click on the "**Change / Remove**" button.

3. On the program's prompt for the confirmation of the removal, click "**Uninstall**" to complete the removal process.

When the automatic uninstall is complete, browse to the program's folder with your favorite file manager (e.g., *Windows Explorer*) and clear the folder's contents manually, if that is necessary.

Starting and Stopping CollectyCut

To start CollectyCut:

Click on the **Start** button in the bottom-left corner of the screen, then point at "**Programs**", then point at "**CollectyCut**" and then click on the "CollectyCut" item on the start menu that opens up.

Notes:

❐ CollectyCut starts automatically when Windows starts. You can then access it any time via the icon in the system tray, by the clock.

❐ The *free trial version* will run for *15 days* only. To use the program after the expiry of the trial period, you must purchase the full version. *Details…*

To stop CollectyCut:

Simply right-click on the program's icon in the system tray and then select "**Exit**" on the menu that appears.

You can also click on the [**X**] (**Close**) button in the upper-right corner of the program's window to close the window. However, clicking on the "**Close**" button will not actually stop the program; instead, it will minimize the program to the system tray, where you can access it later.
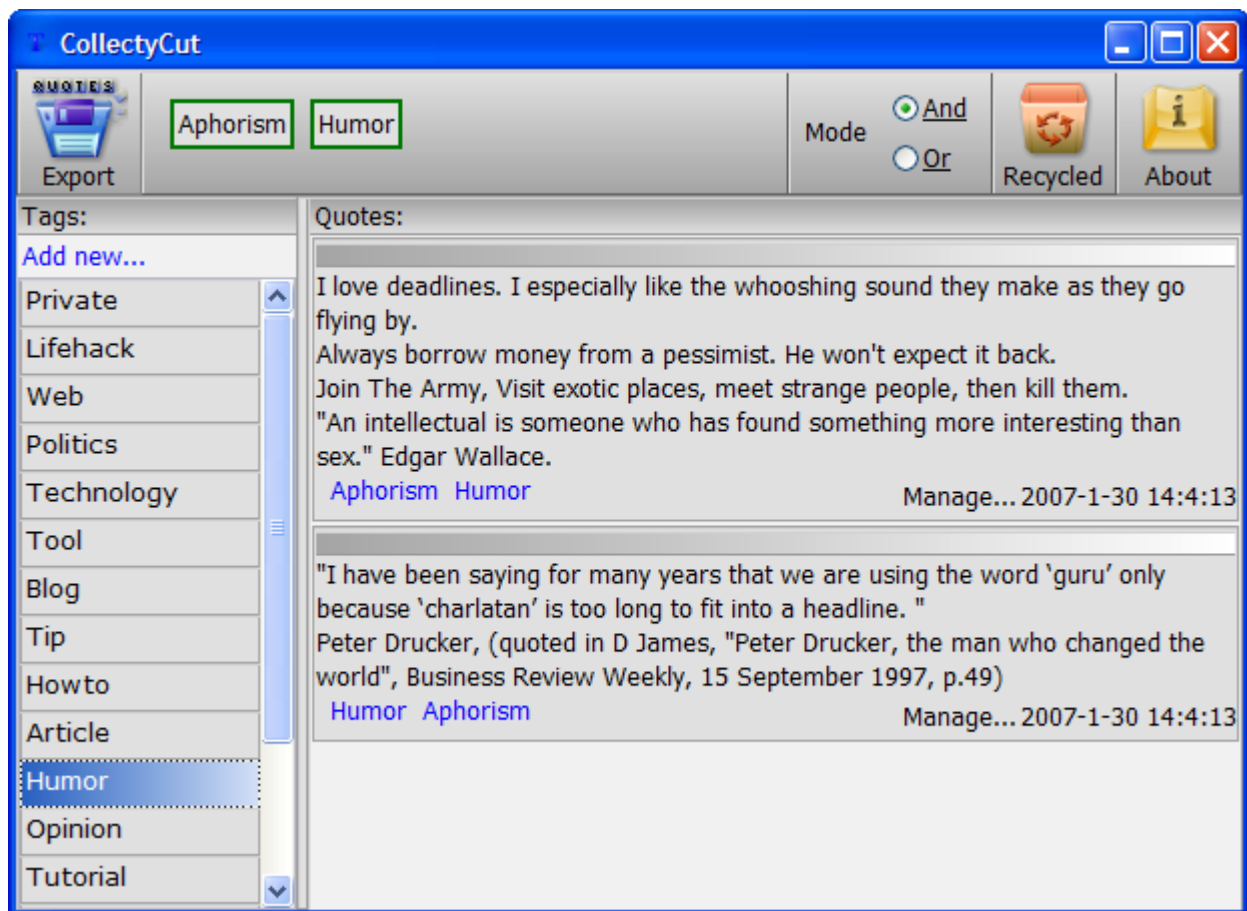
Working with CollectyCut

In Brief…

CollectyCut provides you with an easy way to store and add texts (or "*quotations*", as they are referred to in CollectyCut) and "*tag*" them for the further search.

For the quick search, CollectyCut features **tags** – keywords that describe quotations. For example, an interesting aphorism can be tagged as *Aphorism*, *Humor* (e.g., a funny phrase), and *Idea* (to be used as an epigraph.)

These tools will help you manage your quotations with CollectyCut.

Quote List

Quote list contains the list of stored **quotations** and tags associated with each quotation. The most recent quotations are located at the top of the Quote List. You can copy selected quotations (including their tags) to clipboard, add new quotations, delete quotations that you will no longer need or manage tags associated with a quotation.

Tag List

Tag list contains the list of used **tags**. Tags are keywords that describe quotations. Use tags to search

quotations associated with specific keywords. You can add your own tags to the list of tags that come with the program, rename existing tags or delete tags that you will no longer need.

Details…

Search Bar

Search bar provides space for tags that you want to search for quotations. Depending on your search demands, you can place tags on the search bar or remove tags from it. You can search multiple tags simultaneously and even use simple logical expressions.

Details…

Recycled

The Recycled button allows deleting quotations that are no longer necessary.

Details…

Export

CollectyCut allows exporting data to HTML files. Just click the "**Export**" button and select the file to export data to.

Details…

Managing Quotations

Quote List contains the list of stored **quotations** and tags associated with each quotation.

To add a quotation to CollectyCut:

Select the text to be added to Quote List in any application (Notepad, Word, Web browser, etc.) and then press **Ctrl+C** (or **Ctrl+Ins**) twice. The data will be copied to clipboard, and CollectyCut will save it in its database automatically.

You can also select the text to be added to Quote List, then drag it to the *CollectyCut* window, and then drop it on the desired tag.

Quotations on the Quote List are displayed with their corresponding **tags**. You can quickly find other quotations with the same tags.

To find all quotations with the same tag:

Click on the tag below the quotation and then select "**Add to Search**" on the menu that appears.

You can quickly remove some keywords from a selected quotation.

To remove a tag from selected quotation:

Click on the tag below the quotation and then select "**Remove**" on the menu that appears.

To manage tags associated with selected quotation:

1. Right-click on any tag listed below the quotation.

2. On the list of available tags that appears, select the tags to associate this quotation with.

Note:

You can also grab a quotation to be added to some tag and then drag and drop it on that tag to associate the selected quotation with the tag.

To copy a quotation to clipboard:

Select the quotation to be copied to clipboard, then right-click on it, and then select "**Copy**" on the menu that appears.

Note:

You can also copy tags associated with quotation. To copy a quotation with tags, Select the quotation to be copied to clipboard, then right-click on it, and then select "**Copy with Tags**" on the menu that appears.

To delete a quotation from Quote List:

Select the quotation to be deleted, then right-click on it, and then select "**Delete**" on the menu that appears.

Managing Tags

Tags List contains the list **tags** - keywords that describe quotations.

To add a new tag to the Tags List:

Click on the "**Add Tag**" label at the bottom of the Tags List.

To mark a quotation with selected tag:

Drag the tag from the list to the quotation. Each quotation can be marked with any number of tags.

To select all quotations marked with selected tag:

Right-click on the tag to be searched and then select "**Add to Search**" on the menu that appears. This will add the selected tag to the *search bar* and display quotations associated with that tag on the Quote List.

You can also double-click on a tag to instantly add it to the search bar.

To rename tag:

1. Right-click on the tag to be renamed and then select "**Rename**" on the menu that appears.

2. In the edit box that appears, change the tag name as necessary and then press [**ENTER**].

To delete tag:

Right-click on the tag to be deleted and then select "**Delete**" on the menu that appears.

Search Bar

Search bar provides space for tags that you want to search for quotations.

To search for quotations on a specific keyword:

Drag the corresponding tag to the Search Bar.

- OR -

Double-click on the tag to be searched.

You can search for quotations marked with ALL or ANY of the selected tags.

To search for quotations marked with ALL selected tags:

Add the tags to be searched to the search bar and then select the "**AND**" option on the search bar.

To search for quotations marked with ANY selected tag:

Add the tags to be searched to the search bar and then select the "**OR**" option on the search bar.

To clear search terms:

Right-click on the search bar and then select "**Clear**" on the menu that appears.

Recycled

The **Recycled** button allows deleting quotations that are no longer necessary.

To remove a quotation:

Drag it to the Recycle Bin icon in the program's window.

Note:

Deleted quotations cannot be restored.

Export

CollectyCut allows exporting data to HTML files.

To export quotations to an HTML file:

1. Click the "**Export**" button.

2. In the "*Save As…*" window that appears, select the folder to save the quotations to, then enter the quotations file name, and then click "**Save**". Clicking "**Cancel**" will cancel the export operation.

License Agreement

All copyrights to CollectyCut are exclusively owned by Andrey Borodaev.

- The CollectyCut shareware version may be freely distributed, with exceptions noted below, provided the distribution package is not modified. No person or company may charge a fee for the distribution of CollectyCut without written permission from the copyright holder. The CollectyCut shareware version may not be bundled or distributed with any other package without written permission of the copyright holder.

- CollectyCut may be used for a trial period of 15 days. Following this trial period you MUST register if you wish to continue to use CollectyCut.

- The registered user is granted a non-exclusive license to use CollectyCut on one computer at a time, for any legal purpose. The registered CollectyCut software may not be rented or leased.

- CollectyCut IS DISTRIBUTED "AS IS". NO WARRANTY OF ANY KIND IS EXPRESSED OR IMPLIED. YOU USE AT YOUR OWN RISK. THE AUTHOR WILL NOT BE LIABLE FOR DATA LOSS, DAMAGES, LOSS OF PROFITS OR ANY OTHER KIND OF LOSS WHILE USING OR MISUSING THIS SOFTWARE.

- You may not use, copy, emulate, clone, rent, lease, sell, modify, decompile, disassemble, otherwise reverse engineer, or transfer the licensed program, or any subset of the licensed program, except as provided for in this agreement. Any such unauthorized use shall result in immediate and automatic termination of this license and may result in criminal and/or civil prosecution.

  All rights not expressly granted here are reserved by Andrey Borodaev.

- Installing and using CollectyCut signifies acceptance of these terms and conditions of the license.

- If you do not agree with the terms of this license you must remove CollectyCut files from your storage devices and cease to use the product.

Purchasing CollectyCut

The program is distributed on the shareware basis, i.e. you may download and try it before purchasing. This program is a 15-day evaluation version. If you would like to continue using it after the 15 days, you must purchase the license.

To purchase CollectyCut:

1. Launch your favorite Web browser.

2. Open the URL: http://www.collectycut.com/buy.html

3. In the New order window that appears, specify the required order information and then submit your order.

4. Follow the instructions provided in the e-mail message sent to you by our sales department.

Registered users are entitled to:

❒ Fully functional, unrestricted copy of the software.

❒ Information on updates and new products.

❒ Free technical support.

We accept credit cards orders, orders by phone and fax, checks, and wire transfers. Prices, terms, and conditions are subject to change without notice; please check our web site for the latest product offerings and prices.

Registering CollectyCut

The program is distributed on the shareware basis, i.e. you may download and evaluate it FREE of charge before purchasing. If you liked the program, you may purchase the license and register the program to remove all restrictions.

To register CollectyCut:

1. Copy the registration key information you have received from out support to clipboard.

2. Open the "*CollectyCut*" window and then click on the "**About**" button on the toolbar.

3. In the "*About*" window that appears, paste your name and the registration code from clipboard and then click "**OK**" to complete.

When you restart the program, all the demo-version's restrictions will be removed, and your name will appear in the program's "*About*" window.

CollectyCut Support

You can contact our support team using the following e-mail:

support@collectycut.com

Support service web page:

http://www.collectycut.com/support.html

Before requesting technical support, please make sure that you are using the latest version of CollectyCut, which is available at:

http://www.collectycut.com/download.html

We try to process each support request as quickly as possible. However, please allow for an up to 24 hours delay.

Attention Registered Users!

Support requests from our registered user are the priority, and they will be processed before all other requests.

If you are a registered user, please include your order # in the **Subject** field of your support message.

Lost Registration Keys

If for any reason your registration code becomes invalid or gets lost, just e-mail to our support staff at support@collectycut.com with your registration details. You will receive a new code via e-mail at no charge as soon as we have validated your registration.