

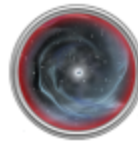
Application: Black Hole Organizer

Black Hole Organizer Help File



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Black Hole Organizer



Tired of losing your important notes? Have a task to complete? Reminder programs too complicated to use?? Well you have found the program to save your day!

All too often you sit down to draft a letter or jot down some quick notes and you lose them somewhere on that thing we call a desk, otherwise known as a Black Hole. Well now you can organize that Black Hole with Black Hole Organizer! You can store all of your notes and documents in one convenient place AND you can get them back out again! ;-)

With Black Hole Organizer's text editor you can create beautiful Rich Text Formatted documents that you can either save, print, or email to others as needed.

Order your own copy now!

[Order Online](#) now for only \$24.95!





Evaluation Copy









The evaluation copy will time out in 30 days. After 30 days, you will no longer be able to use the application! The evaluation version also only allows you to create and use a single database. Also to save size the Thesaurus is not shipped with the evaluation version, only the registered version.

Purchasing

When you purchase Black Hole Organizer you will receive a new copy that also has the ability to use multiple databases.

The contents of Black Hole Organizer

-  [Introduction](#)
-  [Quick Start Guide](#)
-  [Portable Edition](#)
-  [User Interface options](#)

-  [Databases](#)
-  [Documents](#)
-  [Floater](#)
-  [Posting vs. Saving](#)
-  [Backup and Restoring](#)
-  [Spell Checker](#)
-  [Power Search](#)
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Introduction

Black Hole Organizer

Introduction

"black hole" (noun) (1968) : a hypothetical celestial object with a small diameter and intense gravitational field so strong that even light cannot escape from it which is believed to be created in the collapse of a very massive star" -- Webster's Collegiate Dictionary

A "black hole" is believed to pull everything into itself. Dust, cosmic debris, planets, even stars. Everything goes in, but nothing escapes. Not even light. Our definition of a Black Hole is the typical desk, with notes everywhere but you can't find anything! Like its namesake, The Black Hole Organizer will take in all of your data. Unlike the "celestial object", however, it will let you retrieve your information quickly and easily! No more shuffling papers all over your desk to find that important reminder or phone number!

Overview

Black Hole Organizer was designed to make saving and retrieving your information faster and easier. Many database and "note" programs make it difficult to get information in and out. Many of these programs reside in the taskbar or the tray, which means you have to open them up before you can enter any data. "Post-It" type notes can clutter your desktop. Other programs make you open them, use them, and close them again -- wasting time and slowing you down. The Black Hole Organizer solves these problems.

Black Hole Organizer lets you create all of the meaningful categories and sub-categories you need (like folders and subfolders on your hard drive). Sample templates are provided, for example, names and addresses. Of course, you can also create your own templates, and modify our templates to meet your needs. This saves you duplication effort and time. The program lets you set different reminder dates for every document. When your reminder date occurs, Black Hole Organizer automatically alerts you with your document.

Black Hole Organizer automatically recognizes email addresses and Web page URL's, so it's great for use on the Internet. It will let you copy text from the clipboard and quickly save it to a new document. You can drag files and drop them on the "black hole" and instantly create a new document in a folder you specify. You can create links to files on your computer, import and export files, import and export complete categories, and more. The Black Hole Organizer also has powerful search capabilities so you can find your data FAST. It does all this and much more!

Working Together:

The Black Hole Organizer is composed of two parts. The Document Manager and Floater. Each part has a different purpose, but together they provide you with the optimum way to save and organize all those tidbits of information that pass by our eyes and ears every day.

The Document Manager

The Document Manager is used to access your data. You can edit any document, customizing it as needed with all the important formatting options just a click away. In the Document Manager you can create categories, move them, rename them, and delete them. You can import documents, set and clear reminders, and lots more. The Document Manager, however, does NOT have to be displayed in order to enter new data. Once you have a basic layout of categories (folders), all you need to have displayed is the "Floater".

The "Floater"

Optionally, the "Floater" can be displayed from your Startup program group. See the Actions screen for details. It will sit on your desktop and can be sized down very small. It will remember where you put it. Having it sitting in a convenient spot on your desktop means you can access it very quickly. You don't have to open the program or activate it from the taskbar/tray. It's right there when you need it.

You can copy information off of Web pages and easily put it into Black Hole Organizer. Just put your mouse cursor over the "Floater", right-click, and you can make a document from the material in the clipboard. You can select what folder the information will go in. Viola! You're done. You may also drag text from your browser or other source and drop it onto the Floater and insert the text as a document. You can get back to work! If you drag a text file, for example, to the Floater, the Document Manager window will appear and you can select where you want the file to go. You can drag one file or ten, it doesn't matter. You can also toggle back to the Document Manager from here and decide whether you want the program to be "Always on top" by right clicking on the Floater.

Some Practical Tips

1. The first thing to do is load the main program and create some basic categories. For example:

- Miscellaneous
- Internet Links
- Email
- Notes

Once you have a basic layout, you can toggle to the "Floater" mode. You can always toggle back to the Document Manager in order to add more categories, rename existing ones, and so on.

2. You can put all kinds of information in the Black Hole Organizer and even share that information. You can drag Web page URL's and drop them, email addresses, text files, and more. You can quickly make a document from data in your clipboard. You can also share information with other users of the Black Hole Organizer. Export an entire category, for example, email it to a friend, and they can import it. You can do the same with documents.

3. You can send documents to friends and family via email, right from within Black Hole Organizer, with no other email program required. That saves you the time and effort of loading an email program. Just make sure you have a connection to the Internet. Black Hole keeps it's own 'address book' of email recipients. (You can add people to your email list in the "Email" section under

"Options|Bookmarks.") Then, just highlight the document you want to send, right-click on it, and select the "Send To" option. It will bring up an email message containing the highlighted note. Click "To:" and your email list will appear. Just check the people who you want to receive the email, and then send. The Black Hole Organizer also supports the MAPI standard.

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Quick Start Guide

Quick Start Guide

The document manager consists of 3 areas: Category, Document list, and the document.

Categories

Black Hole Organizer allows you to create a structure that fits your needs. You can create any number of parent categories as well as any number of child categories. Child categories may also be referred to as sub-categories and parent categories may be referred to as root or main. To work in a given category you must select it with either your mouse or keyboard so that it is highlighted.

Document List

On the right is the list of documents contained in the selected category. You can sort these in any order. Add fields, or columns, to help you organize your documents if you wish as well.

Document

The bottom window is the selected document. If you select more than one document it will be empty. By selecting a document you will load it from the database and into the editor. The document editor is a full featured tool that will allow you to create tables and format paragraphs and text with ease.

As you get proficient with Black Hole Organizer you will learn that you can merge documents, create links to other BHO documents, search for text in documents and much more!

Topic: Portable Edition



Black Hole Organizer Help File

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Portable Edition

Black Hole Organizer can run on your thumb drive too so you'll have your data no matter where you roam. Go into the **General Options** and then to the **Actions|General** tabs. Check the box for Portable Edition.

The data doesn't have to reside under the program's install directory, you can specify another folder area to save your data to.

The data and the program must reside on the same drive for this to work, otherwise the option is disabled.

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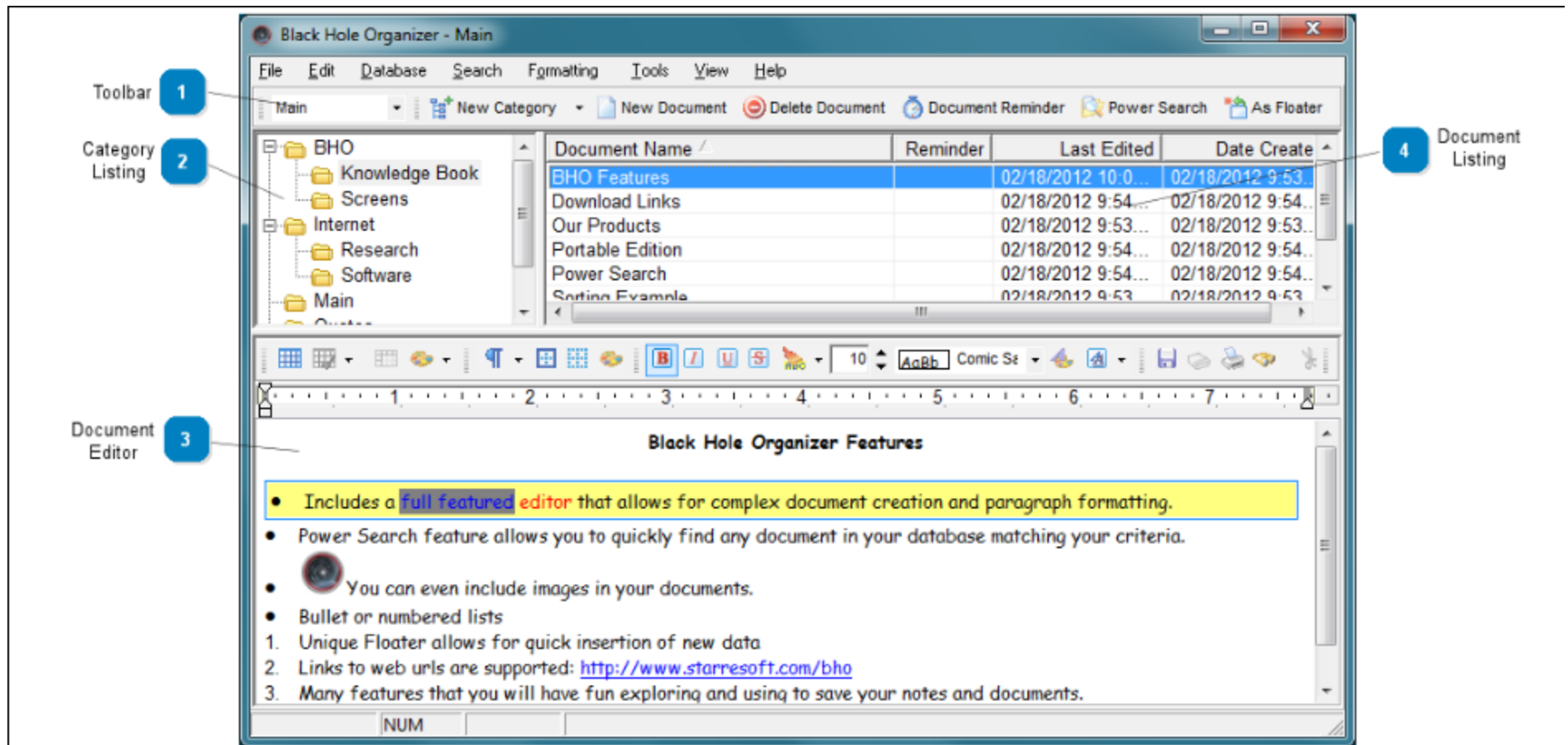
Window: User Interface options

Black Hole Organizer Help File

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User Interface options



The interface is comprised of 4 parts, the toolbar, category tree, document listing, and the editor. Select the category that you want to work with and its documents will be listed to the right. Select a document from the list and it will appear in the editor.

1 Toolbar

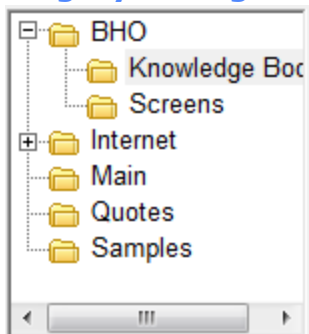


Gives you quick access to create/delete documents and categories as well as other major features.

[\[Top\]](#)

2

Category Listing

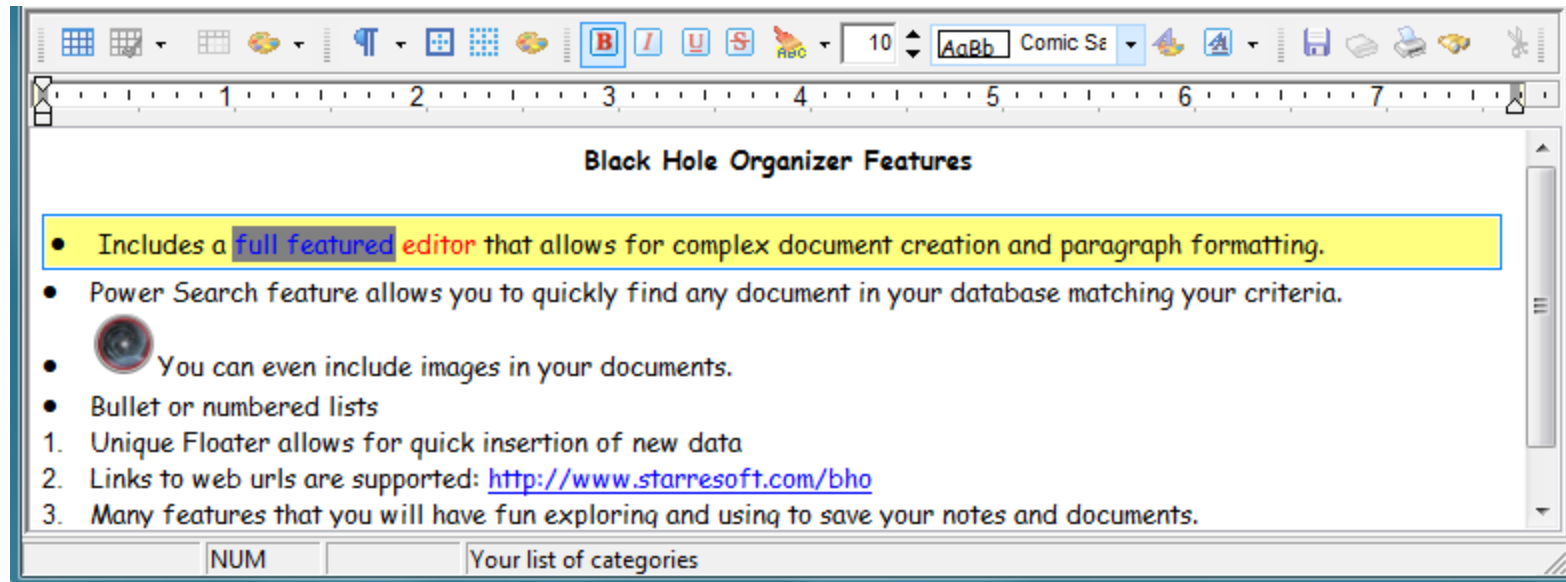


Shows you all of your [categories](#). Templates and Locked categories will show their respective icons. Right click in this area to access category based options.

[\[Top\]](#)

3

Document Editor



This is where you [edit your document](#). Select the document you want to edit from the list in the upper right corner of the window.

[\[Top\]](#)

4




Document Listing

Document Name	Reminder	Last Edited	Date Create
BHO Features		02/18/2012 10:0...	02/18/2012 9:53..
Download Links		02/18/2012 9:54...	02/18/2012 9:54..
Our Products		02/18/2012 9:53...	02/18/2012 9:53..
Portable Edition		02/18/2012 9:54...	02/18/2012 9:54..
Power Search		02/18/2012 9:54...	02/18/2012 9:54..
Sorting Example		02/18/2012 9:53	02/18/2012 9:53

This shows you the [list of documents](#) available in the selected category. When you select a document it will appear in the editor below.

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The contents of User Interface options

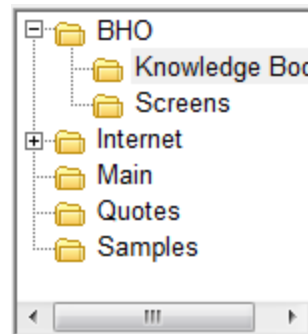
-  [Categories](#)
-  [Document Listing](#)
-  [Editor](#)

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Categories



With Black Hole Organizer you decide how you want things laid out. Each document is stored in a category. Each category can have sub-categories attached to it. For example, you could have a category structure as shown above.

Each category can contain any number of documents. In the above example you see a category with an icon that looks like a bunch of pages, this shows that you have defined it to be a template category. Right clicking on a category will allow you to insert a document from this template area.

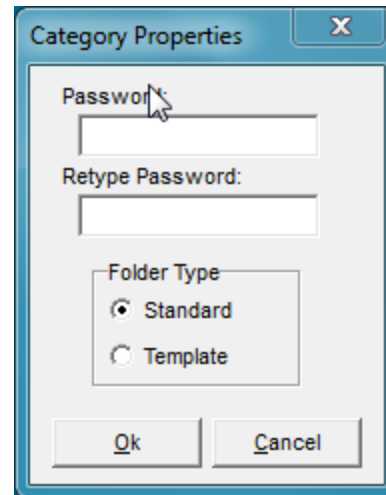
You will also see categories with a lock icon. These are password protected so casual visitors can't get into certain documents that are not meant to be seen by others. Note that the database itself is not encrypted so this is just your basic door lock.

The contents of Categories

 [Properties](#)

 [Template Categories](#)

Properties



Categories can be defined as Template categories which allows you to quickly add standardized documents to a selected category.

You can also add a basic lock to the category that will keep people from looking at the documents listed. Enter the password twice in the dialog above so that it can confirm that you typed the same thing.

It is important to note that the database is not encrypted, this is just a basic lock to keep people from looking at the data through the program.

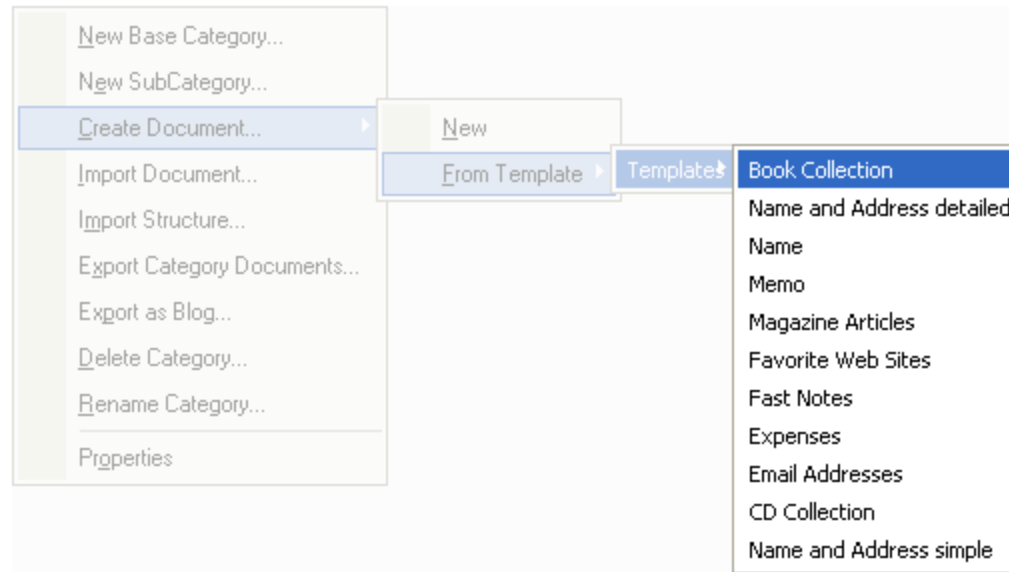
Window: Template Categories



Black Hole Organizer Help File

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Template Categories



Template categories store documents such as basic forms and these documents can be quickly added to any other category. Right clicking on a category will bring up the menu above. Select the document you want and it will be added to the selected category.

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Window: Document Listing



Black Hole Organizer Help File

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Document Listing

Document Name ^	Reminder	Last Edited	Date Create ^
BHO Features		02/18/2012 10:0...	02/18/2012 9:53..
Download Links		02/18/2012 9:54...	02/18/2012 9:54..
Our Products		02/18/2012 9:53...	02/18/2012 9:53..
Portable Edition		02/18/2012 9:54...	02/18/2012 9:54..
Power Search		02/18/2012 9:54...	02/18/2012 9:54..
Sorting Example		02/18/2012 9:53	02/18/2012 9:53

All of your documents that are stored in a selected [category](#) will be listed in this view. Documents may be sorted in any order by clicking on the desired column in the header. They will sort both ascending and descending order.

Use your mouse or your arrow keys to select a document. If you would like to move your document to another category simply select them and drag them over and drop them on the category you wish to relocate them to.

Press the Insert key to insert a document and the Delete key to delete selected documents. Or use the menu structure to access these functions.

The contents of Document Listing

 [Right Click Menu](#)

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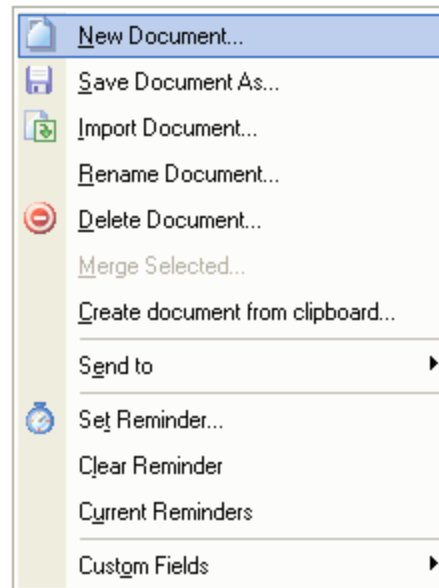
Window: Right Click Menu



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Right Click Menu

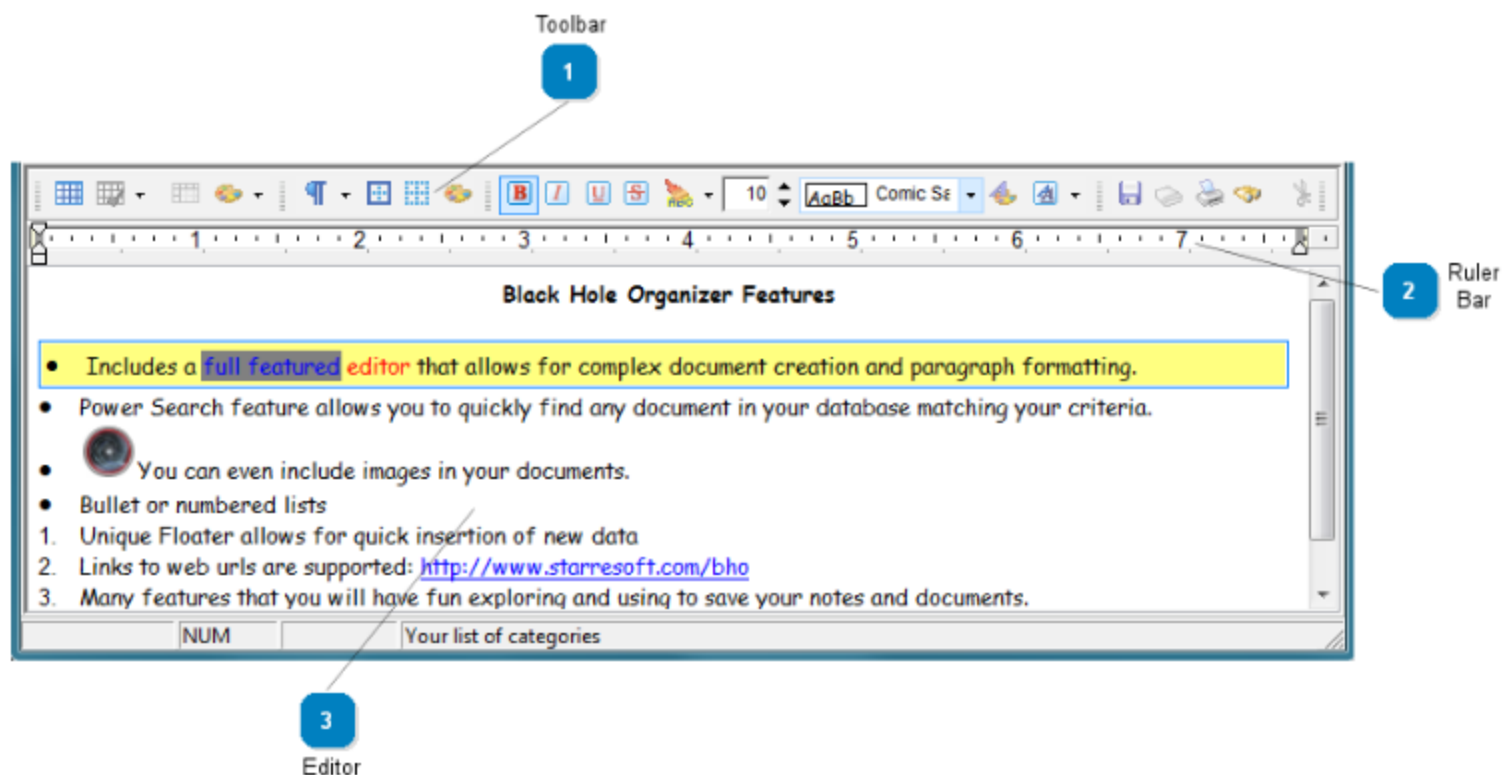


When you right click on the document window the menu above will appear. Here you can save documents to an external TXT or RTF file as well as import documents. Click the Send To item to email the selected documents to someone else.

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Editor



The editor itself boasts an array of features. Everything is included with this Rich Text Format editor! Even include graphics in your documents!

The editor is also 'Web aware', which means that any url that pertains to the web will appear as a hot link. Click on the link and the assigned application to that particular URL will be opened.

For example, if you have an email address in your document and you click on it your default email client will open. Same goes for links to news servers and other types. Links to local files are supported as well.

Also featured is a multi-level undo/redo option, spell checker and thesaurus!

Anytime you leave the memo pad the document should be saved automatically. But just to give you the warm fuzzies there is a save button as well as a save option under the **File** menu. You can press **Ctrl-S** to save the document as well.

By right clicking you can access a variety of options in the popup menu. You may insert external documents or [template documents](#) at the cursor position.

Current date and time settings may also be placed into a document by right clicking and choosing the appropriate menu option.

You may also insert any URL listed in your bookmark listing from this right click menu.

Pressing **F7** or clicking on the spell check button will invoke the spell checker. In the **Tools** menu you will see the **Spell Check Options** menu. Here you can define how you want the spell checker to work for you.

Live Spell and Auto Correct features are also available. Words that are spelled incorrectly will appear underlined in red and commonly misspelled words can be set up to automatically be corrected as you type!

Right click to access the Thesaurus.

To search for text with-in a document press **CTL-F**, to search again with the same search word press **F3**.

1

Toolbar



Most often used features appear on this toolbar. Many are also available through the keyboard/menu options as well.

[\[Top\]](#)

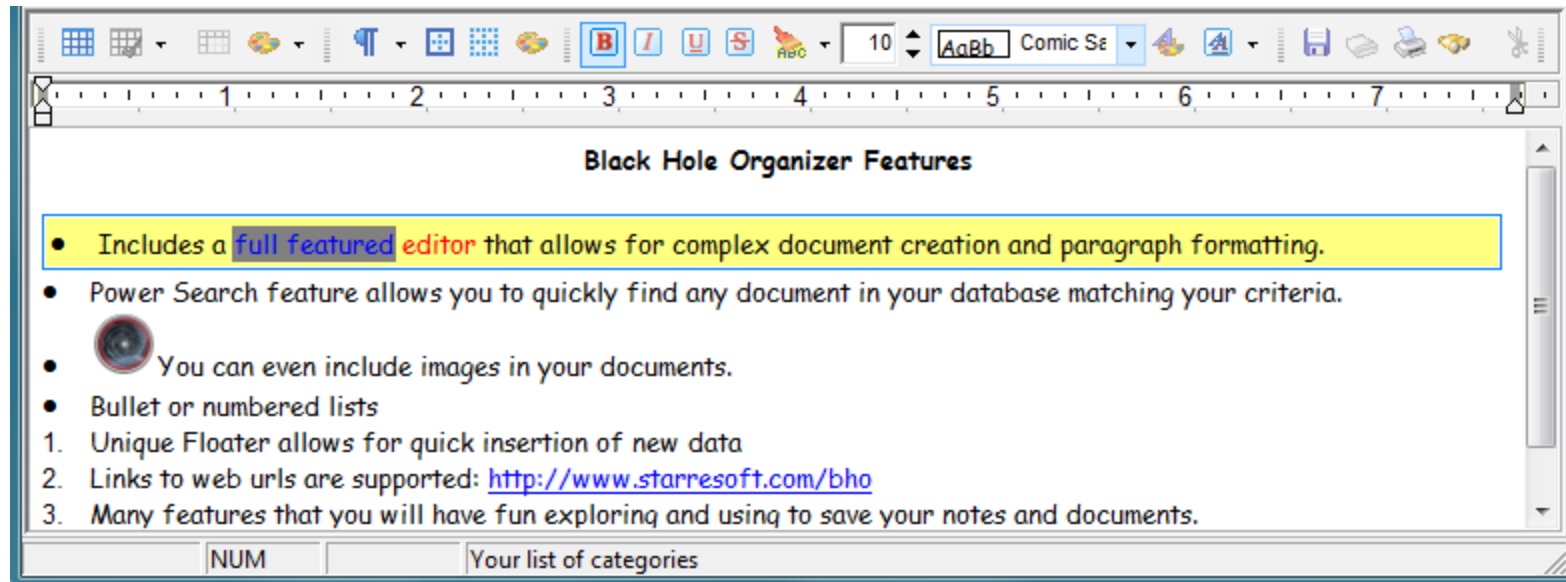
2

Ruler bar



Allows you to set sizes for various options in the editor. Margins, table positions and indents are just a few things that can be changed here.

[\[Top\]](#)



Main edit window. Type your text here and access common features using the right click popup menu.

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The contents of Editor

 [Right Click Menu](#)

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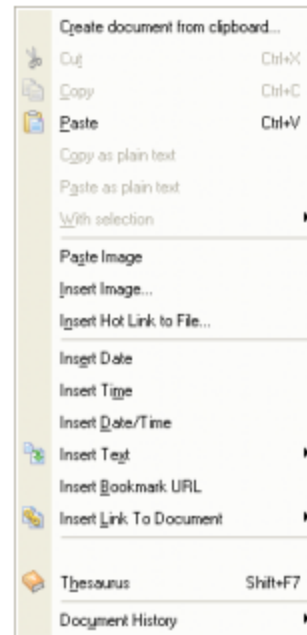
Window: Right Click Menu



Black Hole Organizer Help File

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Right Click Menu



If you right click on your document the above menu will appear. Use this menu to quickly insert texts or modify your document in some way.

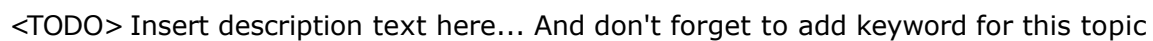
The contents of Right Click Menu

 <TODO: Window name>

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<TODO: Window name>



1

Menu item

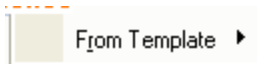


<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

2

Menu item



<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

The contents of <TODO: Window name>

 <TODO: Window name>

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Window: <TODO: Window name>

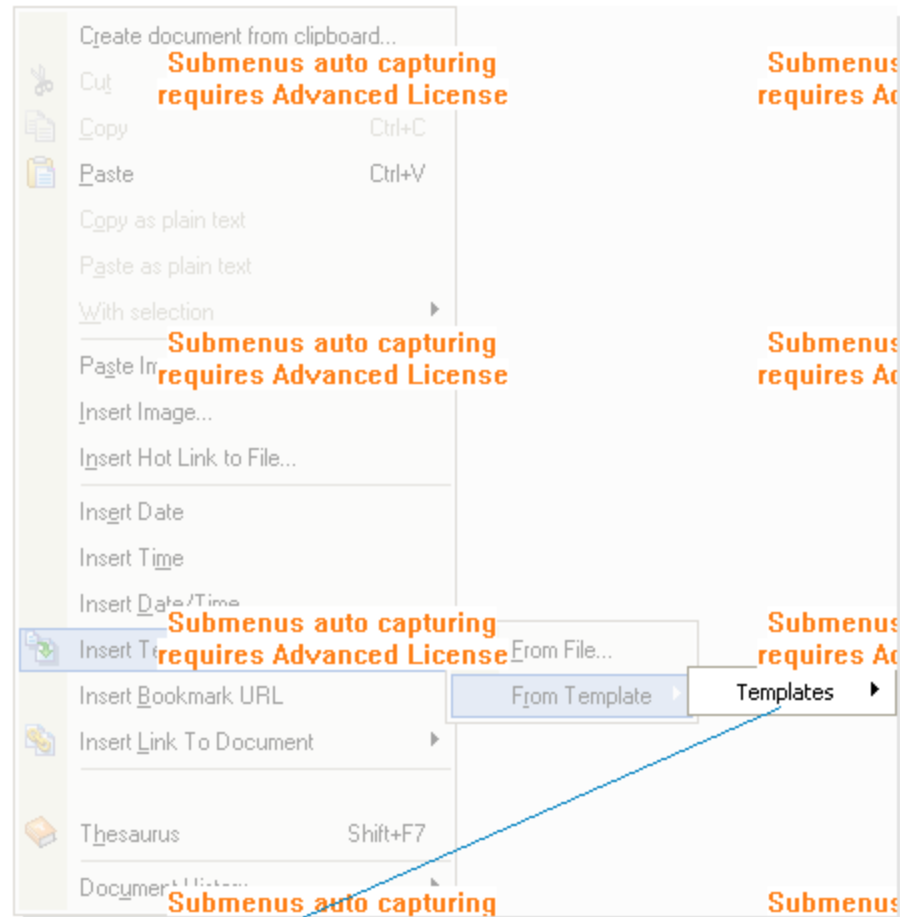


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<TODO: Window name>



Menu item **1**

<TODO> Insert description text here... And don't forget to add keyword for this topic

1

Menu item



<TODO> Insert description text here... And don't forget to add keyword for this topic

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The contents of <TODO: Window name>

 <TODO: Window name>

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Window: <TODO: Window name>



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<TODO: Window name>

<TODO> Insert description text here... And don't forget to add keyword for this topic

1

Menu item

Book Collection

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

2

Menu item

Name and Address detailed

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

3

Menu item

Name

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

4

Menu item

Memo

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

5

Menu item

Magazine Articles

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

6

Menu item

Favorite Web Sites

auto capturing

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

7

Menu item

auto capturing

Advanced License

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

8

Menu item

Advanced License

Expenses

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

9

Menu item

Email Addresses

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

10

Menu item

CD Collection

<TODO> Insert description text here... And don't forget to add keyword for this topic

[\[Top\]](#)

11

Menu item

Name and Address simple

<TODO> Insert description text here... And don't forget to add keyword for this topic

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Topic: Databases



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Databases

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The contents of Databases

 [Custom Columns/Fields](#)

 [Location](#)

 [Multiple](#)

 [Packing](#)

 [Password Protect](#)

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Window: Custom Columns/Fields

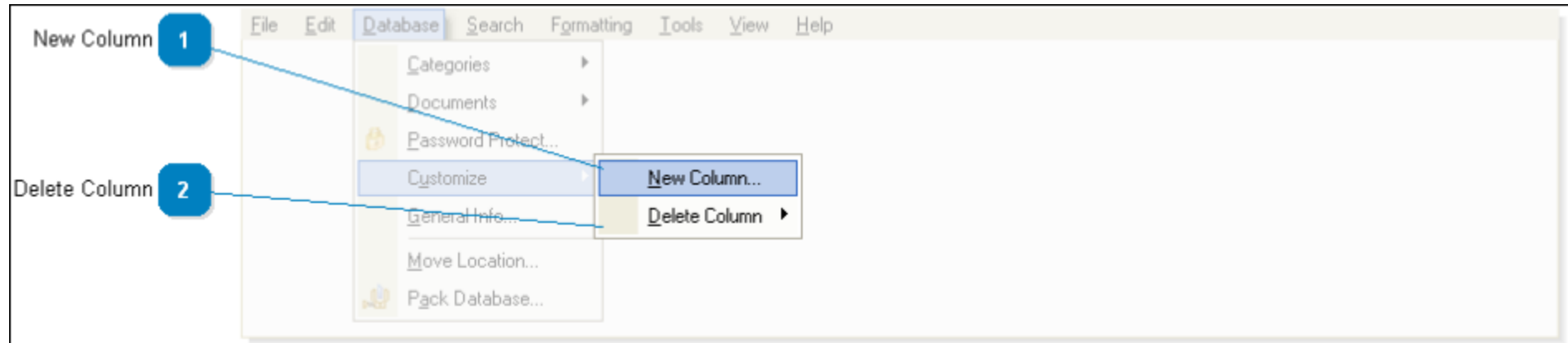


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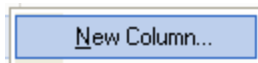
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Custom Columns/Fields



<TODO> Insert description text here... And don't forget to add keyword for this topic

1 New Column



Add a new field using this menu item.

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2 Delete Column



Remove custom fields using the **Delete** option.

[\[Top\]](#)

The contents of Custom Columns/Fields

 Adding field

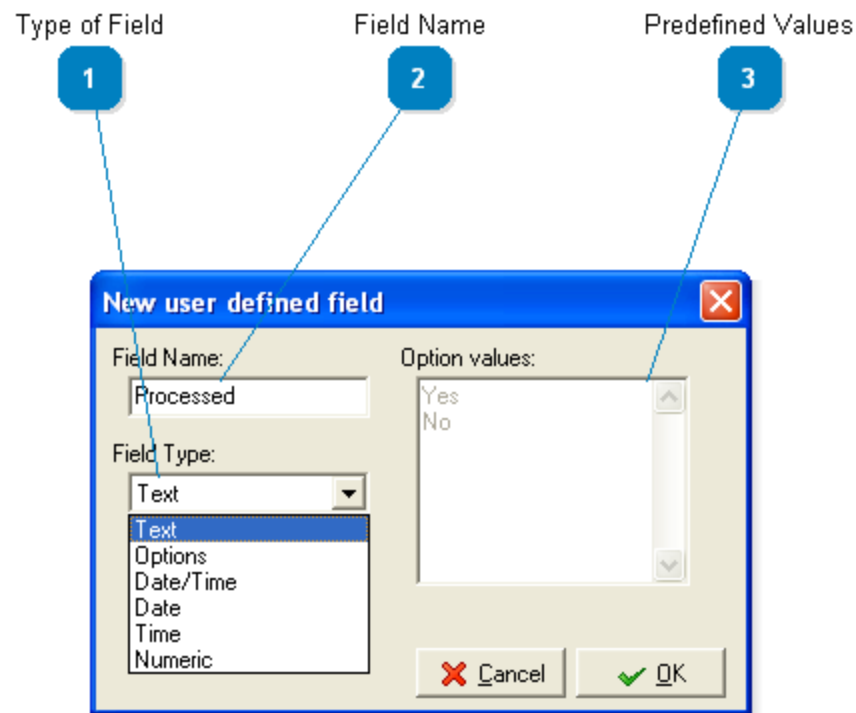
 Updating values

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Adding field



The dialog above allows you to add your own fields to the database.

1

Type of Field

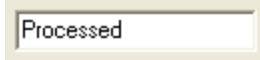


You can specify which type of field you want to use. Selecting Options allows you to define a preset values that can go into this field.

[\[Top\]](#)

2

Field Name

A rectangular text input field with a thin border, containing the word "Processed" in a standard sans-serif font.

Enter the name you want to use for this field/column.

[\[Top\]](#)

3

Predefined Values

A list box with a thin border and a vertical scrollbar on the right. It contains two items: "Yes" and "No", listed vertically.

Specifies predefined values that will be used for this field.

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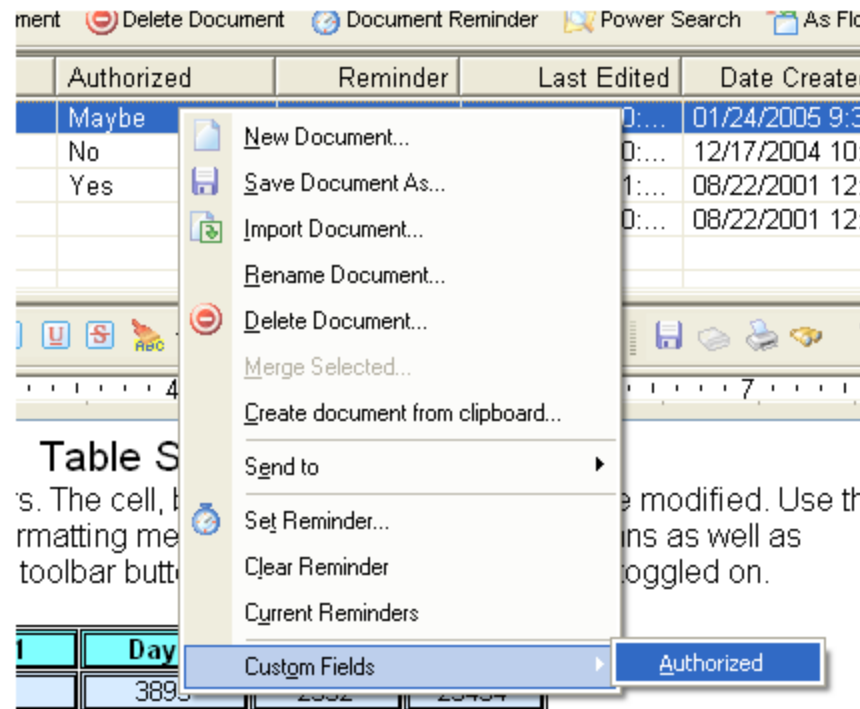
Window: Updating values



Black Hole Organizer Help File

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Updating values



There are two ways to edit a custom field. the first is to right click on the document list and choose the **Custom Fields** option and then select the field you want to modify. Once selected a dialog will appear allowing you to enter the necessary value.

The second way is to put your mouse over the field you want to edit and press **F2**. An edit field will appear allowing you to make the changes on the screen itself.

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Topic: Location



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Location

To change where your database files are stored, from the menu select **Database|Set Location**. Here you select where you would like to store your database files. After setting the location all of your database files will be moved to the new location and Black Hole Organizer will then point to that directory.

If you have BHO set up as the Portable Edition you can only change the folder where the data is stored, you cannot change the drive.

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Topic: Multiple



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Multiple

The fully licensed version allows you to keep your data in multiple databases. To create a new database go to the main menu **File|Open Database...** and type in the name of the new database you wish to create. The new data files will be created automatically.

Likewise to open an existing database you could select one here as well.

If you enable the Database Toolbar you can also select a valid table from the list displayed. You enable/disable this toolbar from the View menu option in the main menu.

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Topic: Packing



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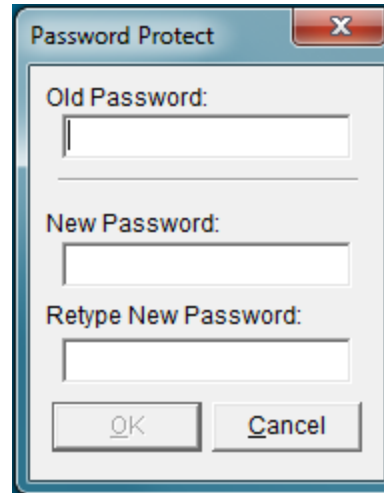
Packing

If you delete records from your database you will notice that the data file does not actually decrease in size. We will reuse these empty records on the fly as needed. If you would like to pack your database to remove any empty record placeholders you may do so by choosing the Pack option from the Database menu.

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Password Protect



The screenshot shows a 'Password Protect' dialog box with a title bar containing a close button (X). Inside the dialog, there are three text input fields labeled 'Old Password:', 'New Password:', and 'Retype New Password:'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

You may password protect your database so that others may not access it from within Black Hole Organizer. Do this from the main menu through **Database|Password Protect**. If you have an existing password and would like to change it you must enter the old password in order to allow the change to take place. This will prevent someone else from coming along and changing your password while you are not around!











If you have a password and would like to remove it simply enter the old password in the first field and leave the new password fields blank. This will remove the password protection from the database.



Documents

Each category can have its own list of documents.

The contents of Documents

-  [Clipboard](#)
-  [Deleting](#)
-  [Document Importer](#)
-  [Drag & Drop](#)
-  [Emailing](#)
-  [Exporting](#)
-  [History](#)
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-  [Reminder/Alarms](#)
-  [Templates](#)

Topic: Clipboard



Black Hole Organizer Help File

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Clipboard

For applications that do not support drag and drop you may wish to utilize the clipboard for transferring data to Black Hole. You can define a system level keystroke under the Options dialog. When invoked Black Hole Organizer will restore itself from a minimized state and open the document importer dialog and place the contents of the clipboard in the memo pad. You can then select a category and document name and click OK.

You can then resume whatever task you were working on previously.

If you are in the document manager you can invoke the clipboard by pressing **CTRL-SHIFT-V**.

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Topic: Deleting



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Deleting

Documents can be deleted either permanently or sent to your system's recycle bin. To toggle the recycle bin option go to the Actions page of the Options screen.

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Window: Document Importer

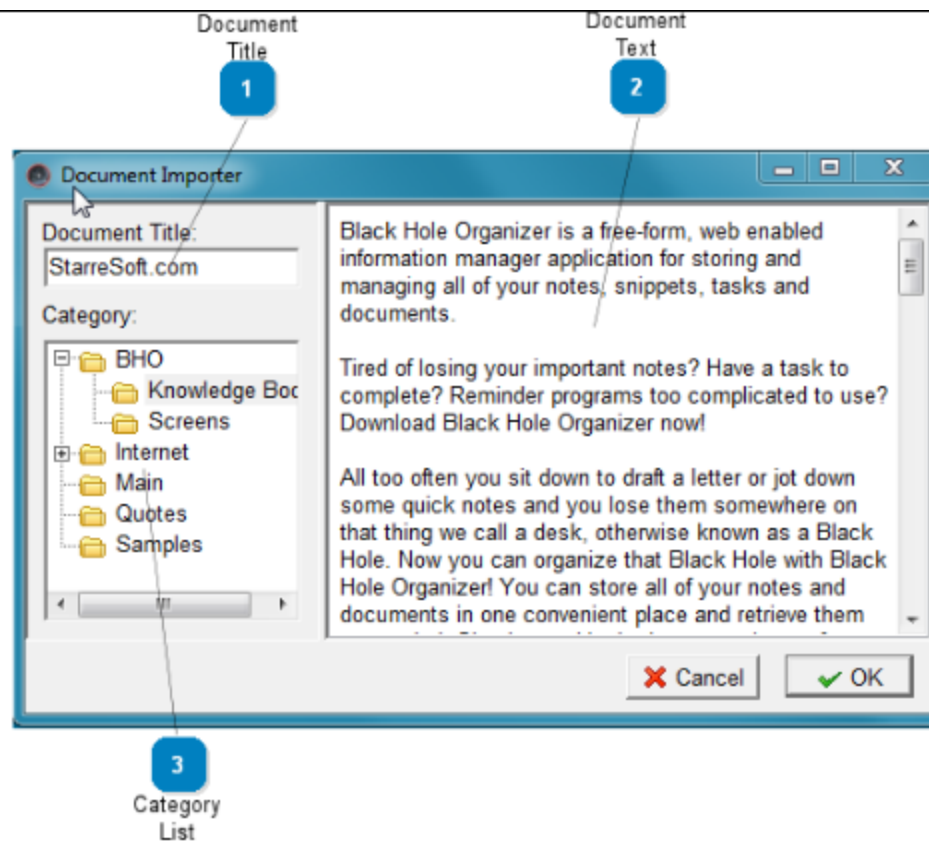


Black Hole Organizer Help File

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Document Importer



When you drag text into the Floater or the main program this window will appear. It gives you the chance to modify it, give it a name and select the category it should be placed in.

Also when you choose to create a document from the clipboard from one of the popup menus or using the **hotkey** it will appear in this window.

1

Document Title

Document Title:

StarreSoft.com

Enter the title of the document here. In most cases it will grab the first words of the document and fill this in with them.

[\[Top\]](#)

2

Document Text

Black Hole Organizer is a free-form, web enabled information manager application for storing and managing all of your notes, snippets, tasks and documents.

Tired of losing your important notes? Have a task to complete? Reminder programs too complicated to use? Download Black Hole Organizer now!

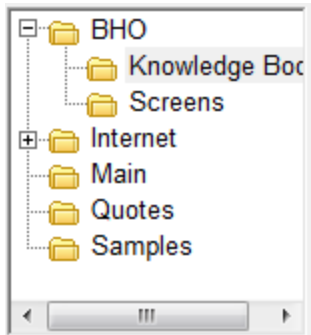
All too often you sit down to draft a letter or jot down some quick notes and you lose them somewhere on that thing we call a desk, otherwise known as a Black Hole. Now you can organize that Black Hole with Black Hole Organizer! You can store all of your notes and documents in one convenient place and retrieve them

The text you are wanting to import will appear here.

[\[Top\]](#)

3

Category List



Select the category you wish to add this document to here.

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Topic: Drag & Drop



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Drag & Drop

Black Hole Organizer fully supports drag and drop. You may drag any text to either the Floater or the main application.

In the main program, if you drop text onto the memopad the text will be inserted into the existing document. If you drop it onto the category list a new document will be created with the dropped text. Click [here](#) to find out information on drag and drop operations with the Floater.

Dragging files to the document list or the category list will insert selected documents using the original filename as the document name. If a document already exists then an incremented number will be used. For example, if "readme.txt" file exists as a document name then the new file will become "readme.txt 1" or "readme.txt 2" until a unique name can be found.

Documents can be moved from one category to another by dragging them from the list and dropping them onto a new category.

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Emailing

You can email documents directly from Black Hole. In fact, there are two options that allow you to do this. The first requires you to have a MAPI compliant email client installed on your system. If this is not installed the MAPI option in Black Hole should be disabled. The other is to mail selected documents out using Black Hole's built-in email client.

Simply select the documents you would like to email and select the Send to menu option under the **Database|Documents** menu or the popup menu for the document listing. Then choose the method in which you wish to email your documents.

Selecting the MAPI method will open your own email client with a new message and fill in the contents with your selected document. You can then choose the recipient from your own address book.

Selecting the Internal E-Mail client will open a new message box. You then type in the address of the person you wish to send the message to. If you click on the button that says To: then Black Hole's address book will appear and you can check off the names you wish to send to. Watch the status bar, when it says that it is done you can close the box up.

Many hosts require you to log in before sending an email message, otherwise you may get a **Relaying is prohibited error**. To avoid this simply enter the user id and password in the email settings screen. At a minimum you must enter a server name to log into and your reply-to address.

Topic: Exporting



Black Hole Organizer Help File

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Exporting

You can export all of the documents in a selected category by right clicking on the category. Select the **Export** option then select a folder to save the documents to. By default all files are saved as RTF documents. A prompt will appear asking if you would like to save them as plain TXT files.

If you only want to export a single document you need to right click on the document in the document list and choose the **Save document as** option. Change extension from .rft to .txt before clicking the save button and the document will be saved as a plain text file. Otherwise it will be saved as an RTF file.

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Topic: History



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History

BHO tracks the last several documents you have read and stores them in a history menu. You can access this history list by right clicking in your document and choosing it from the menu. Currently it is at the bottom of the popup menu.

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Topic: Internal Linking



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Internal Linking

You can add a link to another document in the document you are in by right clicking and choosing this option. It will insert a hyperlink to the document you select.

Note: If you delete or rename a document you have linked to the document with the link will not be notified and the link will not be valid. If you click on the link it will let you know that the document does not exist.

If you click an internal document link you can go back to the originating document by click it in the [History](#) menu.

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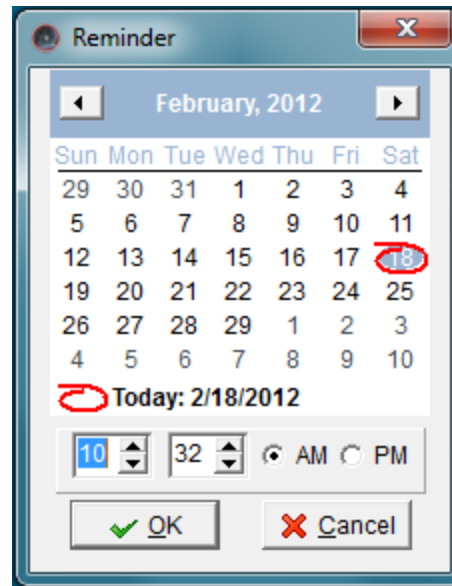
Window: Reminder/Alarms



Black Hole Organizer Help File

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Reminder/Alarms



When you choose to set a reminder alarm for a particular document this window will appear. Just click on the date and enter the time you wish to be reminded to look at this document.

For any reminder/alarm to be recognized you must check on the **Monitor Document Reminders** menu option under the Tools menu. If it is not enabled you will be prompted to turn this on when you set an alarm.

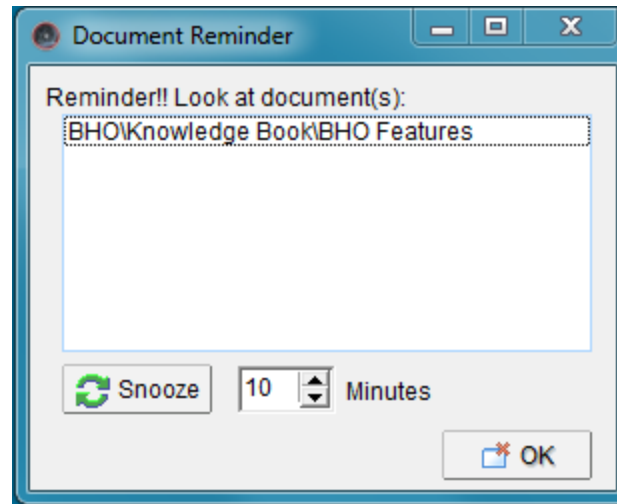
The contents of Reminder/Alarms

 [Document Reminder](#)

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Document Reminder



When the above document reminder pops up you will see all the documents that have been set up with reminders for that time period. If you do not clear a document reminder setting it will continue to appear. You can double click on a listing in the reminder window to take Black Hole Organizer directly to the document. This can be done for each document in the list. When you are done click the close button.

If you are busy when the reminder window appears but want to be reminded again soon you can hit the **Snooze** button. Set the number of minutes to what you need so that you can be reminded at a better time.

Topic: Templates



Black Hole Organizer Help File

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Templates

Templates are documents that you tend to use over and over to fill in information regarding various topics. You can define any document as a template by putting it in a category that you have defined as a template category. This allows you to either insert a new template document into a category or by right clicking in a document you can insert it into an existing document.

See the [Category](#) section on defining a [template category](#).

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Floater



The 'Floater' is a visual box that stays on top of your desktop. You can drag/drop items to it for quick storage. It will also pop up your reminders as well as give you access to your stored links and email addresses. To toggle Black Hole Organizer to the Floater view click View|Minimize to Floater! from the main menu. By right clicking the floater you can convert it back to the manager window.

You can copy information off of Web pages and easily put it into Black Hole. If you have copied text to the clipboard just put your mouse cursor over the 'hole', right-click, and you can make a document from the material in the clipboard. You can select what folder the information will go in. Viola! You're done. If you are using an application that supports Drag and Drop, like Internet Explorer, you can simply drag your information from it over to the hole and the manager window will open so that you can create a new document from the dragged text.

From the Tools menu you can select Capture image for floater to copy an image from the clipboard and save it to your local drive as a BMP file. This image will then automatically be assigned to your floater.

Black Hole Organizer will not edit the picture for you but you can load your favorite graphics package and modify as desired.

With permission from the source, we've included several Chandra images in a subdirectory when you installed Black Hole Organizer. You can use these or go to their web site and find many more interesting images from space! The direct link is <http://chandra.harvard.edu/photo/index.html>.

If you are looking for some out of this world space images from other NASA sources be sure to check out NASA's site at <http://universe.gsfc.nasa.gov/resources/images.html>

Topic: Posting vs. Saving



Black Hole Organizer Help File

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Posting vs. Saving

All of the documents stored within Black Hole Organizer are stored in a Database file. In addition, each of these documents can be saved externally to either a generic TXT file or formatted as you have it in an RTF document. This is handy for when you need to share a document with someone else.

To save your document to an external file right click on the document in the list and choose Save Document As... or from the Database|Documents|Save Document As.... You may also press the **F12** key as a shortcut.

Your documents are automatically posted to the database whenever Black Hole Organizer loses focus or you click on another document. In the editor toolbar you will see a hard drive icon, clicking on this will also allow you to manually post the document changes to the database.

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Topic: Backup and Restoring



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Backup and Restoring

Black Hole Organizer allows you to back up and restore your data. View the details for each in the links below.

The contents of Backup and Restoring

 [Backup](#)

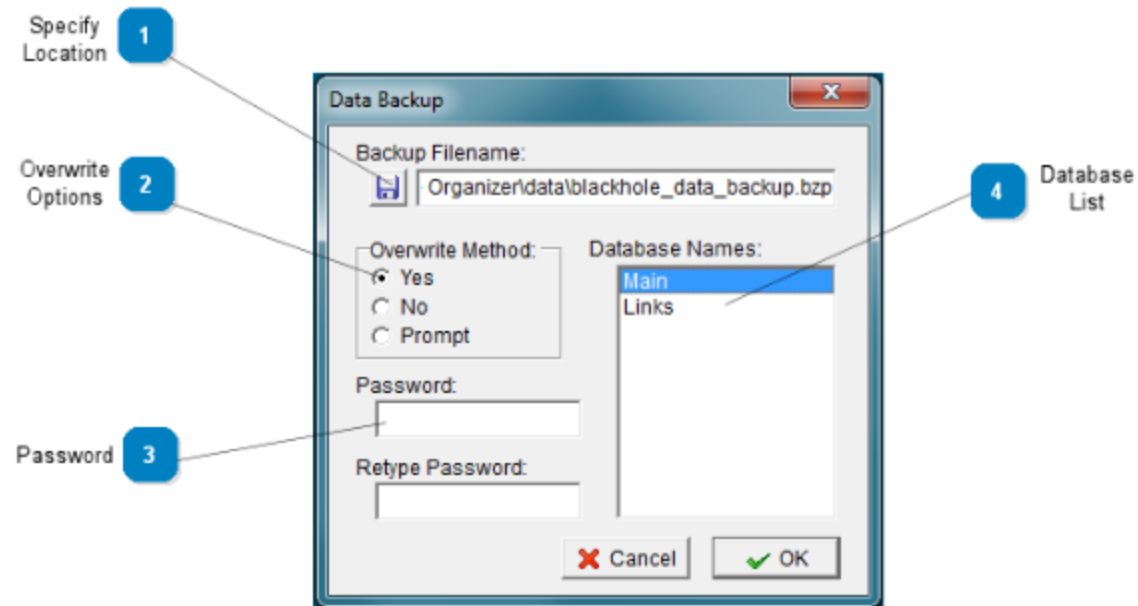
 [Restore](#)

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Backup



Access the backup dialog from the File|Backup/Restore menu. Select the databases you wish to backup as well as any password you would like to use to protect your backup. Backup files will always use a .bzip extension, these files are Zip compatible but so that we can differentiate between other zip files and our backups we use this extension. Select the overwrite method you wish to use here as well. If a file that you are backing up already exists in the archive file and it has not changed it will not save it again.

1 Specify Location

Backup Filename:

 30_FF\mydata\blackhole_data_backup.bzp

Specify the file you want to save your data into.

[\[Top\]](#)

2

Overwrite Options

☒ Yes

How would you like to have existing files overwritten? Yes will automatically overwrite, No will skip and Prompt will ask you if you want to overwrite the data.

[\[Top\]](#)

3

Password

Password:

Retype Password:

Your data can be password protected if you like. Enter the password in these two fields, this ensures you typed what you thought you had.

[\[Top\]](#)

4

Database list

black
Issues
Main
Links

Select the databases that you would like to include in this backup.

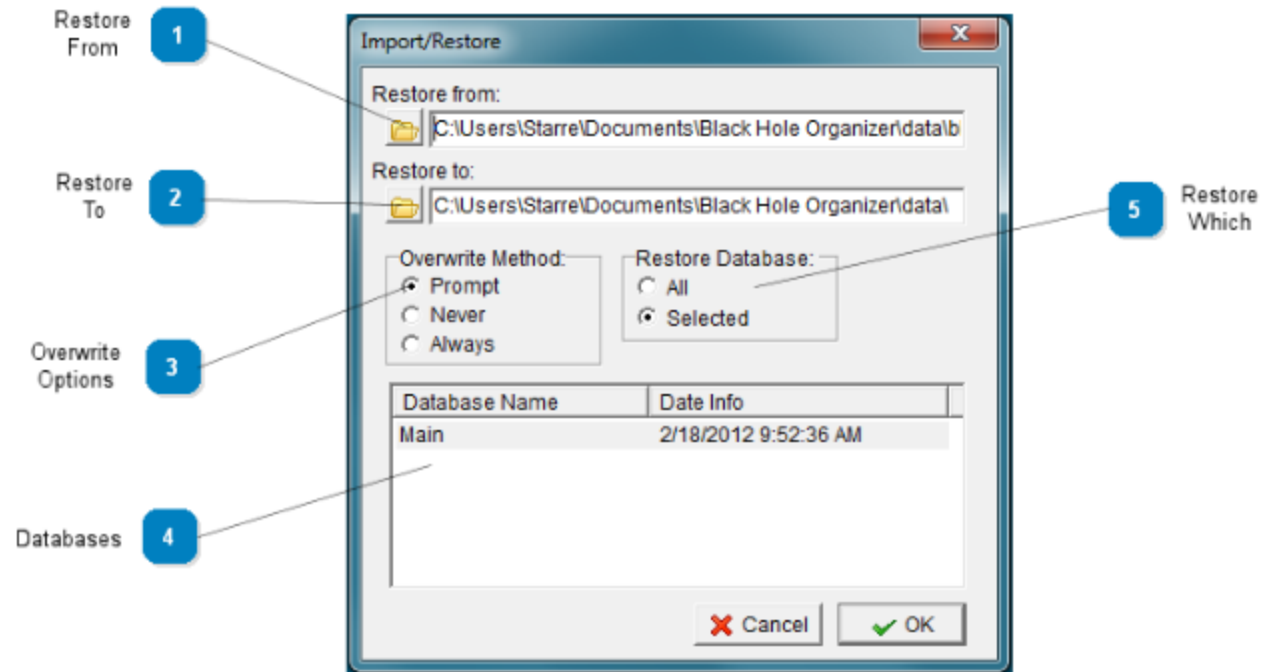
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Restore



Access the restore dialog from the File|Backup/Restore menu. Select the databases you wish to restore as well as the overwrite method to use. If you password protected your archive you will be prompted for the password during the restore process. The restore dialog always defaults to the last backup archive you saved to as well as the current data directory.

1 Restore From

Restore from:

 C:\Users\Starre\Documents\Black Hole Organizer\data\b


Backup data file you want to restore your data from.

[\[Top\]](#)

2

Restore To

Restore to:

 C:\Users\Starre\Documents\Black Hole Organizer\data\

Where do you want to restore your data to?

[\[Top\]](#)

3

Overwrite Options

Overwrite Method:

☒ Prompt

☐ Never

☐ Always

Specify how you want any existing files to be handled when extracting backup data.

[\[Top\]](#)

4

Databases

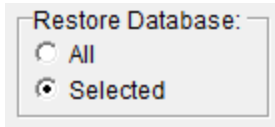
Database Name	Date Info
Main	2/18/2012 9:52:36 AM

A list of databases that are in this backup file.

[\[Top\]](#)

5

Restore which



Restore Database:

☐ All

☒ Selected

Which databases to restore, either the ones that are selected or all of the ones in the list.

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Topic: Spell Checker



Black Hole Organizer Help File

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Spell Checker

Of course a spell checker is also included. Using LiveSpell you can see the words that you need to correct instantly as they will have a red squiggle line below them.

The contents of Spell Checker

 [Correcting Spelling](#)

 [Spelling Options](#)

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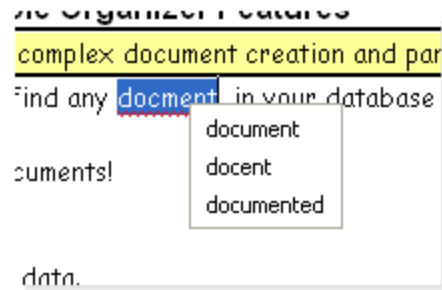
Window: Correcting Spelling



Black Hole Organizer Help File

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Correcting Spelling



Right click on a misspelled word and you will be presented with a list of possible correctly spelled words.

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Window: Spelling Options



Black Hole Organizer Help File

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Spelling Options



Specify the options you want to use with the spell checker here. This dialog is accessed from the **Tools|Spell Check Options** menu.

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Topic: Power Search



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Power Search

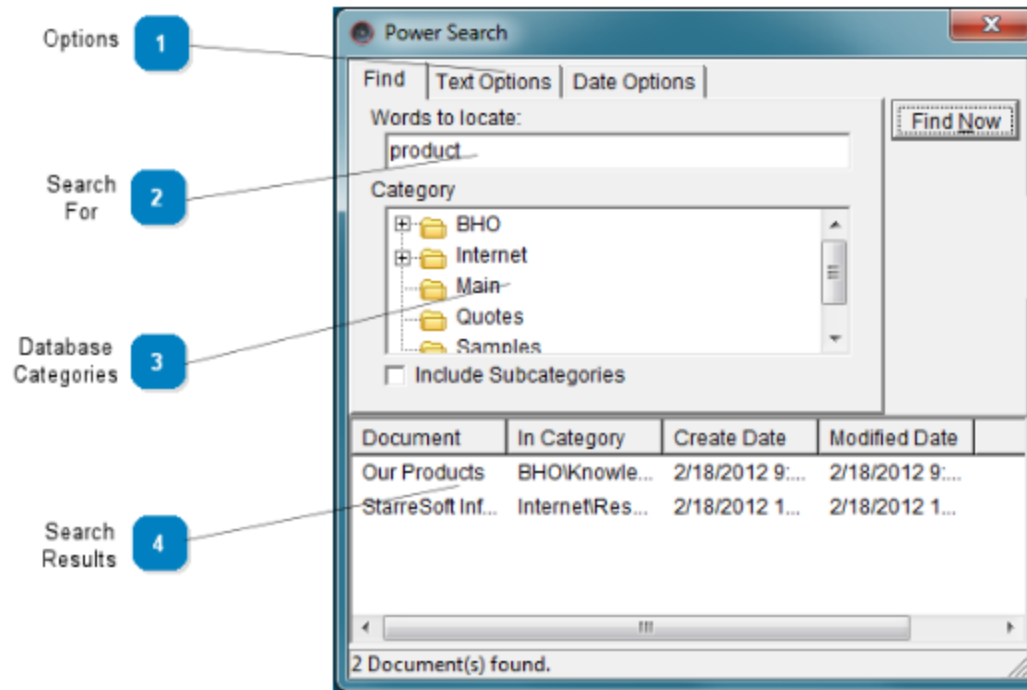
Power Search allows you to quickly search all of your documents for a particular text. See the links below to use the options available.

The contents of Power Search

[!\[\]\(78547e9952a24be25e863ae644f59370_img.jpg\) Main area](#)[!\[\]\(83c367f161866fb5327430370993bbe0_img.jpg\) Text Options](#)[!\[\]\(b36ac8c30169a675f1f24f5da2a230e0_img.jpg\) Date Options](#)[< Previous page](#)[Next page >](#)

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Main area



To perform a simple search just enter the text in the **Locate** field and click the **Find Now** button. To narrow your search parameters use the Text and Date options available on their respective tabs.

1 Options

Find | Text Options | Date Options

Click on the tabs to access various options to use when searching.

2

Search For

Type in the text you wish to search for.

3

Database Categories



To search a specific category select it here. Press CTRL when clicking on a selected category to deselect it.

4

Search Results

Document	In Category	Create Date	Modified Date
Our Products	BHO\Knowle...	2/18/2012 9:...	2/18/2012 9:...
StarreSoft Inf...	Internet\Res...	2/18/2012 1...	2/18/2012 1...

2 Document(s) found.

After clicking the Find Now button your results will be displayed here. Double click on the document to load it into the editor.

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Window: Text Options



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Text Options

Find | Text Options | Date Options

How to select:

- ☒ Exact Phrase
- ☐ And
- ☐ Or
- ☐ Not

☐ Case Sensitive?

Search against:

- ☒ All
- ☐ Document Title
- ☐ Document
- ☐ Custom Fields

Find Now

Use the How to select radio box to choose how you would like to use the words entered in the text search field.

Exact Phrase - Search for this exact phrase.

And - Include any document that contains all of these words.

Or - Include any document that contains any of these words.

Not - Include any document that does not contain any of these words.

Check the Case Sensitive checkbox to invoke a case sensitive search.

You can also define which areas to search. You can search for your text in just the document, the document title or the custom fields. Of course you can search all of these at once by selecting the All option

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Date Options

Find | Text Options | Date Options

☒ All files

☐ All files ☒ Created or ☐ Modified

☒ between 2/11/2012 and 2/18/2012

☐ during the previous 1 month(s)

☐ during the previous 1 day(s)

Find Now

Use the Date Options screen to add additional search requirements to your search. If you wish to view all the selected files on your text criteria then leave the radio button All Files selected. Otherwise choose the All files created or modified radio option, then you will need to specify if you wish to search for files either created or modified in the specified date range.

If you wish to select documents between a preferred date range select the 'between' option and pick your dates.

To select documents within a certain number of previous months select the months option. Note that months are based on a 30 day month.

To search within a selected number of days select the days option.

Topic: Contact



Black Hole Organizer Help File

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Contact

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Support Desk: <http://help.starre.com>

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