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MEMO MAGISTER 0.5 beta
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Note Card Software

MANUAL

Software version MEMO MAGISTER 0.5 beta (v. 0.5.1.0.2)

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This text file contains general information about using the **MEMO MAGISTER 0.5 beta (v. 0.5.1.0.2)** software.

The latest updated version can be found on the software website:

<https://www.memomagister.com>

MEMO MAGISTER 0.5 (v. 0.5.1.0.2) beta is freeware. It is free for personal, educational and non-commercial use.

MEMO MAGISTER is in beta testing stage. We are looking for beta testers, if you are interested, please do not hesitate to contact us. Any inquiries, feedback, and suggestions for improvement regarding the program are welcome! The software is constantly being developed to better meet the needs of users.

If you would like more information about the software or would like to provide feedback, which is most welcome, please send an email to

info@memomagister.com

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1. == What is MEMO MAGISTER? ==

MEMO MAGISTER is a simple old fashion nineties look index card software designed for students, researchers, writers and journalists who need to make extensive notes of various mainly text source materials. The software is designed for researchers in the humanities, and especially for historians. With MEMO MAGISTER, you can keep the notes in your thesis organized and in control.

MEMO MAGISTER is easy to use. It is, in a way, the computer equivalent of edge-notched cards or traditional index cards. You can take notes on the card, encode the "cards", extract them with specific keywords from the total card index, filter them and sort in whatever order you want. You can also print the cards you want on paper or save them as a single text file.

As you write a particular chapter of your essay, Master's thesis or dissertation, you can conveniently retrieve your note cards related to that chapter and browse through them on your computer screen. You can also print notes in a separate text box on your computer screen, so you can conveniently write the actual research text with your word processor while browsing notes for that chapter in a separate text box next to it. This way, research writing is progressing quickly and at best, completely paperless.

The MEMO MAGISTER form ("Card") has 18 fields in which you can enter text. When scrolling cards forwards and backwards, the contents of the fields on the current card are updated in the fields on the main form. You can search the card index and sort the cards hierarchically. The user can decide the content of the text fields.

MEMO MAGISTER software supports *UTF-8* character encoding. You can make notes practically almost with any language there is in computer format. The user interface is at the moment only in english.

With the MEMO MAGISTER you can manage your research material flexibly and save time, whether it is an essay, research article, master's thesis, dissertation or other research work.

MEMO MAGISTER gives you flexible and time-saving control of your research material.

MEMO MAGISTER is also well suited as a journalist's and author's tool for managing content.

The maximum number of the cards in beta version 0.5.1.0.2 is 3,000.

MemoMagister05102betaSetUp.exe installer installs the following 7 files

- 1) *MemoMagister05102beta.exe*
- MEMO MAGISTER v. 0.5.1.0.2 beta program file
- 2) *Memo_Magister_v05102_beta License.txt*
- Terms of User License Text
- 3) *Memo_Magister_v05102_beta Manual.rtf*
- Extensive and comprehensive software manual
- 4) *Memo_Magister_v05102_beta Quick Manual.rtf*
- A short manual

5) *Memo_Magister_v05102_beta Note Card Database Sample.mmk*

- MEMO MAGISTER card file template.

(Note! All the persons, locations, places and events in this sample card data base are fictitious. Any similarity to actual persons, locations, places or events is unintentional. The sole purpose of this sample card database is to illustrate the use of the Memo Magister software.)

6) *Memo_Magister_v05102_beta Research text sample.rtf*

- A short research example text based on the Note Card Database sample. A tiny model example of the course of the research process.

7) *Memo_Magister_v05102_beta Changelog.txt*

- MEMO MAGISTER Changelog text.

The total size of the files is about 3.6 MB.

!----- MEMO MAGISTER 0.5.1.0.2 beta portable -----!

It is most convenient to install the software using the setup program, but *the MEMO MAGISTER 0.5.1.0.2 beta* software and related files are *also provided* as a single *portable* compressed archive file. The *MemoMagister05102beta.zip* archive file contains the same 7 files.

Note! When starting the .exe file, your operating system or virus program may warn you - that's their job - of an 'unknown executable program'. You may need to agree to start the software manually by choosing the 'More info' option and clicking the 'Run anyway' button.

NB! You can also use the program directly from a flash drive, for example. After extracting the files, just copy the entire contents of the MEMO MAGISTER 0.5 beta directory from your hard drive to the flash drive and click *MemoMagisterBeta05102.exe* to start the program. Or you can simply extract the portable *MemoMagister05102beta.zip* file to any storage device.

Note! The file extension of the MEMO MAGISTER beta 0.5 data file is **.mmk**. To associate this **.mmk** file extension to the MEMO MAGISTER software (*MemoMagister05102beta.exe*), open File Explorer, Right-click any **.mmk** file and click *Properties*. In the file Properties, click the *Change* button next to the "Opens with" option. After clicking Change, you'll be given a list of programs to open the file. Of course, MEMO MAGISTER is not yet listed. Click the Browse button, find the *MemoMagister05102beta.exe* file on the directory where you just unzipped the *MemoMagister05102beta.zip* archive file, and click OK to select the program. After that, when you click any **.mmk** file in File Explorer, that file will be opened in MEMO MAGISTER.

!-----

Note! The MEMO MAGISTER 0.5 beta * **.mmk** file is in UTF-8 text format. However, do not open the **.mmk** data file in a plain text editor and never make any changes to it in any word processor, otherwise the data file may be corrupted and MEMO MAGISTER will no longer be able to process it properly. The * **.mmk** file is for MEMO MAGISTER use only.

NB! You can also use the program directly from a flash drive, for example. After the installation, just copy the entire contents of the MEMO MAGISTER 0.5 beta directory on your hard drive to the flash drive and click *MemoMagister05102beta.exe* to start the program. Or you can simply extract the portable *MemoMagister05102beta.zip* file to any storage device.

2. == MEMO MAGISTER 0.5 beta - The Use of the program ==

NB! Save your files at regular intervals and under different names !! It is a good idea to use, for example, sequential numbering in the file name. Remember to back up your card files !!

Keyboard shortcuts:

Browsing the card index

Alt+V / Ctrl + PageUp = Scroll back one card (In Preview mode just **PageUp** or **V**)

Alt+N / Ctrl + PageDown = Scroll forward one card (In Preview mode just **PageDown** or **N**)

Alt+H / Alt+Home = Scroll to the top of the file (the first card) (In Preview mode just **PageDown** or **H**)

Alt + E / Alt+ End = Scroll to the end of the file (the last card) (In Preview mode just **End** or **E**)

Alt+1 / Alt+PageUp = Scroll back 10 cards

Alt+0 / Alt+PageDown = Scroll 10 cards forward

In Preview mode, and when the cursor is not active in any text field then

Mouse Wheel Up = Scroll back one card

Mouse Wheel Down = Scroll forward one card

File Handling:

Ctrl + S = Save Present Card File (Quick Save with the name of the present card file)

Ctrl + K = Save the present card file as a text file (*.txt)

Ctrl + U = Save the card file as a text file, the cards will be separated by a page break code

Ctrl + E = Print preview mode

Ctrl + P = Printing Options

Editing functions

Ctrl+Alt+C = Copy the current card to the program clipboard.

Ctrl+Alt+V = Copy the card from the program clipboard as a new card to the end of the card index

Ctrl+Alt+A = Add a timestamp to the Memo field in the format: (+ dd-mm-yyyy hh:mm:ss)

Ctrl+Alt+Q = Add a timestamp to the Memo field in the format: (+ yyyy-mm-dd hh: mm: ss)

Ctrl + F = Find the word/string in the Memo field (the search is case sensitive)

Ctrl+Alt+F = Find and replace in cards

Function keys:

F2 = Picking up the cards by the index number

F3 = Find the next word/string in the Memo field

F4 = Listing field selection form

F5 = Add a new blank card (*also a separate button on the form*)

F7 = Listing of the present card in a separate text box, ie a listing form (*also a separate button on the form*)

F8 = Listing of the entire card file in a separate text box, ie listing form (*also a separate button on the form*)

F9 = Search based on the content of a single search field (*also a separate button on the form*)

F10 = Boolean search based on the contents of two search fields (*also a separate button on the form*)

F11 = Sorting based on a given field hierarchy (*also a separate button on the form*)

In most situations, you can go back by pressing the ESC key (Eg exiting preview mode, listing mode, pick mode, etc.).

3. == MEMO MAGISTER 0.5 beta - Program access menus ==

Memo Magister 0.5 beta Main Form

The screenshot shows the MEMO MAGISTER 0.5 beta Main Form. The window title is "Memo Magister v05101 Note Card Sample Data Base.mmk - MEMO MAGISTER 0.5 beta". The menu bar includes File, Edit, Tools, and Options. The form is divided into several sections:

- 1. Title:** Farmerine, Lisa:
- 2. Title:** Diary.
- 3. Title:** Farmerine :
- 4.D:** 15 / 07
- 6. Year:** 1930 / 34
- 11.Code 1:** Chapter 03.02
- 12.Code 2:** AORe002
- 13.Code 3:** ARC/txt/diary
- 14.yyyy 15.mm 16.dd 17.hh:mm:** 1930 07 15 a.m. 07:00
- 8. Topic:** Farmerine family encounter:
- 9. Keywords:** zoo animals on 1
- 10. File link:** (Empty field with Create and Open buttons)
- 18. Memo (Lines 19):** Card order number 11 / 15. Includes navigation buttons: <-10, Home, Previous Card, 10->, End, Next Card.
- 19. Card ID:** y2020m07d21h16m31s26ms470
- SEARCH FROM ONE FIELD:** 1 Title1 ~ [] Find previous PICK F9 Find next
- BOOLEAN SEARCH FROM TWO FIELDS:** 1 Title1 ~ AND ~ 2 Title2 ~ [] Find previous PICK F10 Find next
- SORTING ORDER:** 1 2 3 4 5 6 7 8 9 10 11 12. Radio buttons for Ascending (selected) and Descending. SORT F11 button.

The main text area contains two paragraphs:

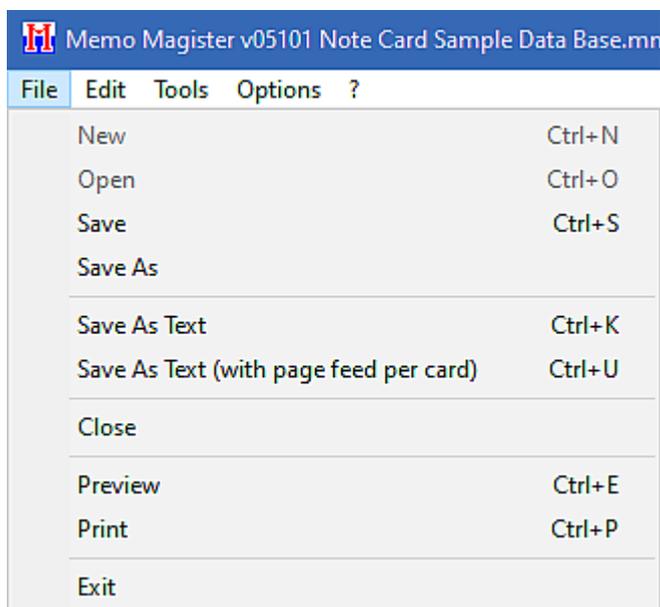
"In the morning my father was amazed when he saw a zebra standing next to our horse in the stable. He came inside to tell us about this. I had already woken up by then, it was exactly seven o'clock at that time. I remember it very well, because that was the morning of my tenth birthday."

"Hardly had he said this when we heard a scream from the upstairs bedroom. My mother ran down the stairs in shock and told us that some monster was eating her flowers on the windowsill. We ran to the backyard to look and saw a long-necked giraffe mumbling mother's flower vase flowers from the second-floor windowsill, the giraffe glared at us pretty angry looking, and we all ran back inside to safety. As we glanced out the window, we saw a giraffe and a zebra running away from our house toward our nearest neighbor's farms. What a birthday, I thought to myself."

(Farmerine, Lisa. Diary July 15, 1930, 34. FFPArc)

Picture 1. Main Form - MEMO MAGISTER 0.5.1.0.2 beta

Menu - File



Picture 2. Menu – File MEMO MAGISTER 0.5.1.0.2 beta

- New (Ctrl +N)

Open a new blank file ('file') for processing
(The file extension is *.mmk). The previous file must be closed before a new file can be opened.

- Open (Ctrl +O)

Open an existing MEMO MAGISTER data file for processing (file extension is *.mmk).

- Save (Ctrl+S)

Quick save of the file being processed.

- Save As

Save the current file with the intended name.

- Save As Text (Ctrl+K)

Save the current card file to a standard UTF-8 text file (*.txt).

The cards are stored in a text file in succession without forced page breaks between the cards.

- Save As Text (with page feed per card)(Ctrl+U)

Saving the current file to a standard UTF-8 text file (*.txt). Cards are saved to a text file with a forced page break code between the cards. When a file is opened in an advanced word processor, each card starts on its own page.

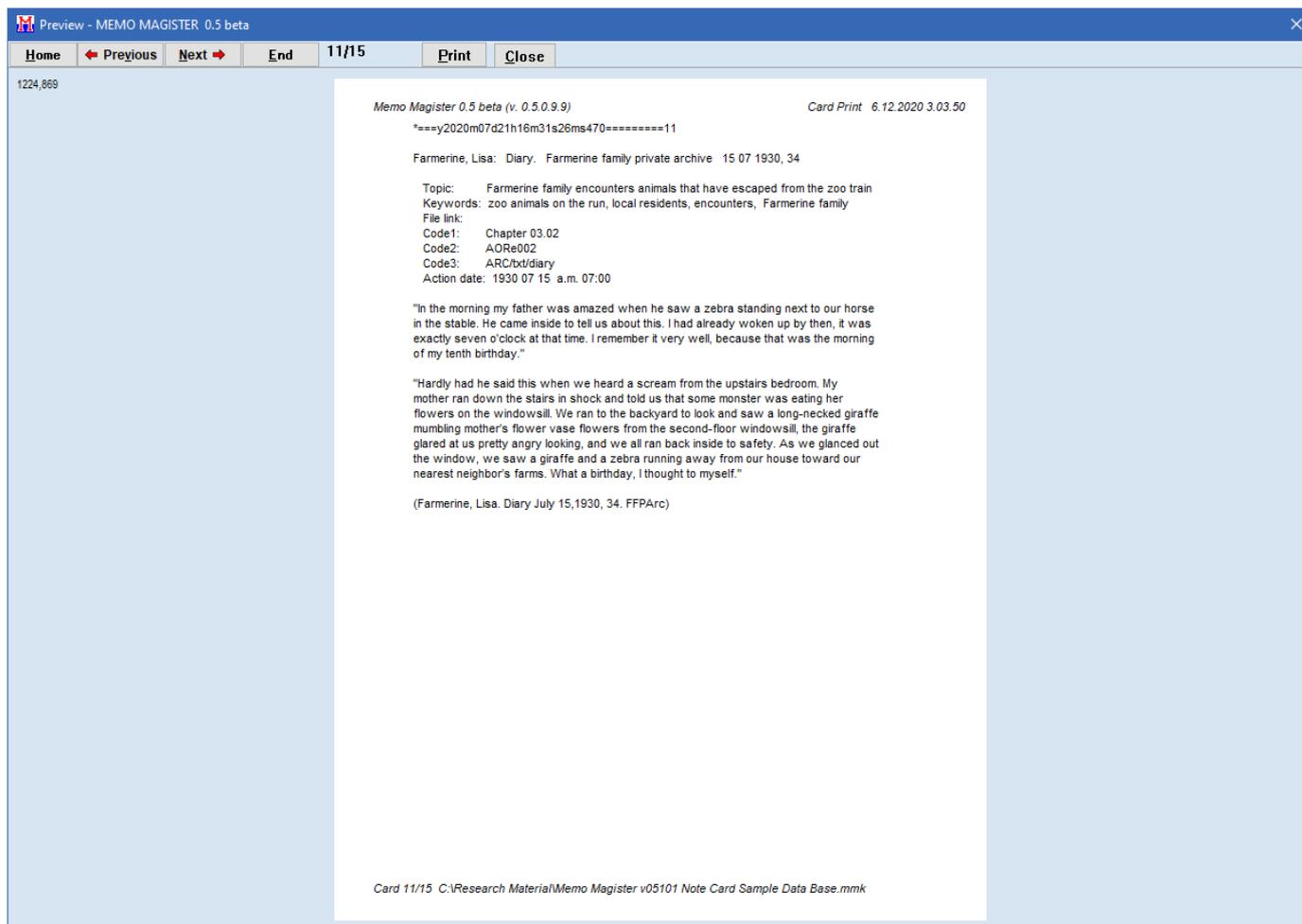
- Close

Closes the file being processed. The file must be closed before a new file can be opened.

- Preview (Ctrl + E) (also a separate button on the form)

Preview of the current card. In previewmode, the card is displayed as it is when printed. You can adjust the size of the preview Form with the mouse by dragging from the right edge of the form.

NOTE! If the text content of a single card is longer than one A4/Letter page, then only that particular page, the first page of the card will be included in the card preview. You can print such long cards through the Single Card Listing Mode (F7) by first listing the card in the listing Form and then previewing / printing it. Use the preview form in the listing Form to see how the text will position itself when printed. You can also save the content of the text Form to a text file.



Picture 3. Preview Form - MEMO MAGISTER 0.5.1.0.2 beta

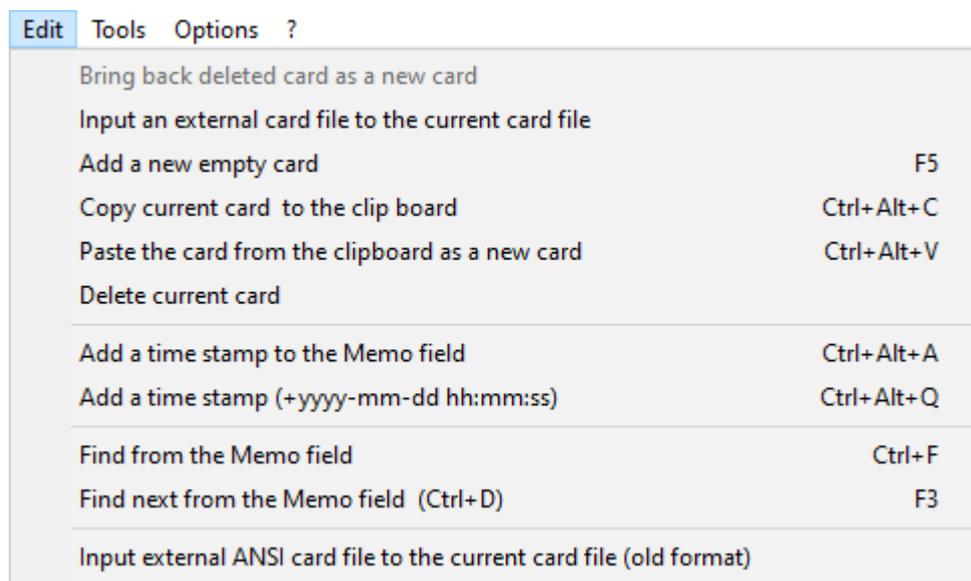
- Print (Ctrl + P) (also a separate button on the form)

Printing cards. NOTE! If the text content of a single card is more than one A4/Letter -sheet, then only that page will be printed on multiple cards, that is the first page of the card! You can print such a long card file through Listing Mode (F8) by first listing the cards on the listing form and then printing the content of the form. Use the preview function to see how the text will position itself during printing. (Alternatively, you can also save the entire file by selecting *File -> Save As Text (with page feed per card)*. Then, when you open that file in your word processor, you can print the file so that each new card starts on a new text page.) At the moment *Previewing* and *Printing* works properly only for paper sizes of *A4* and *Letter*.

- Exit

Closing the program. The present file must be closed before ending the program.

Menu – Edit



Picture 4. Menu – Edit MEMO MAGISTER 0.5.1.0.2 beta

- Bring back a deleted card as a new card

Restore the last card removed, the card will be returned to the end of the file as a new card.

- Input an external card file to the current card file

Combine another card index with the present file. The file to be imported is appended to the end of the current file.

- Add a new empty card (F5) (also a separate button on the form)

Add a new blank card to the card index. A new card is created at the end of the card index.

- Copy the current card to the program clipboard (Ctrl+Alt+C)

Copy the current card to the program clipboard.

- Paste the card from the program clipboard as a new card

Paste the card from the program clipboard as a new card at the end of the card index

- Delete current card

Removing the current card from the card index.

- Add a timestamp to the Memo field (Ctrl + Alt + A)

Add the date and time (*timestamp*) to the Memo field at the cursor position (only works in the Memo field).

Format: (+ dd.mm.yyyy hh.min.sec) or (+local time format)

- Add a timestamp (+yyyy-mm-dd hh:mm:ss) (Ctrl+Alt+Q)

Add the date and time (*timestamp*) to the Memo field at the cursor position (only works in the Memo field).

Format ISO 8601: (+ yyyy-mm-dd hh:mm:ss)

- Find from the Memo field (Ctrl + F)

Look for the word/string in the card's Memo field. The search is 'case sensitive', that is, the word or string to be searched, must match the case-sensitive word completely. So there is a difference between uppercase and lowercase letters. For example 'word' and 'WORD' are different strings. Searching always takes place from the cursor to the front. NB! The search functions of the main form and the listing form are independent of each other.

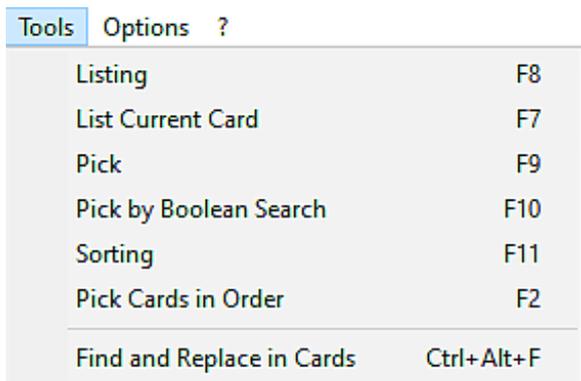
- Find next from the Memo Field (Ctrl+D / F3)

Look for the next word/string in the card's Memo field. Thus, you can search for the most recent word you entered using the Search function simply by pressing *Ctrl+D* or *F3*.

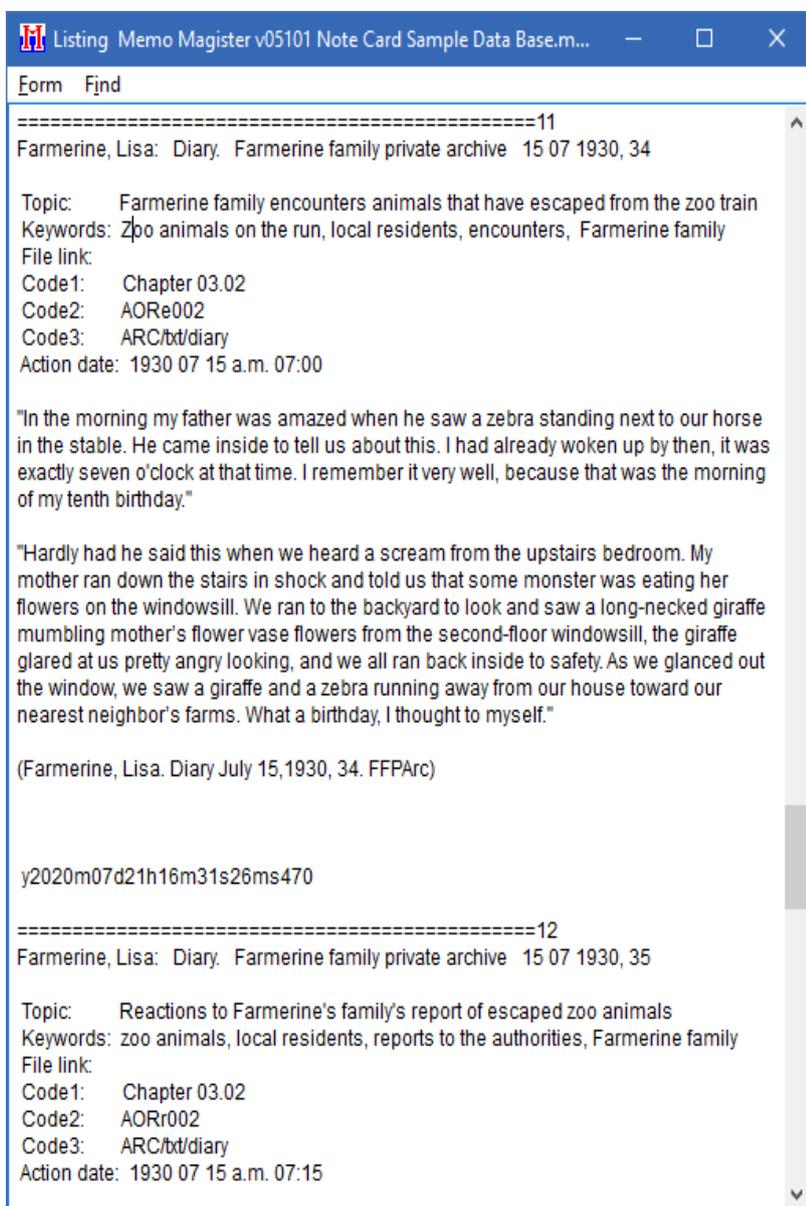
- Input external ANSI card file to the current card file (old format)

Combine another ANSI card index with the present file. The file to be imported is appended to the end of the current index file

Menu - Tools



Picture 5. Menu – Edit MEMO MAGISTER 0.5.1.0.2 beta



Picture 6. Listing Form - MEMO MAGISTER 0.5.1.0.2 beta

- Listing (F8) (Also a separate button on the form)

Prints the cards into sequential text into a separate text box, called a listing Form. You can browse and resize this Form freely, you can view it in the Preview mode and print it, you can see the print layout using the form preview mode (see the menu 'Form'). You can also save the contents of the text box to a text file. This listing form is freely scalable. Other Forms in the program are hidden from view while you are browsing and reading the text box. This saves screen space. For example, you can write the text of your thesis with your word processor while browsing your MEMO MAGISTER notes of the text box next to it. The listing form also uses the Find function (Ctrl + F / F3 / Alt +D) to search for a word/string in the form text box. To exit the listing form, press the Esc key.

- List Current Card (F7)

Same as above, but only the present card is listed.

- Pick (F9) (Also a separate button on the form)

See the "SEARCH FROM ONE FIELD" panel on the main form.

Word/String search from the card fields with given conditions. The search result is extracted to the sub-card set that opens to its own Form.

You can save this sub-card set as a MEMO MAGISTER card file (*.mmk) in the same way as the main card set. You can also save the sub-card set as a text file with or without forced page breaks. Similarly, you can print the sub-card set on a list Form, preview the text of the list Form, save it as a text file, or print on paper. NB! All fields are ASCII text fields and the search criteria are executed according to the ASCII text character values (see description below). In the field on the right, enter the word or combination of characters that you want to search for, and from the menu on the left, select the field from which you want to search for.

NB! Word search is *case sensitive*, that is, the difference between uppercase and lowercase letters matters.

From the middle menu, select Search Criteria:

- ~ The retrieved string can appear anywhere in the field being retrieved. So you are free to use word abbreviations by searching with a mere body of the word (e.g. by searching with the character combination 'person' you will find the words person, persons, personal etc.).
- < The retrieved string has an ASCII value greater than the content of the Field being retrieved.
- > The retrieved string has an ASCII value smaller than the content of the Field being retrieved.
- > = The retrieved string has an ASCII value less than or equal to the content of the Field being retrieved.
- < = The retrieved string has an ASCII value greater than or equal to the content of the Field being retrieved.
- = The retrieved string has an ASCII value equal to the content of the Field being retrieved.
- <> Select cards that do not have that string.

Once the search has been extracted to the sub-card set, you can perform corresponding sorting or filtering with this sub-card set as you can do with main card set.

In the "SEARCH FROM ONE FIELD" panel of the main Form **"Find previous"** and **"Find next"** buttons can be used to scroll forward and backward in the current file with the corresponding search criteria.

- Pick by Boolean Search (F10) (Also a separate button on the form)

See the panel "Boolean search from two fields" on the main Form.

Similar search as in the previous one but here we search in two fields at the same time

Boolean terms:

AND - Search for cards that contain the keyword *x* in search field *A* **and** the search word *x2* in search field *B*.

OR - Search for cards that contain the keyword *x* in search field *A* **or** the search word *x2* in search field *B*.

XOR - Search for cards that contain the keyword *x* in search field *A* **or** the search word *x2* in search box *B*, but not at the same time.

NOT - Search for cards that contain the keyword *x* in search field *A*, exclude the cards which contains word *x2* in search field *B*.

NOTE! If you want to search for the same word either starting with an uppercase or lowercase letter, use a Boolean search (e.g. search condition: 'word' OR 'Word').

- Sorting (F11) (Also a separate button on the form)

See the "SORTING ORDER" panel. The file can be sorted in 12 hierarchical levels. The fields on the program form are numbered 1-19. Select a sort hierarchy from the menus.

All fields in MEMO MAGISTER are text fields. The fields are sorted according to the ASCII values of the letters in the text. This is possible because the computer processes text data as numbers. Each letter and digit has a so-called ASCII value used by the computer to process text.

In the ASCII hierarchy, the numerals are first followed by uppercase letters and then lowercase letters in alphabetical order. This allows you to sort the alphanumeric characters in the same field. For example, an alphabet may be followed by the year of the research reference book if there are several sources of the same author in the same year.

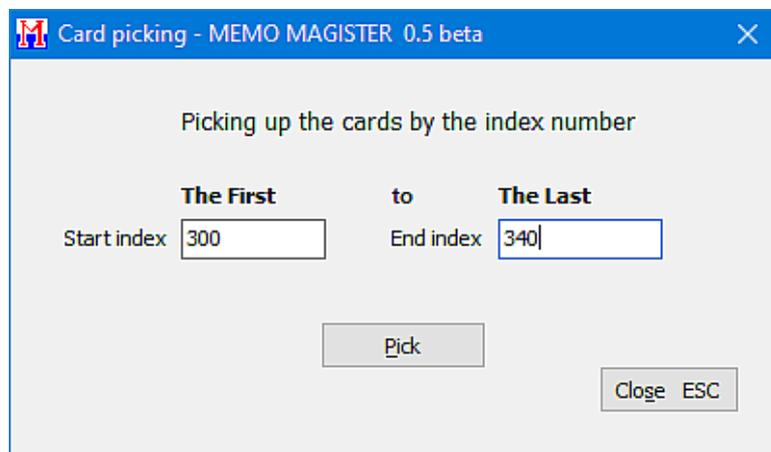
Therefore, when sorting numbers (eg, year, page number), you must use the required number of zeros in front of the number in order to sort the field properly. Zeros appear in the ASCII number hierarchy before other numbers. For example, the numeric sequence to be sorted must be in the form 001, 002, 003 010, 011 ... 099, 100,101, etc. Similarly, when performing search operations, the comparative '<' and '>' characters refer to the ASCII value hierarchy of the characters.

The ASCII character order (basic characters) is as follows:

! "# \$% & ' () * + , - . / 0 1 2 3 4 5 6 7 8 9 ; : < = > ? @ ABCDEFGHIJKLMNOPQRSTU VWXYZ [] ^ _ ` abcdefghijklmnopqrstu vwxyz { } ~ € Ä Ö Ü ä å ö ü

- Pick Cards in order (F2)

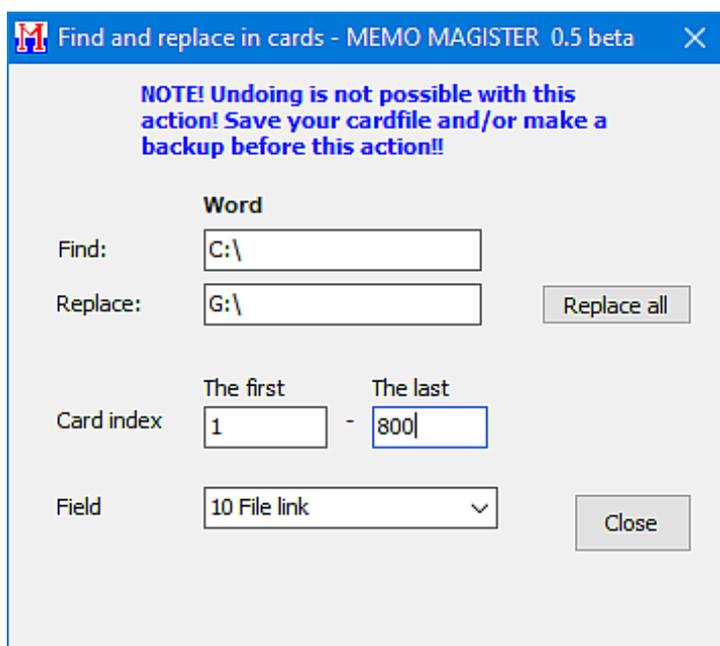
Picking up cards by card serial number. This operation is performed on its own Form. For example, you can pick cards from 10 to 20, etc. The search result is extracted to the sub-card set that opens to its own Form.



Picture 7. Card Picking Form - MEMO MAGISTER 0.5.1.0.2 beta

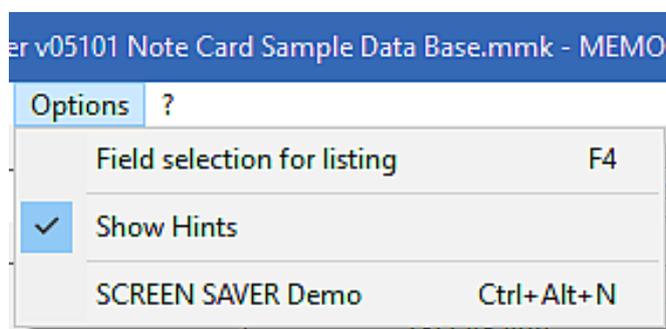
- Find and Replace in Cards (Ctrl + Alt + F)

Find - Replace strings in the entire card file. You can search for and replace the word/string in a specific field on each card in the card file, or in a specific index range, such as cards 1-800, etc. NOTE! Changes made with this feature cannot be undone automatically with restore, so use this feature with care! It is strongly recommended that you save a backup of your card file before performing an operation, in which case you can return to the version of the card file before the change.



Picture 8. Listing Form - MEMO MAGISTER 0.5.1.0.2 beta

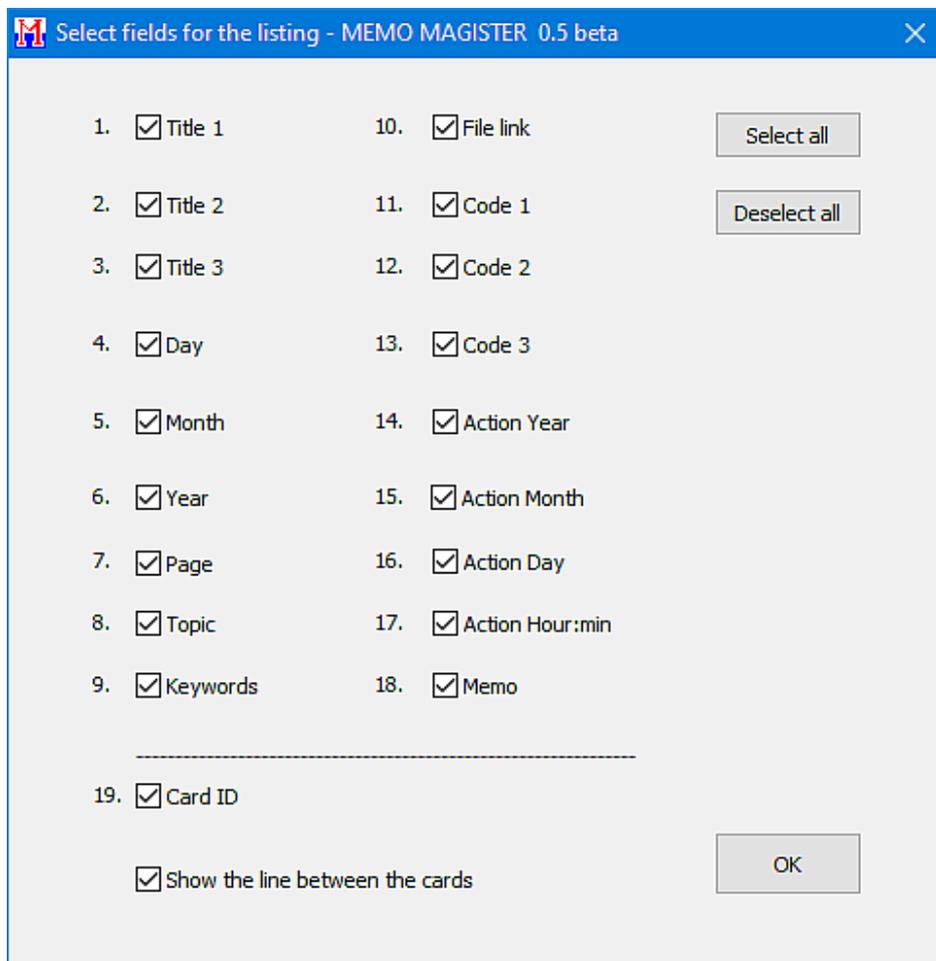
Menu – Options



Picture 9. Menu – Options - MEMO MAGISTER 0.5.1.0.2 beta

- Field selection for listing (F4)

Opens a separate Form that allows you to select the fields that will be included in the Listed text when using the *Listing tool (F8)*. (See Tools -> Listing).



Picture 10. Field Selecting Form - MEMO MAGISTER 0.5.1.0.2 beta

- Show Hints

When the mouse cursor is placed over a field or button, the program displays the help text associated with that component. Select this option to show or hide help texts.

- SCREEN SAVER Demo (Ctrl+Alt+N)

MEMO MAGISTER 0.5 Beta SCREEN SAVER is a manually launchable and closable screensaver that draws ellipses and squares of random size and color on a black background. The screen saver works in full screen mode. Press any key to return to the Memo Magister workspace.

The screen saver is just an additional feature. It does not affect the functionality of the MEMO MAGISTER program in any way.

The screensaver demo version rotates three episodes in one start and stops.

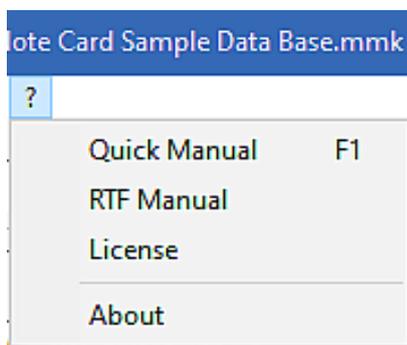
You may want to support the development of the MEMO MAGISTER by purchasing a support license that removes the screen saver time limit.

To order a license, email info@memomagister.com. You will receive an invoice via email, which you can pay via *Paypal*. After paying the invoice, you will receive a license file attached to the email. The licence file must be placed in the root directory of Memo Magister. This will remove the screen saver time limit.

There are currently two types of licenses available:

- 1) **The Basic License** (\$ 15) removes the time limit of the screen saver.
- 2) **The Standard License** (\$ 25) removes the screensaver time limit and lets you choose what kind of graphic patterns the screensaver draws (ellipses or squares or both).

Menu - ?



Picture 11. Menu – Options - MEMO MAGISTER 0.5.1.0.2 beta

- **Quick Manual (F1)**

A concise quick guide to using Memo Magister.

- **RTF Manual**

Memo Magister Software User Guide in Rich text format .

- **License**

The user license agreement text.

- **About**

Manufacturer information, version and registration information for *Memo Magister beta v. 0.5.1.0.2*.

4 == MEMO MAGISTER 0.5 beta - The Fields of the data card ==

The MEMO MAGISTER form ("card") has 18 fields in which you can enter text. When scrolling cards forwards and backwards, the contents of the fields on the current card are updated in the fields on the main form. You can search the card index and sort the cards hierarchically. The user can decide the content of the text fields.

The following breakdown has been used in the sample card file included with the program:

Fields 1-3: *Source information (Title: Source author, Title 2: Source title / topic, Title 3: Source publisher etc.).*

Fields 4-7: Source *Day, Month* (often needed for archive sources), source *Year*, and source *Page*.

Fields 8-9: **Topic** and **Keywords** fields. It is essential for the management of research data to define each note in its own place in the keyword hierarchy. The use of the keyword fields allows the content of the note to be described and indexed (see also *Code fields* 11-13). The order of the contents of the fields should be carefully considered in terms of sorting the material.

Field 10: File link field. In this field, you can enter a file name with directory path or an Internet web address (so-called URL, such as files ending in .html). You can also create a file link to a file on your computer via the File Explorer by pressing the '**Create**' button below the field, this will open the File Explorer view, which allows you to select the desired file from your computer. The most convenient way to move an Internet address (html) from the address field of an Internet browser is to use the copy / paste function.

Press the '**Open**' button below the field to open the file linked to the field in its host program. For example, if you have linked a Word file to this field, then the file opens in Word just as if you clicked a file in Windows File Explorer. The file opens in its host software. This way, you can link to the file link field any file (txt, pdf, doc, wav, mp3, etc., etc.) whose host program is properly installed on Windows.

If you link an *Internet address* to this field, the default Internet browser on your computer will start and open the website. This, of course, requires that you have an Internet connection at the time of the search.

NOTE! When you link files on your computer's hard disk to this field, notice the structure of the directory path: All files on your computer are always located on a drive in a subdirectory of a root directory. Eg *C:\research materials\PDFs\statistics.pdf*. It is wise to place all the materials of the same research project, eg a master's degree, in one root directory, eg *C:\research materials*, and then place all the material related to the project in the subdirectories of this main directory. This way you can quickly transfer and back up all your research data to a flash drive just by copying and pasting that particular directory.

Also note that if you use a flash drive on different machines, the drive letter of the flash drive may vary (for example, D: \, F: \, or G: \) depending on how many drives your computer has. However, when your research material is always in the same root directory on the flash drive (or on the hard drive of the computer to which you transferred your material), all the files are active on the new drive as soon as the drive letter of the file path has been changed using the Find-Replace function (see menu: Tools - Find and Replace in Cards).

Fields 11-13: Fields for different codes according to the user's choice. There is only the imagination as a limit to exploiting these fields. In the Sample Database of the MEMO MAGISTER the **Code1** field has an entry indicating which chapter of the master's thesis in question. The **Code2** field uses codes whose meaning can be changed during the research process (eg qualitative research). The **Code3** field indicates the quality of the source used (PRN = printed, ARC= archive, etc.) This code also has its own hierarchy. For example, archival sources include letters (ARC/letter) and unprinted minutes (ARC/minutes), etc.

Fields 14-17: Year, Month, Day and Time of the event (especially for historians, and also useful when using MEMO MAGISTER, eg as a project diary, etc.).

Field 18: Memo field (line limit in the demo version is 600 lines). This Memo field is for the actual long note. It is useful to put an abbreviated Source Note at the beginning or end of the Memo field, from where it can be conveniently copied to a footnote in your word processor using the copy / paste function.

Field 19: Card ID The unique identifier of the card that is given to the card during its creation phase. The tag does not change even if the card is modified. The tag is created from your computer's timer and includes the year, month, day, and time. Convenient when, for example, you want to sort or pick cards by their creation time.

Of course, you don't have to fill in all the fields on the form, you can leave the fields blank, which you don't need at the moment.

Each text field contains the editing functions within the field, which you can access by clicking on the field with the right mouse button: Undo (Ctrl + Z), Cut (Ctrl + X), Copy (Ctrl + C), Paste (Ctrl + V), Delete (Delete), 'Select All'. You can move from one field to another by moving the mouse cursor to the field. Similarly, by pressing the Enter key in the field, the cursor automatically moves to the next field (in the Memo field, Enter produces a line break). You can also press Tab to move to the next field. You can move to the previous field by pressing Shift + Tab.

All the fields are text fields that are sorted according to the ASCII values of the letters in the text. This is possible because the computer processes text information as numbers. Each letter and number has a so-called ASCII value that allows the computer to process text. In the ASCII value hierarchy, the digits appear first, then the uppercase letters, and then the lowercase letters in alphabetical order. This allows you to sort numbers and letters in the same field. For example, the year of a research source book may be followed by an alphabet if there are several sources from the same author in the list of sources for the same year.

Thus, when sorting numbers (e.g., years, page number), to sort the field correctly, certain number of zeros must be used in front of the number. Naturally zero comes in the ASCII number hierarchy before other numbers. For example, the sorted number sequence must be in the form 001, 002, 003 ... 010,011..099, 100,101, etc. Similarly, when performing searches, the '<' and '>' characters (arrows) refer to the ASCII value hierarchy of the characters. The tilde character (~) in the search function searches for any string in the field. So, for example, you are free to use only part of the word when searching.

5 == MEMO MAGISTER 0.5 - Hardware requirements for the program ==

PC, WIN 8, WIN 10 64 bit. Installation and operation preferably with Administrator rights. At least 256 megabytes of main memory. Screen resolution at least 1024 x 768. At least 5MB of hard disk space plus the amount required by the card files.

Note! The application is a 32-bit program and will run on a 32-bit operating system, although not all languages may be supported on the UTF-8 character system. MEMO MAGISTER is in beta testing stage.

MEMO MAGISTER is a light weight, easy to use portable program. You can use the software directly from a memory stick, for example. Just after installation, copy the contents of the MEMO MAGISTER 0.5 beta directory on your hard drive to a memory stick and click *MemoMagister05102beta.exe* to start the program.

6 === MEMO MAGISTER 0.5 beta - Terms of use =====

*MEMO MAGISTER v. 0.5.1.0.2 beta
Notecard Software
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