A **STAR ENTERPRISE** Publication

Software User Guide

STAR Idea Manager

Contact information

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Preface

Thank you very much for purchasing our software !

We are pleased that you decided for one of our products and are sure that it will meet (and maybe even exceed) your expectations.

Developing self-explanatory software is our main priority. So usually it just takes a short amount of time to become familiar with the way this application is working.

[This user guide contains the following information]

-> Notes about installation.
-> Explanation of workflows and features.
-> Customer service and support.

We hope you enjoy reading !

The STAR ENTERPRISE software engineering team.

Installation and first steps

The software is ready-to-use instantly - no complex installation required !

1. Unzip the software package on your computer.
2. Move the application folder to the desired location.
3. Execute the software within the application folder.

If you wish to read a more detailed quickstart guide for getting further information, please visit our website at www.starenterprise.com/Assistance/SoftwareCenter/ .

Data security and backups

Please ensure to perform regular backups of this software and your data !

More information about backups and how to restore data is available on our website at: www.starenterprise.com/Assistance/SoftwareCenter/ .

General information

[Fields of application]

Business

* General project management
* Knowledge databases
* To-do lists
* Working instructions
* Memos
* Interview protocols
* Support in project documentation (like productivity and feedback reports)
* Search reports

Creative writing

* Collections of texts (like exposés, storyboards, scenes, scripts)
* Resumes of fictional characters
* Summaries of any kind (like scenes, chapters, characters, locations and sets)
* Interviews
* Brainstorming

Software development

* Source code repositories
* System requirements (specification sheets, customer requirements)
* Documentation
* To-do lists, bug tracking and fixing

Leisure and hobbies

* To-do lists
* Collections (like cooking recipes and do-it-yourself guides)
* Storing of various data
* Personal information manager
* Card box applications

Almost endless different applications are possible, thanks to the intuitive user interface, which gives you the freedom to work just as you desire.

[Enhanced security and data encryption]

... anything is protected against third party access !

-> Strong encryption using AES (Advanced Encryption Standard).
-> Individual password for each project file.
-> Stored external documents and files are also encrypted.

Working with projects

[Project management]

The base of any project is a database, the "project file". This file is containing all contents related to your project, its attachments and hyperlinks.

Strong encryption is used for any data stored within the project file. In addition, you can set your own individual password for access protection.

Therefore, it's a safe task to share project files using cloud services or by sending them via e-mail. Your sensitive data cannot be accessed by unauthorized parties.

Creating a new project file

Start the software and click on the button "Create new project file..." or select the corresponding menu item from the application menu.

Opening an existing project file

Start the software and click on the button "Open project file..." or select the corresponding menu item from the application menu.

If your project file has been protected with an individual password, you will be asked to provide it before continuing.

Tip: You can also open project files by simply double-clicking them (please read the notes about file associations in the chapter "Software configuration" for details).

Tip: A list of recently accessed project files is available at the application menu (shortcut: STRG/Command + Shift + O).

Working with projects

[The project window - basic overview]

The project window is divided into two main parts, which are making it easy to access all areas of your project without switching back and forth between different views.

Part 1: Records index

Here you'll get an overview about all records that have been stored in your project file.

If you wish to *mark multiple records*, hold down the STRG or command key (depending upon your operating system) while selecting records.

If you wish to *mark a list of records*, click on the first one and hold down the shift key when selecting the last entry.

The following buttons are available:

+   Add a new record.
−   Remove the selected records from the project.
| | Add a new record by creating a clone of the currently selected entry.
C   Change the text colour of the selected records.

Tip: Use different text colours to group related records or to highlight important entries.

By pressing the arrow keys you can move one or more records within the index to create hierarchical data structures or just to highlight some records.

Tip: Instead of using the arrow keys "Up" and "Down", you may move marked records with the mouse to the intended position (drag&drop).

Edit the record labels by double-clicking them.

Using the contextual menu, it is possible to insert some information snippets. Just click on the right mouse button while the mouse pointer is placed on the entry (alternatively: use keys CTRL or ALT on systems with one mouse button).

The checkbox near each record is intended to create to-do and task lists of any kind (check to mark tasks as "completed").

Part 2: Records view (text editor, attachments, hyperlinks)

This part is containing the content of the selected record. You may freely edit it.

The text editor

Type in the text-based contents of the record. You can add styles to the text for highlighting and formatting purposes.

In order to add a style (e.g. bold text or larger font size), just select the text with the mouse or cursor keys and then click the appropriate style button.

Tip: Use the tabulator key to create tables or add indentations to the text.

Working with projects

The contextual menu gives you access to additional features. Just click on the right mouse button while the mouse pointer is placed within the text (alternatively: use keys CTRL or ALT on systems with one mouse button).

Changes to the currently active record are automatically applied when switching to a different record or manually by pressing the button "Save".

Attachments

A list of external files that are part of the currently active record.

By double-clicking an entry, the selected file is opened automatically with the default application as set by your operating system.

The following buttons are available:

+   Add a new file.
−   Delete the selected file.
>   Save the selected file to your computer.
Open the selected file with its default application.

Assuring highest possible security, all attachments will be also stored encrypted within the project file.

Note: It may take several seconds to read and write attachments, depending upon its file size and the power of your computer.

Hyperlinks

A list of website URLs and e-mail addresses that are part of the currently active record.

By double-clicking an entry. the selected address is opened automatically in your webbrowser or e-mail client (writing new message).

The following buttons are available:

+   Add a new hyperlink.
−   Delete the selected hyperlink.
>   Open the selected hyperlink with its default assigned application.

When adding a new hyperlink, the software can check the availability of the URL and also automatically take over a website's title tag.

Working with projects

[The project window - "Tasks..." menu]

At the bottom of the records index, you will find the button menu "Tasks...".

Show/Print/Export marked/all records...

The currently selected records can be shown together on screen, printed or stored as a text file on your local computer.

Import text file as new record...

Open a file selection dialog box to insert a text file as a new record to your project. The file name will be used as the record's label.

Batch import of text files...

Conveniently import multiple text files to your project as new records in one go.

Tip: The software is able to differ between text and binary files; so even folders containing a mix of text and non-text files can be imported this way.

Sort records index...

Used to rearrange the order of records as shown in the index.

Edit project information...

Here you can add a short summary of your project, set an individual password and clean up the project file.

Important notes on passwords:

Passwords are handled case-sensitive and may contain any possible characters that can be typed in using your keyboard.

Please keep your passwords on a safe place !!!

There is no way to recover passwords ! All data stored in the project file is lost.

Notes about cleaning up project files:

The software uses special techniques to optimise read/write accesses to the project database. By the time, the project file may grow larger than the stored size of data.

In this case, you can free up some storage space by cleaning up the project file. This is especially recommended when you intend to send a project by e-mail or move it to a storage medium with limited capacity.

Note: Cleaning up large project files may take some time to complete. Please don't interrupt this process, because in rare cases this could lead to data loss.

Working with projects

Working with projects

Restore project from backup:

Use this option to get back a previous version of the project file from an available snapshot.

By proceeding, the current project file does not become overwritten; instead, you decide where to copy the backup file for opening it separately.

Note: Before finally deleting the current project file, please ensure that the restored backup copy really contains the desired version of your data.

For more information, please refer to the chapter "Software configuration".

[Searching for records]

The software is offering powerful search capabilities, which makes it easy to search for desired contents (and find them).

Quick search (available on project window)

Type in some keywords to look for and click on the button "Search..." to let the software find all records containing these keywords.

The quick search covers all parts of your project (index, text contents, filenames and hyperlinks). The search query is not handled case-sensitive.

Found records are marked in the index. Press the "X"-button to remove the markers.

Advanced search (application menu)

Select "Advanced search" from the app menu or use the shortcut CTRL/Command + F.

The advanced search provides a lot of features allowing you to retrieve data from your project more efficiently than the quick search.

Tip: If you wish to view, print or export found records, you can save yourself from some extra work by checking the option "Select found entries in index". After searching, you may use the "Tasks..." menu for further actions right away.

The advanced search is also supporting regular expressions based upon the syntax according PCRE (Perl Compatible Regular Expressions).

Working with projects

Some examples of searches using regular expressions:

`day.+`   Finds all words starting with "summer".
                          For example: "daylight", "daytime" (not: "day")
`\d{5}`   Finds a number that is exactly five digits long.
                          For example: "12345", "11111"
`.+@.+\.{1}.+`   Finds an e-mail address.
                          For example: "info@starenterprise.com", "you@i.we.tld"

More information about regular expressions can be obtained from relevant literature.

Searching and replacing within the records contents (text)

Select "Search and replace..." from the application menu or use the shortcut CTRL/ Command + Shift + F.

Software configuration

[Accessing the general preferences window]

Click on the button "General preferences" available on the initial launch window or select "General preferences..." from the application menu (see entry "Administration").

[Tab "General Behaviour"]

Layout

Set the default text styles being used in the text editor. The preview box is showing an example on how the text will look like.

Recommendations on choosing the best-suited settings

Monospace fonts (e.g. Courier) are great for a tabular presentation of data, while proportional fonts (e.g. Times, Helvetica) may be used for long continuous texts.

Serif fonts (e.g. Times) make long continuous texts easier to read while sans-serif fonts (e.g. Helvetica) provide a very clear output even in small font sizes.

For increased readability, the font size should not be set lower than 10 pixels. It is recommended to use dark text colours with high contrast.

Sharing options

The record separator is used to divide records from each other when viewing, printing or exporting them.

Tip: If you require a chapter-like output style, you may disable the record separator by selecting "None (empty line)".

Text styles used for "pure text" output (view, print): These text styles will be applied when viewing and printing records in "pure text" mode overwriting any custom styles.

Software configuration

[Tab "Global Preferences"]

Searching automatically for software updates

If enabled, you will be notified about updates and bug fixes being available for download.

Default home directory

File and folder dialogs are using this directory as starting point.

Select a location you are usually storing files for getting faster access, like "My documents" or "Desktop".

File associations

When double-clicking a project file, your computer automatically starts the software and loads the project into memory.

It is our goal to develop software that does not alter any system settings on your computer. However, for providing this feature, certain operating systems require some modifications.

If you experience that opening project files is not working, you need to explicitly adjust the configuration by clicking on the button "Set file associations".

It's a matter of course that you can remove these custom settings later again. Click on the button "Remove file associations".

Tip: We recommend to restart your computer once you added or removed file associations to ensure that they are being taken over correctly.

Project file snapshots

In order to avoid data loss in case of accidental changes to a project file, the software can regularly create backups in the background.

When enabled, an initial backup is done after opening the project file and then every ten minutes (if modifications to the project file have been applied).

For restoring a previous version of your project file, use the button menu "Tasks..." available on the project window. You can choose between the last three backups.

STAR ENTERPRISE - Information Technology Is Our Universe ! l www.starenterprise.com

Customer service, help & support

Customer service: www.starenterprise.com/Assistance/SoftwareCenter/

Our support website provides resources covering these topics...

-> Quick-start guides providing help with installation and instructions for getting started easily.
-> Frequently asked questions (including answers ;-), technical support.
-> Information about available updates and bugfixes.

Technical support by e-mail: support@starenterprise.com

[Note for registered users]

In order to allow preferred handling of your inquiry, please always include your license ID with every request. See the Assistance menu of the software for details (or have a look at the license document received upon purchase).

License information

| License ID | |
| Location of use / Host | |

| License owner | |

| Location of use / Host | |

Space for your own notes