



## STAR My Productivity Tools



Business departments BusinessSoftware & LifestyleSoftware

### Document information

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We are always there for you !

## Welcome

### **Thank you very much for purchasing our software !**

We are pleased that you decided for one of our products. It's our passion to develop powerful software and exciting games.

#### **[About this manual]**

This handbook will help you to become more familiar with our software.

It will explain some of the concepts behind our software and introduce you to the intuitive interface and its fundamental functionality.

Anyway, you can also explore the software of your own - it was our goal to make all features simple and intuitive for everybody.

This user guide contains the following information:

- ☆ Installation and configuration instructions.
- ☆ Detailed information about workflows and feature sets.
- ☆ Overview about available support services and contact details.

We hope you enjoy reading !

The STAR ENTERPRISE software engineering team.

## The first time...

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

1. Unzip the software package on your computer.
2. Move the app folder to any desired location (like your desktop).
3. Execute the software within the app folder.

#### **[Tips and recommendations]**

Visit our website at [www.starenterprise.com/en/customer-service/software/](http://www.starenterprise.com/en/customer-service/software/) to read a more detailed quickstart guide providing additional instructions.

Please also have a look at the ReadMe file included in the software package. It contains latest information and will assist you with the first steps to use the software.

## Fundamentals - starting the toolbox, selection window

STAR My Productivity Tools is a collection of small apps and handy utilities helping you to work more productive, save time and get things done faster.

### [The toolbox contains the following apps]

- ☆ **Clipboard** - adds some extra functionality to the clipboard of your computer.
- ☆ **Snippet** - "sticky notes"-like text editor.
- ☆ **Passwords** - manages all your credentials in one place.
- ☆ **Ruler** - measures objects on your computer screen.
- ☆ **Conversion** - converts between units and calculates hash values.
- ☆ **Data** - (almost) anything that can be done with text-based data.
- ☆ **URLs** - validates web addresses, queries HTTP headers and retrieves contents.
- ☆ **Timing** - stopwatch and countdown timer.
- ☆ **Calendar** - digital monthly calendar for notes, appointments and anniversaries.
- ☆ **Address book** - manages your private and business contacts.
- ☆ **1 - 4** - launches own apps and opens documents directly from the selection window.

## Fundamentals - starting the toolbox, selection window

### [Types of selection windows]

The selection window is the **main window that opens when you start the toolbox**. It provides access to all apps.

At the preferences window you can switch the selection window mode:

- ✓ Classic selection window
- ✓ Slider window

The **classic window** can be minimized (still visible in the task bar) to save precious screen space while working on your computer.

The **slider window** is docked on the border of your screen and slides out when you touch it with the mouse pointer.

**Platform Microsoft Windows:** The preferences window shows up another option allowing you to add an icon to the tray (notification area).

**Tip:** Use the **autostart feature of your operating system** to open the toolbox automatically when booting your computer.

## Fundamentals - built-in help

It was our goal to develop a **productivity suite that is intuitive to use**, so you should be able to start right away working with all apps.

Each app contains a **context-sensitive help** that becomes active each time you move the mouse pointer over an element of the user interface.

The **help area located on the bottom of each window** shows important information, explains basic operation and offers useful hints.

**Tip:** Please **take the time to read this handbook**, because it provides some additional information you surely find valuable.

## Configuration - set up software basics

### [Access the software preferences window]

Click on the preferences button (or press F4 key) to **open the preferences window**.

"X" (or a red indicator) marks mandatory settings.

"✓" (or a yellow/green indicator) marks optional settings.

### [Auto-configuration]

**During the first startup**, configuration default values are initialized for all apps, suited to match the requirements of most users.

Anyway, most apps can be further customized and configured. On the preferences window, select the matching tab and follow the instructions on screen.

## Configuration - advanced security settings

### [Set up password protection and data encryption]

Move to the tab "Global Preferences" to set your own master password, which will be required upon each start of the program.

Your master password is also used as a **key to decrypt internally saved data** and protects them against unauthorized access.

You can choose to ask for your master password each time **starting a sensitive app of the toolbox**. This is useful when leaving your computer unattended from time to time.

### [Important notes]

➤ If you ever **forget the master password**, all saved data is lost, since there is no way to recover the master password or open the databases without it.

In order to reset the master password (and lose all data), go to the folder where the app is located and delete the directory `./Workspace`.

➤ Although we use **state-of-the-art data encryption technology**, no one can guarantee absolute protection for an infinite period of time.

## At a glance - app "Clipboard"

Have you ever wished some kind of **smart clipboard** that keeps a log of all entries ("clips") and makes them available again whenever needed ?

Here it is ! And our clipboard is able to do much more...

### [Features]

**Text and images** are saved in a list for being accessed later.

If you **need a clip at a later time**, just select it from the list of saved clipboard entries to copy it back to your local clipboard.

You can also **set up "favorite groups"** to keep and organize often used clips.

### [Personalization and configuration]

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- **Set app's startup behaviour**: Immediately begin clipboard recording when the app is started or wait till the record button is pressed.
- **Maximum number of clips to store** (once the limit is reached, a new entry will replace the oldest one).
- Either **save clips when leaving the app** or do not keep a clipboard history at all.

### [Tips, tricks & things to know]

- It's not possible to put in the same piece of text (or image) twice into the clipboard. This is intended behaviour and **prevents duplicates**.
- You may **minimize the clipboard window** whenever you want (to free some screen space, for example). This does not impact the recording process.
- **Clipboard search** is not case-sensitive.

## At a glance - app "Snippets"

This small editor not just takes care about your **notes and to-do lists**, it's also designed to handle **creative writing and technical text excerpts or collections**.

### [Features]

Each snippet consists of a **headline and a text area**; use categories to sort your snippets.

Click on the button menu "..." to **add a new snippet**. You're ready to start writing instantly:

If you switch to another snippet or when leaving the app, **unsaved changes are automatically taken over**.

No need to care about saving texts, just use the snippets app **like a sticky note**.

### [Personalization and configuration]

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- **Set app's startup behaviour**: Either open the last used snippet or just show an empty window (containing the list of categories and snippets).
- **Set font size and style**.

### [Tips, tricks & things to know]

- The **full-text search** also covers headlines and is not case-sensitive.
- The **snippet statistics (text area's context menu)** shows some information about the current snippet, including standard lines and pages:

**One standard line consists of 50 characters** (including spaces and punctuation marks), **one standard page consists of 30 standard lines**. Please note that the actual presentation depends upon factors like font type, font size and page format.



## At a glance - app "Passwords"

**Manage your accounts and passwords** in a central place - including strong security to hide your data from prying eyes. 1]

1] Requires a master password to be set.

### [Features]

**User credentials of any kind** can be saved and **organized in different categories**. The list view and **built-in search** makes it easy to find an account.

The **password generator** helps you to create really secure passwords with ease.

### [Personalization and configuration]

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- Turn on or off the **reminder function** to update old passwords.
- Change **behaviour of the clipboard** when pasting a password into it (ask for permission before proceeding, remove password after a given time from the clipboard).
- Define the **password generator** defaults (e.g. password length and types).

### [Tips, tricks & things to know]

- In order to ensure that your **credentials are protected from unauthorized third party access**, it is strongly recommended to **set a master password**. This password will be used as a key to encrypt the internal databases.
- The **built-in search** is not case-sensitive.

**At a glance - app "Ruler"**

It's a necessity for webdesigners and graphic artists - this **semi-transparent ruler measures objects on your screen** and converts between different measurement units.

**[Features]**

Measure the height and width of objects pixel by pixel.

**Duplicate and undock rulers from the main app window** to use them individually (by clicking on the dotted area). Clicks within a ruler will set markers.

**[Ruler calibration]**

Before **using the ruler first time** or when **changing your screen's resolution**, you need to calibrate the app first to ensure that measurement units are correctly shown.

See the preferences window for further instructions. Please keep a small ruler with centimeter scale ready.

**[Personalization and configuration]**

The **main app window provides some tools**, like the ability to adjust the ruler's transparency level, background colour as well as a simple drawing utility.

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- Set the **default measurement unit**.
- **Calibrate the ruler** (to match the size of pixels used by your screen).

**[Tips, tricks & things to know]**

- Single **markers set by the drawing tool and within rulers** can be removed by pressing the DEL key. Press "0" to delete all markers at once.
- The ruler assumes a **pixel aspect ratio (PAR)** of 1:1, which is the most common ratio on computer screens.

**At a glance - app "Conversion"**

**Convert between different units, calculate hash values of files or strings** - just with a simple mouse click, you always have the most important conversions at hand.

**[Features]**

Depending upon desired conversion, set the original values and do required settings; the conversion is done automatically once all necessary data is available.

**[Personalization and configuration]**

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- In order to **get fast access to your regularly used conversion**, the last one can be remembered and shown as a default when starting the app.
- Turn on the **clipboard conversion mechanism**: When opening the app, it tries to automatically convert the current contents of your local clipboard.
- All **conversion functions were carefully researched** and thoroughly tested; however, no warranty is made for their accuracy.

**[Tips, tricks & things to know]**

- **Task "Text file classification"** contains an option to **show major control characters**. If enabled, these symbols are placed before their associated control chars in the preview box:

→	Horizontal tabulator	ASCII: 9
}	Line feed	ASCII: 10
↵	Carriage return	ASCII: 13
×	Escape	ASCII: 27

**At a glance - app "Data"**

This handy app is a must-have tool for everybody **working with text files, spreadsheets and databases**.

**[Features]**

**Perform a lot of different tasks**, like extracting e-mail addresses and URLs, perform search & replace operations (also by using regular expressions) or convert spreadsheets.

**[Personalization and configuration]**

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- Allow insecure HTTPS protocol versions when doing **URL connection tests**.

**[Tips, tricks & things to know]**

- **Output files** are always saved as **text files using Unicode UTF-8 encoding scheme**, regardless the character set of the source file.
- Before starting to process large source files, it is recommended to use the **preview feature** ensuring that all settings have been correctly done.
- Unless stated otherwise for the concerned task, the **option "Remove duplicates"** is case-insensitive.
- Choosing the **wrong input format "New line..."** for the tasks "Search for duplicates" or "Convert tables" leads to incorrect results. In case of uncertainty, please do a test drive with sample data upfront.
- Use the **task "Text file classification" of the conversion app** to **find the correct character set of unknown text files** (enable option "Show major control chars" to see the type of line breaks).

**At a glance - app "URLs"**

This app **checks web addresses for being alive**, fetches HTTP header data and contents of webpages (like HTML sources). It also warns about insecure HTTPS protocols.

**[Features]**

**Type in a URL manually by hand** or load a bunch of them **from a text file** . The auto-detection feature extracts all URLs automatically, so no special structure is needed:

Any address starting with "http://", "https://" or "www." and separated by whitespace characters is recognized as valid URL.

1] Examples: Spaces, tabs, line breaks.

**[Tips, tricks & things to know]**

- **URLs starting with "www."** are validated using the HTTP protocol (unencrypted).
- HTTPS protocols are also supporting **outdated (insecure) versions of SSL and TLS**; their use is highlighted within the result list.
- This app is also **suited for triggering tasks**, which require calling a list of URLs sequentially (like sending short text messages, for example).
- **Special HTTP status codes:**
  - Timeout: It was impossible to establish a connection to the server.
  - Failed: The server's response was invalid.

**At a glance - app "Timing"**

**Stopwatch, alarm clock and countdown timer** with alarm signal; ability to take **lap times**.

**[Features]**

You can **run multiple stopwatches, alarm clocks and countdowns simultaneously**, even in the background with timing windows being minimized.

It's also possible to use the **stopwatch, alarm clock and timer feature in one window** at the same time; just click on the selection button to switch between both modes.

**[Personalization and configuration]**

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- Decide between seconds or milliseconds as **smallest time unit**.
- Set **custom alarm sounds** for timer and alarm clock (WAV and MP3 files supported).

**[Tips, tricks & things to know]**

- **Timing windows can have different background colours** making it easier for you in the case multiple timers are open. Just click on the window to scroll through available colours.
- Time measuring is based upon the **internal signal delivered by your computer**; for this reason, its reliability depends upon your operating system and other components.
- The alarm clock is **based upon the 24-hour time format**. If you need to **adjust the current time**, please use the configuration settings of your computer's operating system.

## At a glance - app "Calendar"

Handy **monthly calendar** to manage **appointments, notes and anniversaries**.

### [Features]

For each single day, **two types of entries** are available:

- ✓ Notes: Room for notes, appointments and other information for the selected day.
- ✓ Events: Birthdays, anniversaries and other annually repeating events.

On the **toolbox selection window**, notes and events of the **current day** are highlighted.

### [Personalization and configuration]

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- Set a **time period to keep entries** in the notes area of your calendar.

### [Tips, tricks & things to know]

- **Events occurring on 29. February** (leap year) would be repeated every four years only. For this reason, it is suggested to put in an additional event on 28. February.
- Do you **plan to print the list of events** ? In this case, we recommend to insert an empty line between each entry during input. This will improve the print view.
- The **built-in search** is not case-sensitive.

**At a glance - app "Address book"**

Your digital **address book** to **manage all your private and business contacts**.

**[Features]**

The address book **divides each entry into multiple areas** to cover two types of addresses like private and business, also leaving enough room for other data and comments.

After opening the app, you can either **add a new entry instantly** (just start typing) or **select an existing one from the photo list**.

**[Personalization and configuration]**

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- Set **custom field labels** used to include own types of data to your address book.

**[Tips, tricks & things to know]**

- **Birthdays falling on the 29. February** (leap year) are **also shown on 28. February**, so you don't have to take special care about this fact.
- **Tip:** Type "Birthdays" in the search field to find all **contacts celebrating birthday today**.
- In order to **reset the birthday list view**, click on the button "X" (near search field).
- The **built-in search** is not case-sensitive.

**[Address book export format]**

- Output format: UTF-8 encoded text files.
- Field separators (order as shown on screen): horizontal tabulator.
- Record delimiter: operating system specific linebreaks.

Existing tabulators in records are replaced by four space characters, linebreaks are replaced by a pilcrow sign "¶". Birthdays use SQL date format (YYYY-MM-DD).



## At a glance - "Custom apps" buttons

Choose up to **four own apps or document files** on your computer that will be made accessible through the selection window.

### [Personalization and configuration]

At the **preferences window** (see menu bar or press F4 key), these settings are available:

- **Select your apps or documents** and type in **custom labels** for them (shown when moving the mouse over the buttons on the selection window).

### [Tips, tricks & things to know]

- If you **choose a document file** (like a business letter template), the toolbox automatically **starts the associated program first** and then loads the document.

## Customer service, help & support

**Customer service:** [www.starenterprise.com/en/customer-service/software/](http://www.starenterprise.com/en/customer-service/software/)

Our support website provides resources covering these topics...

- ☆ Quick-start guides (help with installation, 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](mailto:support@starenterprise.com)

### [Priority support for customers owning an active license]

In order to allow preferred handling of your inquiry, we need to know your license ID. Please always include your license ID with every request !

See Assistance menu of the software for license information (or have a look at the license document received upon purchase).

## Backups and data recovery

**Please ensure to perform regular backups of your data !**

More information about backups in general and how to restore lost data is available on our support website.

## License information

License ID

License owner

Location of use / Host

## Space for your own notes