

LEARNING ABOUT NOTEPAD THE LOGBOOK FEATURE

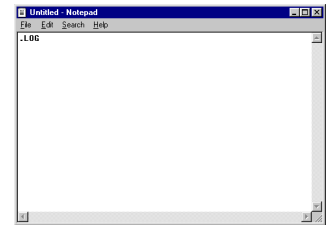
A teacher friend of mine once wanted to know if there was some way she could keep her lesson plans for a class on screen, so that she could “call them up” at a moment’s notice to add details or make changes, something like a logbook that would keep track of the date and time.

The simple answer was. . .Yes! You could design something like this by using the LOGBOOK FEATURE of the Windows 95 Notepad. A project of this sort is simple and can be accomplished in two steps. First create a logbook (or several if you have more than one class to keep track of) and then make a shortcut to it (them) that sits waiting for your command, on screen. Let’s see how this works.

CREATE A LOGBOOK

First let’s create a logbook that will keep track of the times and dates of entries.

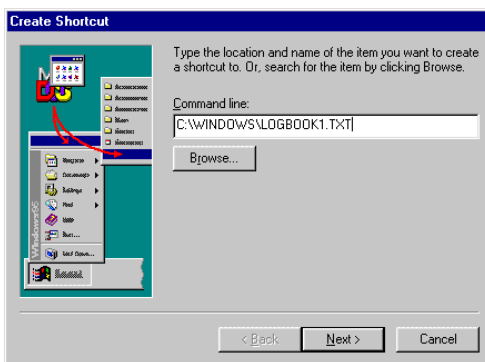
1. Click on the START button
2. Select PROGRAMS
3. Select ACCESSORIES from the pop-out menu
4. Left click on NOTEPAD on the ACCESSORIES menu and a window opens on screen like this
5. Type the word .LOG in the upper left corner of the NOTEPAD window. Be sure to include the period before the word and all letters should be in upper case
6. Tap the ENTER key once, on your keyboard
7. Click on FILE on the menu bar and then click on SAVE AS on the drop-down menu
8. Make sure the “Save in” window says “Windows” in it
9. In the “File name” window, type the name of your logbook. We will call it logbook1, for this experiment
10. Tap the ENTER key to save the file to your hard drive
11. Close the NOTEPAD window now



You now have a LOGBOOK1 saved to your drive that will allow you to *time* and *date* in it. To make this useful now, let’s create a shortcut to this logbook and make it quickly available on the desktop.

CREATING A SHORTCUT TO THE LOGBOOK1

1. On an open area on the desktop, click with the **RIGHT** mouse button. This brings up a pop-out menu with a "NEW" option on it. Select "NEW"
2. Select "NEW," and from the pop-out menu that appears, click on "SHORTCUT." A "CREATE SHORTCUT" wizard screen will appear that looks like the illustration on the left below.



3. In the "Command Line" window, type the following line exactly as you see it below:

C:\WINDOWS\LOGBOOK1.TXT

"Logbook1.txt" is the name of your Notebook file.

4. Click on the "Next" button.
5. On the next wizard box that appears, simply click on the "Finish" button, to accept the "LOGBOOK1" name.

You should now have a "Logbook1" icon on your screen. You are free to move this around your desktop as you prefer, of course.

To use the Logbook, simply double click on the icon. Every time this window is "called up," it will have the current time and date and you may type in any text underneath this information to keep a running log of your activities.

This project can be duplicated so that you can have several "logbooks" with different numbers or names, on your desktop. These might be named after each class you have, if you are a teacher; after each client, if you are a business person; or after any topic you like. This even makes a great method for keeping attendance at club meetings, etc.

This information may be printed out from the Logbook menu or may be cut and pasted in other Microsoft applications.