

Software user guide



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Welcome !

STAR My Personal Toolbox was designed with the idea to make all features simple and intuitive to use for everybody. After opening the program, you can work with the software right away from the beginning.

This user guide explains the concepts behind this product and provides an introduction to the user interface and its fundamental functionality. Experienced users will also find a lot of advanced topics to get most out of the software.

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We are always there for you ! :-)

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 automatically load the software during the boot process.

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 provides a context-sensitive help that becomes visible each time you move the mouse pointer over an element of the user interface.

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

Configuration - general software preferences

[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.

[Automatic configuration]

During the first startup, configuration defaults are set 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.

[Forgot the master password ?]

If you 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 (but lose all data), go to the program folder and delete the directory named `./Workspace`.

[Data encryption]

Although we use state-of-the-art strong data encryption technology, no one can promise absolute protection of sensitive data for an indefinite period of time.

Clipboard app

Our smart(er) clipboard records anything (text and images) you copy into your computer's clipboard and makes it available when you need it. You can also create favorite groups to organize clips.

[That's the way it works]

Text and images (including copied image sections) are saved in a list for later access.

At any time, you can open the list of saved clips and click on the one you need to copy it back to your computer's clipboard.

You can also create "favorite groups" to keep and organize frequently used clips. That's also useful for researching and collecting links, text snippets or images.

[Personalization and configuration]

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

- App's startup behaviour: Start clipboard recording when opening the app automatically or wait till the record button is pressed by the user.
- Maximum number of clips to store (once the limit is reached, a new entry will replace the oldest one).
- Save clips when leaving the app or do not keep a clipboard history at all.

[Tips, tricks & insights]

- 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.
- Search operations are handled not case-sensitive.

Snippets app

This simple 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.

[That's the way it works]

Just use the app like a sticky note:

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.

[Personalization and configuration]

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

- App's startup behaviour: Open last snippet or show a list of previously saved snippets.
- Set font size and style.

[Tips, tricks & insights]

- The snippet statistics (text area's context menu) shows information about the current snippet, including standard lines and pages (one page consists of 30 lines á 50 characters).
- Search operations are handled not case-sensitive.

Passwords app

Manage user accounts, login details and passwords conveniently with a single app - including strong encryption of the stored data 1).

1] Requires a master password to be set.

[That's the way it works]

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 refresh 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).
- Set the password generator defaults (e.g. password length and types).

[Tips, tricks & insights]

- 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.
- Search operations are handled not case-sensitive.

Ruler app

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

[That's the way it works]

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]

When using the ruler for the first time or after changing your computer screen's resolution, you must calibrate the ruler to display the units of measurement correctly:

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 (according to the resolution and pixel size of your screen).

[Tips, tricks & insights]

- Markers set inside rulers or by the drawing tool can be deleted (in reverse order) 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.

Conversion app

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

[That's the way it works]

Depending upon the type of conversion, just make your entries; the conversion takes place automatically, as soon as all required data is provided.

[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 guarantee is given for the accuracy of the computed results.

[Tips, tricks & insights]

- 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
X	Escape	ASCII: 27

[Change (or find out) the character set of a text file]

Use the task "Text file classification" to open a file with any character set - and save them in a defined encoding.

If you don't know the file's encoding scheme, just try different ones until you got the one that best matches the file contents (look how special characters like umlauts or punctuation marks behave on each character set).

Once the file has been opened in the correct character set, you can save it in the desired encoding (the original file should be retained as a backup, so better not overwrite it).

Data app

A universal pocket knife for everybody working with text files, spreadsheets and databases.

[That's the way it works]

The app performs a lot of different tasks, like extracting e-mail addresses and URLs, doing search and replace operations (also by using regular expressions) or converting spreadsheets from one scheme to another.

[Personalization and configuration]

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

- Allow insecure HTTPS protocol versions for URL connection tests.

[Tips, tricks & insights]

- Output files are always saved as text files using Unicode UTF-8 encoding scheme, regardless the original character set of the source file.
- Before processing large files, use the preview feature to ensure 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 doubt, please carry out a test run.
- Use the task "Text file classification" of the conversion app to find the matching character set of unknown text files (enable option "Show major control chars" to see the type of line breaks).

URLs app

Check the status of web addresses (availability, HTTP status codes), fetch HTTP header data and return contents of URLs (like HTML source codes of webpages).

[That's the way it works]

Type in a URL manually by hand or load a punch of them from a text file. The auto-detection feature extracts all URLs automatically, filtering other file contents:

Valid addresses must start with "http://", "https://" or "www." and be separated from each other by any whitespace character (e.g. space, tabulator or line break).

[Tips, tricks & insights]

- URLs starting with "www." are validated using the HTTP protocol (unencrypted).
- HTTPS protocols are also supporting outdated (insecure) versions of SSL and TLS (highlighted in the result list).
- This app is also suited for triggering tasks, which require calling a list of URLs sequentially (like sending short text messages or running service tasks, for example).
- Special HTTP status codes:

Timeout: It was impossible to establish a connection to the server.

Failed: The server's response was invalid.

Timing app

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

[That's the way it works]

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 modes.

[Personalization and configuration]

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

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

[Tips, tricks & insights]

- To make it easier to distinguish multiple timers, alarm clocks and stopwatches, the background color of the windows can be changed by clicking on a free area.
- Time measurement is based on the time signal provided by your computer and therefore depends on the reliability of the 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.

Calendar app

Handy monthly calendar for managing your appointments and anniversaries.

[That's the way it works]

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

- ✓ Notes: Memos, appointments and things to remember.
- ✓ 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:

- Automatically remove notes after a specified period of time.

[Tips, tricks & insights]

- Events occurring on 29th February of a leap year would be repeated every four years only. For this reason, it is suggested to put in an additional event on 28th February.
- If you intend to print the list of events, then you should separate entries by an empty line for improved print results.
- Search operations are handled not case-sensitive.

Address book app

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

[That's the way it works]

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

After opening the app, you can create a new entry 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:

- Change field labels used to save custom data to your address book.

[Tips, tricks & insights]

- Birthdays (or other anniversaries) falling on the 29th February of a leap year will also be displayed on 28th February, so no manual adjustment is necessary.
- Tip: Enter the keyword "Birthdays" in the search field to find all persons celebrating their birthday today.
- In order to reset the birthday list view, click on the button "X" (near search field).
- Search operations are handled 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 linebreak

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).

Setup of custom apps

Select up to four custom programs or files on your computer that can be opened from 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 & insights]

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

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Space for your own notes
