

Daily Record of Events (DROE) Tool - README File

Last updated 20-Jul-08 (v0.4.1 Beta). For latest version go to <http://Manage-This.com/downloads/>

TERMS OF USE and DISCLAIMER listed in Section 5 below.

0. Quick Reference

[WIN]+[n]	Capture a new DROE note
[CTRL]+[Enter]	Submit note (from mini-edit window)
[WIN]+[Shift]+[n]	Open the DROE file
[WIN]+[Left Arrow]	Access DROE Tool settings & version info
[WIN]+[Right Arrow]	Insert time/date stamp
[CTRL]+[Shift]+[k]	Create new Outlook (PigPog) task from anywhere
[CTRL]+[Shift]+[m]	Create new Outlook mail message from anywhere
[WIN]+[v]	Paste clipboard contents with formatting stripped
[WIN]+[.]	Insert three bullets
[ALT]+[w]	Close the current window

1. Description

The DROE Tool is a free, configurable note taking and productivity application. It gives you a handy shortcut to quickly insert a time-stamped note into your Daily Record of Events (DROE) page and capture that important thought or idea before it slips out of your head. The tool now supports OneNote, EverNote, and text-based DROE files. For OneNote, the tool replaces the standard Sidenote shortcut (Win-N) with the new function. You can still open OneNote in full/normal mode using Win-Shift-N. For EverNote and text-based DROE files, the tool provides a quick pop-up edit window.

In addition to the DROE/note taking shortcuts, the tool also provides some handy Outlook shortcuts. You can now use CTRL-SHIFT-M and CTRL-SHIFT-K from anywhere to create a new Outlook Email Message or Task. These shortcuts already exist in Outlook, but this script will save you the trouble of having to switch applications and find Outlook before using the shortcut. You also have the option of having new tasks be created as "PigPog" tasks, as well as displaying the Outlook Categories dialog box every time so that you don't forget to set a category. Note that these have only been tested in Outlook 2003, but Outlook 2007 users report good results as well.

But wait, there's more! With the DROE Tool you'll also get:

- The ability to paste without formatting (clipboard formatting stripper),
- "Clip mode" to capture selected text and images* in your DROE without disturbing your clipboard,
- the ability to use the Mac-like shortcut (Alt-W) to close a window,
- additional shortcuts for bullets and manual time stamps,
- this set of [Ginsu knives!](#) (ok, not really)

*images are currently only supported for OneNote DROE files.

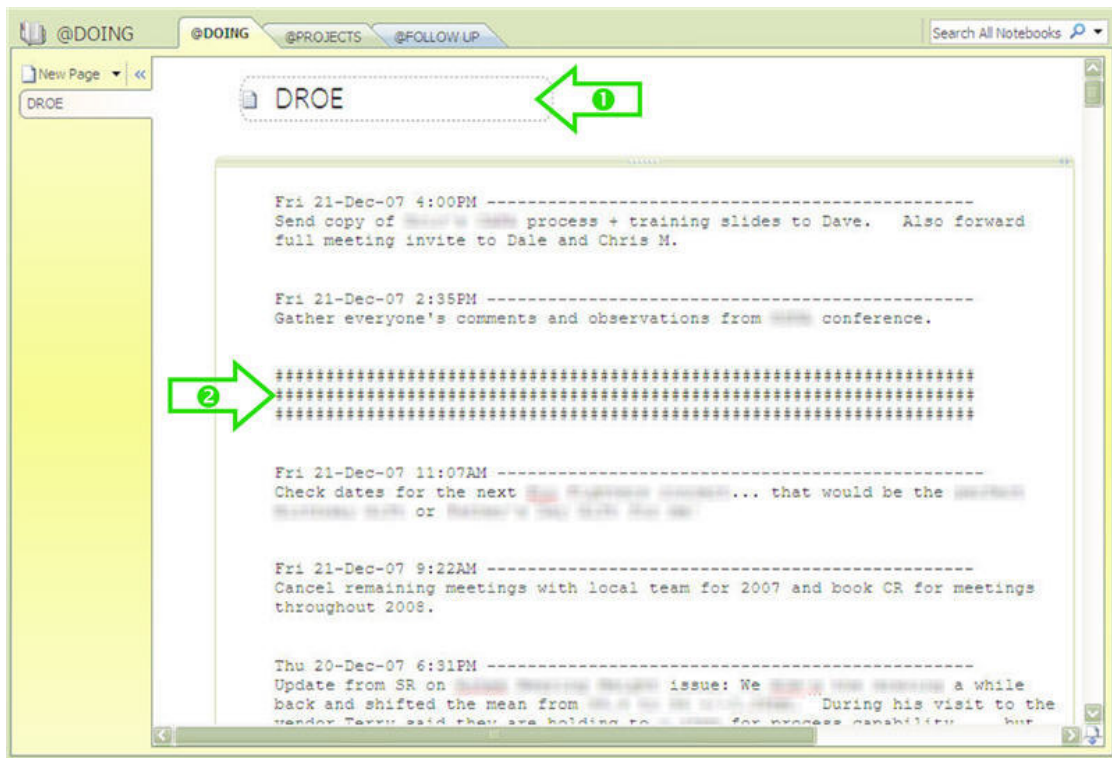
Each of the above features can be individually enabled or disabled through the INI file. The tool is built using AutoHotkey, but it is a compiled executable, so you do not need AutoHotkey installed to use it.

Link to original post: <http://Manage-This.com/onenote-droe-autohotkey-tool/>

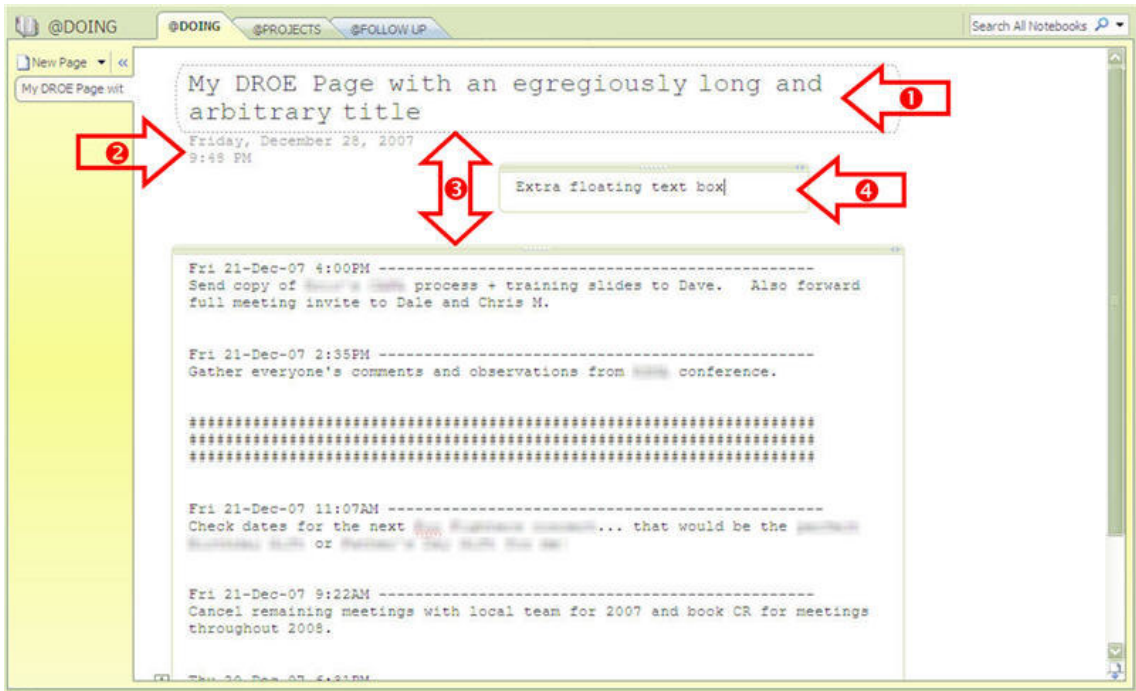
2. Installation Instructions

2.1 Setting up a OneNote DROE

Create a page in OneNote 2007 that you will use for your notes. See the image below for an example. Note #1 (indicated by the green arrow) shows the page title. Give your page a simple one-line title like “DROE” or “Daily Record”. If you like, you can tag the page title with one of the OneNote tags, as shown in the example below. Note #2 shows the text separator bar. This is optional, but I recommend you create some sort of visual indicator. Since the DROE works in reverse chronological order, anything below the line has been completely processed. All actions are captured and I do not need to look at that stuff again except for reference purposes. As you process notes during your weekly review, move the separator up in the DROE using copy & paste. This forces you to process the notes in order and to not cherry-pick.



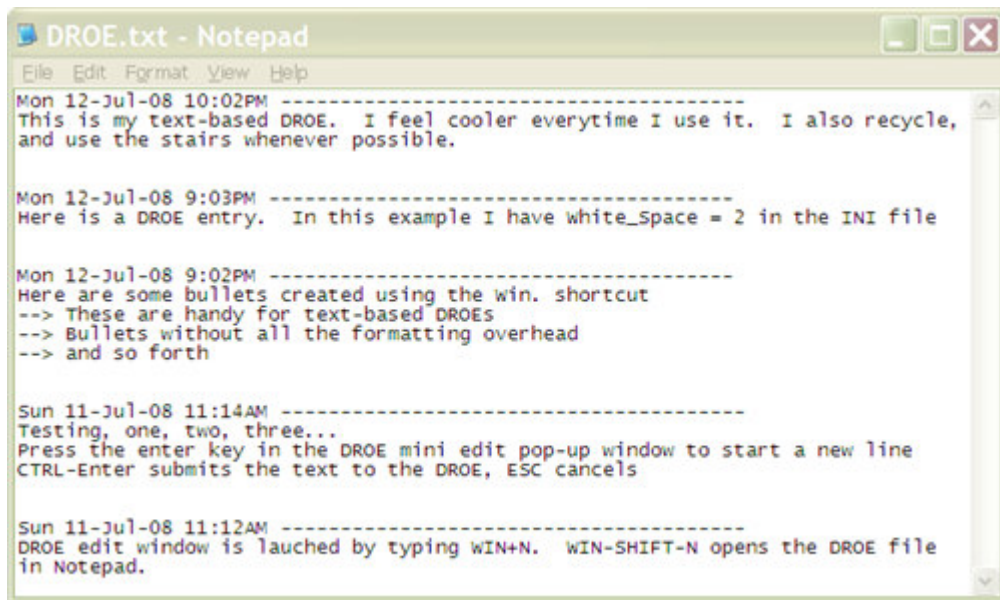
Things to Avoid in Your DROE Page: The image below shows some common pitfalls in creating the DROE page that may cause the DROE tool to not work properly. Note #1 (indicated by the red arrow) reminds you to stick to a simple one-line page title with no line breaks. Note #2 shows the date and time fields that often get added by default in OneNote when creating a new page. This is a common issue. Be sure to delete these after creating your page. Since each note is individually time stamped, these fields are not necessary and can cause the tool to not work properly. Note #3 shows excessive space between the title and the start of the text box. Try to avoid this. Note #4 shows an extra floating text box between the title and body of your DROE. You can have extra text boxes further down in the DROE, just don't place them right underneath the title.



Once you have set up the page in OneNote, follow the instructions in Section 2.5 to configure the INI file.

2.2 Setting up a Text-Based DROE

There is very little required to set up a text-based DROE. Simply decide where you want it to live on your hard drive, then create a blank text document there. Name the document something meaningful, like "DROE.txt". Update the INI file with the path and filename for your DROE file, and start using it. Be sure to also set DROE_Enable = 2 in the INI file.



```
DROE.txt - Notepad
File Edit Format View Help
Mon 12-Jul-08 10:02PM -----
This is my text-based DROE. I feel cooler everytime I use it. I also recycle,
and use the stairs whenever possible.

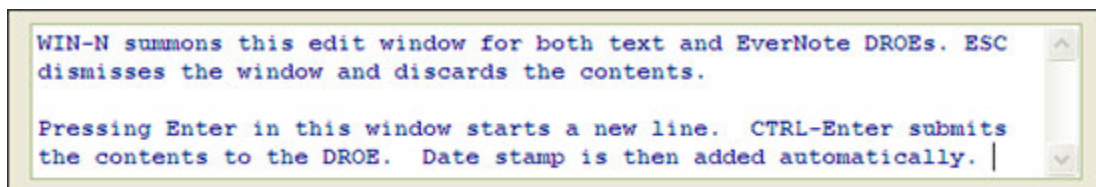
Mon 12-Jul-08 9:03PM -----
Here is a DROE entry. In this example I have white_Space = 2 in the INI file

Mon 12-Jul-08 9:02PM -----
Here are some bullets created using the win. shortcut
--> These are handy for text-based DROEs
--> Bullets without all the formatting overhead
--> and so forth

Sun 11-Jul-08 11:14AM -----
Testing, one, two, three...
Press the enter key in the DROE mini edit pop-up window to start a new line
CTRL-Enter submits the text to the DROE, ESC cancels

Sun 11-Jul-08 11:12AM -----
DROE edit window is lauched by typing WIN+N. WIN-SHIFT-N opens the DROE file
in Notepad.
```

To use the tool, press WIN-N to open the mini-edit window (shown below). To open the actual DROE text file, press WIN-SHIFT-N. This is similar to the OneNote keys where WIN-N initiates a SideNote and WIN-SHIFT-N opens the full-featured tool. Note that if the DROE text file is open in Notepad, pressing WIN-N will bring that window to the front rather than launching the mini-edit window. This is done to ensure there are no conflicts and lost data with two competing editors working on the same file.



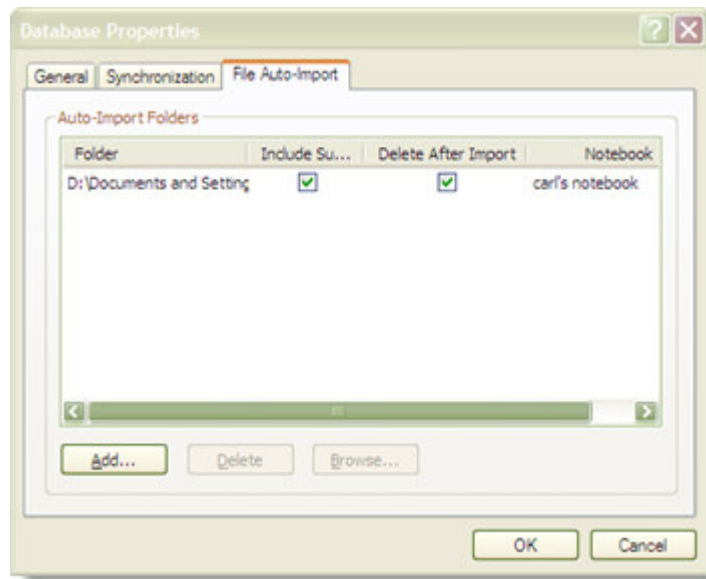
```
WIN-N summons this edit window for both text and EverNote DROEs. ESC
dismisses the window and discards the contents.

Pressing Enter in this window starts a new line. CTRL-Enter submits
the contents to the DROE. Date stamp is then added automatically. |
```

2.3 Setting up an EverNote DROE

For EverNote, the DROE Tool uses the Auto-Import function of EverNote. Set up an auto-import folder as shown below, and select the option to "Delete After Import". Note the full path to the import folder and use this to update the INI file (Section 2.5). Be sure to also set DROE_Enable = 3 in the INI file.

Inside EverNote, you may want to create a "DROE" tag, or a Saved Search that shows entries with "DROE" in the title. The syntax for this is intitle:"DROE".



2.4 Extract Files

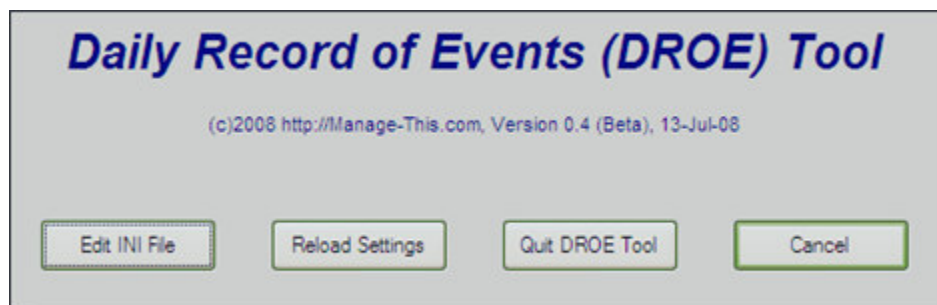
Double-click the downloaded file (self-extracting ZIP file), then drag the DROE folder to wherever you want it to live. Some good choices are "C:\Program Files\" or in "\..\My Documents\OneNote Notebooks\". You can delete the self-extracting ZIP file at this point.

2.5 Edit the INI File

Open the INI file in Notepad or WordPad. Step through each of the lines in the INI file and edit as needed. There are notes in the INI file to guide you. In particular, you may need to update the paths to the various files and executables on your computer. Many of the ones that come in the INI file are examples only and will not work for your setup. Note that any line that starts with a semicolon (;) is only a comment. You can add your own comments if you wish. Blank lines are ignored.

When you have finished editing, save the INI file under the same name ("DROE_Tool.ini").

Note that if you make changes to the INI file after you have launched the DROE tool, they will not take effect right away. You will need to reload the tool: (1) Save your INI file with the changes, (2) Use Win + Left Arrow to show the DROE Tool version info (screenshot below), and (3) Click the "Reload Settings" button. You can also quit the tool and re-launch it to reload the settings.



2.6 Launch the DROE Tool

Double-click DROE_Tool.exe to launch the tool. It should launch quietly in the background. Try out some of the shortcuts to make sure it is working. If needed, you can go back and modify settings in the INI file. Remember that you will need to reload the tool for those settings to take effect. If you have problems, see Section 3 below for Troubleshooting tips.

2.7 Set DROE to Launch at Startup (Optional)

Optional but recommended: Add a link to DROE_Tool.exe in your Start Menu\Programs\Startup folder if you want this to run automatically upon startup.

2.8 Upgrade Instructions

If you have a previous version of the DROE tool installed, just delete the folder/files and replace with the newer version. There are no registry settings or other junk to uninstall. The name of the executable (DROE_Tool.exe) does not change from version to version, so you should not need to update any of your shortcuts as long as you put the new version in the same place.

One important note: Sometimes additional features are added in new versions, which means new fields in the INI file. You should probably rename your original INI file to "DROE_Tool.ini.OLD" and open it side by side with the new one. Copy across any of your original settings, and update any new fields if applicable.

2.9 Removing the DROE Tool

If you wish to uninstall the DROE tool, just drag the folder to the trash. There are no registry settings or other junk to uninstall. If you manually created any shortcuts in your Start menu, you will need to delete those as well.

3. Troubleshooting

Q: The tool seems like it's running, but none of the shortcuts work.

A: Try WIN + LEFT Arrow. Make sure you are using the Windows Key and not the CTRL or ALT keys. The DROE Tool version info should display in an overlay window. If not, make sure the DROE tool is running by double-clicking on DROE_Tool.exe.

Q: The tool seems to be running, and I can display the version info, but OneNote will not launch.

A: Try launching OneNote manually using the WIN-SHIFT-N shortcut or from the programs menu to make sure that it is working. (Note that the DROE tool was only tested with OneNote 2007.) If OneNote is working, check the ON_Path variable in your INI file. This should reflect the path to your OneNote executable. It is okay to have spaces in the file/path name. Do not enclose the name in quotation marks. You can test your entry by going to Start-->Run... and pasting the path into the Run box and clicking OK. OneNote should open.

Q: OneNote launches okay, but I don't get the timestamp and after about 10 seconds I see a pop-up saying that the DROE tool timed out waiting for OneNote.

A: Check the DROE_Link and Page_Title variables in the INI file. Having an error in either of these will cause this behavior.

Q: OneNote launches and opens to my DROE page without any errors, but the screen sort of flickers and I don't get my time stamp.

A: Review the screenshots from Sections 2.1 and 2.2 above. Make any adjustments necessary to the layout of your DROE page in OneNote, then close OneNote and try the WIN-N shortcut again.

Q: Other issues or questions?

A: Post a comment on Manage-This.com and I will try to answer your question as quickly as possible. Please be patient, this is just a hobby for me.

4. Revision History

v0.4.1 (Beta), released 20-Jul-08

Re-Built the tool without UPX Compression to eliminate false positive indications from Avast AV, as described in this forum post: <http://www.autohotkey.com/forum/viewtopic.php?t=27005>

v0.4 (Beta), released 13-Jul-08

--> NEW FEATURE: Added support for a completely text-based DROE without the need for OneNote. This includes a quick edit window.

--> NEW FEATURE: Added support for EverNote – DROE Tool can send text notes to EverNote using EverNote's auto-import feature

--> NEW FEATURE: The amount of white space between notes is now configurable in the INI file.

--> NEW FEATURE: "Clip Mode" causes any selected text to be clipped and included in the DROE entry. For OneNote DROE files, selected images are also sent to the DROE.

--> NEW FEATURE: WIN+LeftArrow now summons a new control panel that makes it easy to update settings in the INI file and reload the tool.

--> Bug fix: Fixed issue with cursor being stranded 3-4 lines below the date stamp.

--> Bug fix: The CTRL-SHIFT-K and CTRL-SHIFT-M shortcuts were not working when the Outlook window was active. This is fixed.

--> Updated and re-organized this README file. Switched to PDF format to significantly reduce the download size.

v0.3 (Beta), released 20-Jan-08

--> Bug fix: Changed the method used for sending text to correct an issue with Windows Vista. Previously, applications would launch but no text would be entered in the DROE for Vista users due to a difference in the keyboard hooks in Vista.

--> NEW FEATURE: Added two new shortcuts to create Outlook tasks and email messages from anywhere

--> NEW FEATURE: Added the option to create all new Outlook tasks as "PigPog" tasks

--> NEW FEATURE: Added the option to display the Categories dialog when creating new Outlook tasks

v0.2 (Beta), released 28-Dec-07

--> Made the function that checks for the DROE page in OneNote to be active case-insensitive with regard to page/window title

--> NEW FEATURE: Toggling the icon (WIN – Left Arrow) now also displays the version info for the tool.

--> Created a new README file (this file) with more detailed installation instructions, additional details about how to set up the DROE page in OneNote, basic troubleshooting, and the snazzy Revision History.

v0.1 (Beta), released 11-Dec-07

--> First release of the DROE tool. Ported an existing tool I created for personal use and made it configurable via INI file.

--> Basic features available: Quick note posting (with timestamp) to OneNote, clipboard format stripping (WIN-V), Mac-like window closure (ALT-W), Text and Formatted Bullets (WIN .), and individual date stamp (WIN-Right Arrow).

5. TERMS OF USE and DISCLAIMER

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