

MA Memo

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MA Memo is a tool for controlling information in the text format. It can be used as a memo, an analyzer or an editor.

Each text block consists of Subject (heading), date, a couple of fields for making the sorting and searching easier plus the main text field.

New text blocks can be created by writing directly to the text field, or by dragging and dropping previously written documents or text clips on the Listing.

The text blocks can be sorted and organized freely. The wanted part of the text field can be dragged to make a new text block. It's also possible to drag a text block from one **MA Memo** document to another one. MS Word, HTML and rtf documents can be imported by the menu command File > Import > Import [...] File.

It's possible to find text blocks with the wanted word by using the Search command. These results can then be put together in to a new document and saved the way they are or processed like any other **MA Memo** document. The Search command finds information from all the open documents.

The text records can be exported to the HTML encoded or RTF file.

What can you do with it?

- MA Memo can be used as a memo, an organizer or a texture in which it is easy to organize information.
- You can write new information straight to the text field.
- You can drag and drop text clips or documents on the **Listing**. If there are more documents or clips, they will all become separate text blocks.
- Every text has a separate Subject- and Date field which are created automatically, unless you type them yourself. A part from the beginning of the text will become the subject and if the date is not given the current date will appear in the Date field.
- There are two other fields that can be used. They are called Category and Priority. If you wish, you may rename them. The information provided in these two fields can make sorting and searching easier.
- The text field will disappear when pressing the **Change the View** -button, and all the fields will show in the **Listing**. The texts can be arranged by clicking on the column headings.
- With **Search** command, it's easy to find the text blocks with the wanted word. All the files that are open in different windows will be searched. The search results are provided in a new window that can be saved on its own and processed like all the other documents.
- The information can be rearranged by dragging the lines on the **Listing** up or down.
- A text block can be dragged to another field from the **Listing** by pressing the option key down before the dragging is started.
- Some information can be choose to be dragged from the text field to the **Listing** and it be-

comes a new text block.

The Fields

Subject

This field functions as the heading or subject. If the user types directly to the text field or imports text documents or text clips, MA Memo will copy a part from the beginning of the text to the subject field. This is easy to change later.

Date

In a new text the creating day of the text block, and in imported documents the last modification day will appear in the date field. A wanted date can be typed to the field. If it has been chosen in the settings, the modification day of a text block will be changed to the date field automatically.

Category and Priority

No defaults will appear in these fields. The user can use them to help the sorting or Search. They can be renamed to meet the users needs.

The used expressions are listed in the popup menu on the right from the field. If the user wants to remove unnecessary expressions, he or she has to press the option key when choosing the item.

Text

If something has been typed to the Text field, but nothing has been written to the Subject, a part from the beginning of the text will become the subject without removing the part from the Text field. Naturally, the subject can be changed.

The text in the text field can be edited by commands in the Edit and Format menus. Some of these commands are in the contextual menu, too.

Freeware

MA Memo is a Freeware program.

System recommendations

MacOS X 10.11, or newer.

Contact Info

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