

FEATURES & BENEFITS

Download InfoRecall, try it and discover its full set of features

Context Sensitive Help

Press the F1 key on any dialog and get quick and precise help for that topic.

Workspace Management

Workspace manager provides a powerful, yet easy to use method to move windows around and dock or float them anywhere within the InfoRecall workspace.

Once docked or floating, their locations are saved so that they'll always be where you're most comfortable with them.

You can move and dock the Toolbar, the Document bar and the Document tree anywhere in the workspace.

Also, resize the larger dialog to fit your screen. Size and locations are remembered so next time you use them they'll be where you want them and what size you have adjusted them to.

Enter Information Any Which Way

Type it in. Dump it in from media. Drag it in. Pour it in with no structure, no fields. Import docx, .rtf, .txt documents. Drag it in. Pour it in with no structure, no fields

You can dump it in any which way. Type it in. Dump it in from disks. Drag it in. Import it. Pour it in with no structure, no fields. You can load from anything: disks, CD's, the Internet, books, magazines, your file cabinets. And you'll still be able to retrieve it instantly, as long as you can remember any one word in the whole mess. Nothing stays hidden with the advanced Boolean search engine.

Swap Source Folder

Keep your information on different Folders, Drives, USB Stick or Network and switch between them with a single mouse click.

Single or Multiple Document View

Multiple documents allow you to open more than one document. Every open document will have a tab. Click on tabs to switch documents. Cascade documents, tile them horizontally or vertically to work on one or more documents at the same time.

Multiple User Access

Need to share information with others? No Problem. Keep your information on your main drive and have other access it from their computers.

Network Use

InfoRecall network capabilities provides each user with full the functionality of the single user but when a document is in use, InfoRecall will lock it and restrict work on it to the first user.

WYSIWYG Editor

InfoRecall's Editor is extremely flexible and powerful. It's a word processor within InfoRecall that offers unlimited document size and all the font formatting features supports extended character formatting like individual fonts and font sizes, **bold**, *italic*, underline, double underline, ~~strikethrough~~, ^{superscript}, _{subscript} and **colors**.

Also supported are Graphic Images, Tables, Columns, Text Frames, OLE and Page Numbers, Hypertext, Hyperlinks and more.

Automatic or manual spell checking takes your worry off spelling mistakes.

Ruler, Word wrap, Maximize Editor window, Hide text, Word Count and so much more.

Type for You!

Type for You! greatly facilitates text entry by keyboard.

Tired of typing words, terms, phrases or whole sentences that are repetitive? Type for You! will do it for you. InfoRecall maintains a list of prompts and text associated with it.

Just type the Prompt, press the Space Bar and Type for You! does the rest.!

Create New Documents from Clipboard Text

Every time you copy something Windows puts it into its Clipboard.

New Document from Windows Clipboard lets you create a new Document from contents in the Clipboard. This is of particular benefit to people who want to copy and keep text from web pages, e-mails word documents or from anything else.

Copy anything and this feature will automatically create a new document in an open InfoRecall File and save it.

Import

Import documents to InfoRecall so you can search them and have pertinent information at your fingertips. Import TXT, RTF and Microsoft Word DOCX files.

Export

There might be times when you need to share your information with others in a format that is widely used and is platform independent. InfoRecall is able to export a wide range of different file formats, suitable for print or digital purposes. Export single or multiple documents as PDF, TXT, RTF, DOCX or HTML files.

Combine & Export as

Combine several documents into one and export them as PDF, TXT RTF or DOCX files.

Print

Print single or multiple documents. Set document or global margins. Print preview.
Combine multiple documents and print as one document

Send Documents as Email Attachments

Automatically attach your documents to your email app as a txt, rtf, pdf or docx file

Favorite Documents

A quick and convenient way to open your most often used documents without going through the extra motion of opening a File and then clicking on a document to open it.

Once a document was added to Favorite Documents you can use this feature to quickly open them.

Hyperlinks and Hypertexts

Create Hyperlinks from text or graphic images.

Link from text to text in a document, text from one document to another in any file. Link to Popup text in a document. Link to files, programs, folders, emails, the Internet, anything! InfoRecall ties all your information together with its ability to link to relevant information, either in InfoRecall or elsewhere. Make you information come alive!

Lightning Fast Searches

Search a single file or all files. Use NORMAL, FUZZY, AND, OR, IF NOT, NUMBERS, DATES, or INDEXED searches. Nothing stays hidden!

If you can remember a word or phrase, the name of the guy or gal; the phone number; ANYTHING - InfoRecall will find it!

Search & Replace

Search for and replace any occurrence of a character, word or phrase with another character, word or phrase or blank space.

Global Search

The purpose of Global Search is to help you to quickly find a word, a group of words, blocks of text, numbers, phrases or dates from hundreds or thousands of files on your Computer, UBS Flash Drive, CD's or Network.

InfoRecall can sift through megabytes of Files in just a few minutes. Global Search uses the same powerful search engine that is used for searching InfoRecall Files so you can do Normal, Exact, Fuzzy and Boolean (AND, OR, IF NOT) searches.

Search for files or for text in files.

File Drawer

File Drawer shows you all the files in your data folder, when they were created and accessed, the individual file sizes and the number of documents each file contains.

It pulls all the file management functions together in one dialog box and enables a you to Search the list, Open, Create, Copy, Move, Rename and Delete files quickly and efficiently

Document Drawer

Document Drawer lets you see all the documents that are in a File.

It displays the File name, the position of the document in the File and the Document Name.

Browse History

History is the list of documents you've opened.

InfoRecall keeps a history of documents you've opened and enables you to to select one and quickly jump to it and open it again.

It includes options to Filter same documents and Delete History on closing

Keyboard Shortcuts

Quick Reference list to InfoRecall shortcut keys by Menu.

You can quickly accomplish tasks you perform frequently by using shortcut keys; one or more keys you press on the keyboard to complete a task. For example, pressing Ctrl+B changes the selected text to bold, just as clicking the Bold button on the Toolbar or selecting Bold in the Font dialog box changes the selected text to bold.

Reminders

Reminders allow you to schedule events for a certain date. InfoRecall will remind you when that date arrives and display a dialog box showing all the reminders for that day.

Reminders can be call up the reminder note or a document of choice.

Time Tracker

Time Tracker is for Lawyers, Consultants, Accountants or other professionals who need to keep track of client time and client charges. The Time Tracker dialog floats on top of InfoRecall, which means that you can open an InfoRecall document; call up Time Tracker, move it aside and track client time while at the same time making notes in the open document. You can work on any InfoRecall File while tracking time.

You can Paste the Date, Start and Finish time, Total Time, Cost per Hour and total Cost to a document at any time.

Time Trackers Time Prefix, Cost per Hour and Currency Character are completely configurable and there are 13 Date/Time formats to choose from.

Security

Personal security and security for Corporations.

Password a File, Password a Document, Log-In Password, Password your Source Folders, make a File Read-Only or make all Files Read-Only with our Global Read-Only feature.

Synchronize

Synchronizing Files is very useful if you work on the same Files on more than one computer or travel with a UBS Flash Drive.

Synchronize Files was primarily made to synchronize InfoRecall Files but all types of Files can be synchronized!

Backup - Restore

Every data storage media will fail someday and it always seems to happen when you need the data the most. Hopefully you have a current backup. If not, you may be faced with many frustrating hours trying to reconstruct your data.

Don't waste your valuable time and energy. Back up you data.

Backup for InfoRecall is powerful and easy-to-use. Its design gives you all the security, convenience, and reliability you need to back up and restore your data. Point-and-click feature provides complete control over operations using a visual interface.

Save your back up to the Hard Drive, USB Flash Drive, Diskettes or the Sky.

Templates

The term template, when used in the context of InfoRecall, refers to a "fill-in-the-blanks" dialog to create standardized data for an InfoRecall document.

This is often desirable when more than one person enters the same information and a uniform look is needed.

Build Templates with Text fields, Labels and Graphics.

Boiler Plate Text

Boilerplate is any text that that can be reused in new documents without being changed much from the original.

Boilerplate refers to "standard terms and conditions" contained in most contracts, agreements or other documents that use standard text, clauses or provisions

With InfoRecall you can quickly put together documents that share standard fragments of text, from a library of reusable text. You can store the reusable text in different Folders and documents then assemble them with the Boilerplate feature. When finished you can print the assembled text or paste it into a new document.

Word Count

Keep track of the number of words in a document or count the number of characters, including or excluding space characters and page breaks.

Tables & Columns

Create and manage tables and split your text into multiple columns

[There are many more Tools, Download InfoRecall and test it](#)