

## HART on CD - Installation

Following are instructions on how to install HART on CD to your computer.

- 1. Put the CD into your computer's CD ROM drive. An installation window will appear in a minute or less**

*If an installation window does not appear, click "Start", then "Run" and type "d:setup" in the box, and click "OK". The program should begin to install. If your CD ROM is not drive "d", then use the correct drive letter instead. For example, if your CD ROM is drive E, type "e:setup".*

- 2. Follow the on-screen instructions to complete the installation process**

**Note:**

*There may be instances when the installation process cannot complete until some system files are first updated on your computer. If this is the case, just follow the instructions, reboot your computer, and then run the setup program again (start over at step 1 above).*

## HART on CD - Installation Key

**The first time you run your HART on CD program, you will be asked to insert an authorization key diskette (floppy diskette).**

However, because computer manufacturers no longer provide floppy diskette drives with newer computers, we no longer use floppy diskettes to provide the authorization code.

Instead, once you have installed the HART on CD program, you will need to **call our Technical Support line to obtain the authorization key code**. The authorization process normally takes approximately 2 minutes to complete.

**To obtain the authorization key code**, please call 1-207-584-5553.

## HART on CD - Quick Start Video Demo

To watch a free online "Quick Start" video about the HART on CD, which includes instructions on how to view and print product pages, search for ailments, email product pages, and more, visit:

**[herballure.com/demo](http://herballure.com/demo)**

## Obtaining Technical Support

**Herb Allure will offer technical support for the HART on CD program only to authorized owners of the program.**

Herb Allure will provide free technical support for up to 60 days after the purchase of the HART on CD program, provided all of the following conditions are met:

1. The person receiving technical support is an authorized owner of the program.
2. The issue being solved is related directly to a problem with the HART on CD software. If Herb Allure determines that the problem lies with the user's computer, operating system, viruses, or anything not directly related to the HART on CD program, Herb Allure will charge a fixed rate of \$15 per hour for technical support with a \$15 minimum charge. Herb Allure reserves the right to determine where an issue lies for each and every technical support inquiry.
3. The request for support is not simply a request for instructions. Herb Allure will have to charge for these types of requests. Herb Allure recommends you visit the Herb Allure forum for this type of help (see below).

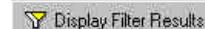
*Herb Allure will provide a forum on the Internet at [herballure.com](http://herballure.com) (Click the Forum Icon on the home page, then click the icon to enter the forum, then click on the "HART on CD" forum) to help users solve problems or share advice about the HART on CD program. Herb Allure cannot guarantee to participate in the forum but will make a good-faith effort to visit the forum on a regular basis to help users at no charge, if time permits. Here, users are also encouraged to share ideas to improve upcoming versions of the program.*

**To contact Technical Support, call 1-207-584-5553 Monday through Friday between 3pm and 3am Eastern Standard Time.**

Herb Allure will make a good-faith effort to help with technical issues. Owners of HART on CD must, however, understand that operating systems and computers are complicated and certainly imperfect.

Although HART on CD has been thoroughly tested, all Windows-based programs rely on Windows to operate, and because Windows 95, 98 and ME are inherently very unstable operating systems, it may not be unusual for programs running in Windows to crash due in no part to the program itself, but to the inherent instabilities of the Windows operating system. MicroSoft is making an effort to improve the stability of their operating systems. Herb Allure has found Windows "ME" to have improved stability over Windows 95 and 98, but it is certainly not perfect. Herb Allure has found Windows 2000 to be significantly more stable than any previous Windows operating system, but again, it is not perfect.

Now, click the "Display Filter Results" button.



At this point, the product that matches the stock number you entered will become checked. All you have to do is scroll down the list to get to it.

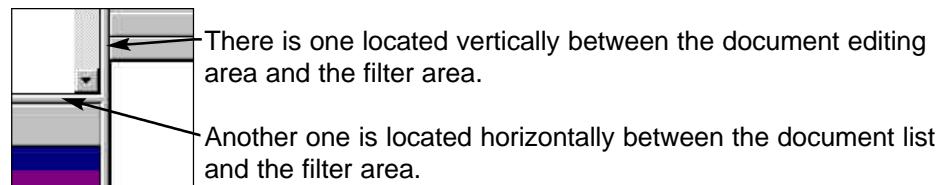
Click the "Scroll to Next Checked" button and the checked item will appear in the document list. Double-click the document name to open it.

If the stock number you entered does not match anything, nothing will happen when you click the "Scroll to Next Checked" button.

## Resizing work areas

Different computers have different screen settings. Because of this, some people will find that they have more area to view documents than others.

HART on CD includes a completely adjustable screen to allow you to make room where you need it. Just click and drag the "Resizing Bars".

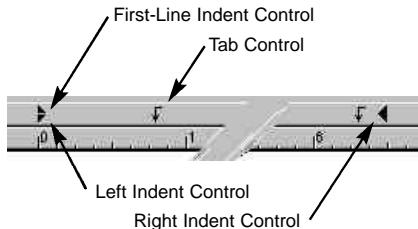


There is one located vertically between the document editing area and the filter area.

Another one is located horizontally between the document list and the filter area.

## Working with tabs and paragraph margins on the ruler

The ruler makes it easy to work with tabs and paragraph margins. Keep in mind that tabs and paragraph margins only apply to the paragraph that currently contains the cursor, or if more than one paragraph is currently selected, then they all are affected. Even if only part of a paragraph is selected, the entire paragraph is affected by changes on the ruler.



By clicking and dragging the "First-Line Indent Control" left and right, you change the indent setting of the first line of the current paragraph.

By clicking and dragging the "Left Indent Control", you change the indent setting of the entire paragraph. You will notice that the "First-Line Indent Control" moves in sync with the "Left Indent Control" for your convenience.

The "Right-Indent Control" lets you adjust the right indent of the current paragraph(s). Again, just drag it left or right.

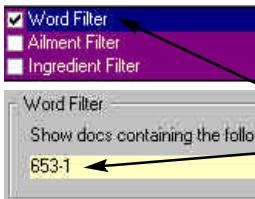
Setting tabs in your paragraphs is easy. You will notice that a group of default tabs is automatically set each time a new paragraph is added to a document. Normally, these will be "Left" tabs positioned at every 1/2 inch.

You can move existing tabs, delete existing tabs, or create new tabs. To move existing tabs, just drag the tab left or right to the desired location. If you want to delete one, drag it off the ruler completely. To create a new tab, select the type of tab you want to create and then click on the ruler. You can now position the tab by dragging it left or right.



The available tabs are shown in the picture to the left. They are "Left", "Right", "Decimal" and "Center". These tabs work the same as in any standard word processor.

## How to find a product by stock number



To find a product by its stock number, follow these steps. First, make sure the HART package is open. Next, view and place a check mark next to the word filter.

Now, enter the stock number you want to find in the word filter.

## HART on CD - Overview

Using "HART on CD" is very simple once you understand a few simple concepts.

The following graphic shows the major areas of the screen and describes the function of each.

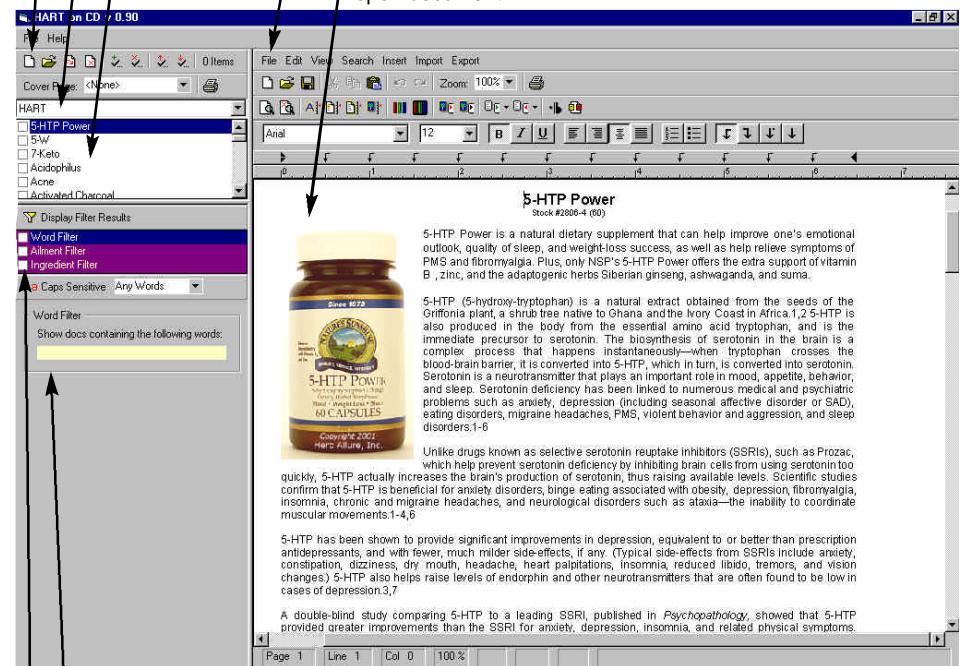
**Package Settings** - These buttons allow you to perform several functions related to the currently selected package. Functions include: Create New Document, Open Selected Document, Rename Selected Document, Delete Selected Document

**Package Selector** - This "Drop-Down" box allows you to select what package you are currently working with. This version of HART on CD supports 2 packages: "HART" and "My Documents".

**Document Selector** - This is a list of documents that exist in the currently selected package. Double click on a document to open it.

**Document Settings** - These buttons control settings for the currently open document.

**Currently Open Document** - This area displays the currently open document.



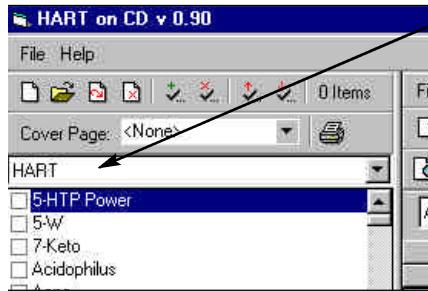
**Filter Settings** - This area lets you determine the settings of the currently displayed filter. When the "HART" package is selected, three filters are available. When the "My Documents" package is selected, one filter is available.

**Filter Selector** - This area lets you select which filter is displayed and which filter is active. Click on a filter to display its settings. Place a check next to a filter to make it active.

## Quick Start

This step-by-step guide will quickly show you how to use the Herb Allure HART on CD program.

### Select a Package



**To select a package, click anywhere in this box.**

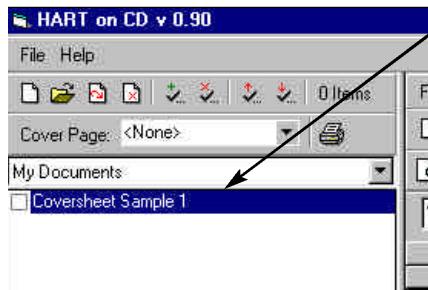
A package is simply a group of documents. Two packages are included with this program: HART and My Documents.

The HART package contains all of the pages of the Herb Allure's HART Toolkit book.

The "My Documents" package can contain any documents you want to create and add to it.

Now, click in the package selector and select the "My Documents" package.

### Open a Document



**To open a document, double-click on any document in this list.**

This program comes with a sample cover page for your business called "Cover sheet Sample 1".

Now, double-click on this document to open it.

The "Cover sheet Sample 1" document should now be open in the document viewing area. You can now edit this document just as you would any document in any standard word processor like Microsoft Word or WordPerfect.

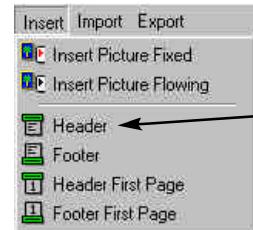
## My Herb Shop



123 Main Street  
My City, My State, My Zip Code  
Phone: 123-456-7890

## Inserting headers and footers

Headers and footers provide an easy way for you to add a consistent title or base to all pages in your document.



To insert a header in the currently open document, click the "Insert" menu, and click "Header". This immediately inserts a header at the top of the currently open document. The header will not be visible, however, until you click on it.

Now scroll to the top of the document (or current page) and click near the top of the page. When you click in the correct location, the header will become surrounded by a dashed line. You can edit the area within the header just as you would the document itself, changing colors, font sizes, etc.

When you edit the header on the current page, it automatically changes on all other pages.

Footers work exactly the same way, thus making it easy for you to add headers and footers to all pages of your documents.

When you select the "Header First Page" (or "Footer First Page") option, a header (or footer) is inserted only on the first page of the document. You can edit this header (or footer) exactly as you would normal headers (or footers).

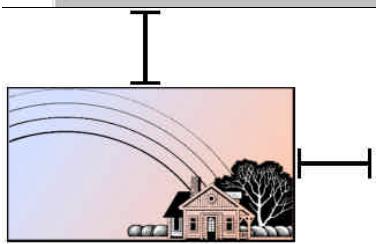
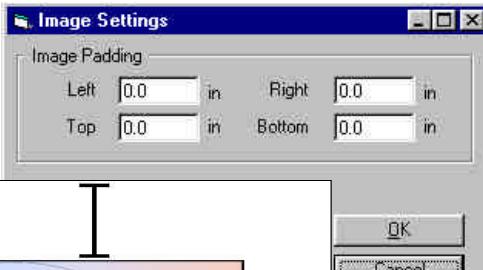
If you insert a "First Page" header in a document where headers already exist, a separate header is inserted on the first page. The existing headers continue to work the same way, except that they first appear on the second page and continue throughout the rest of the document. "First Page" footers work exactly the same way. This feature allows you to make headers and footers on the first page that are different than on all other pages.

To remove a header or footer from a page, simply click on the header or footer button in the "Insert" menu. The depressed button will change to the up-position and the selected element (header, footer, first-page header or first-page footer) will be removed.

*Important: When you remove a header or footer, the text in it will be lost. You may want to paste header or footer contents to the clipboard before removing them, just in case you change your mind. Press Ctrl-C to copy text to the clipboard. Press Ctrl-V to paste text from the clipboard back into the document.*

## How to adjust text flow around a picture

When you double-click on a picture, the "Image Settings" dialog box will appear. This dialog box allows you to set how far text will stand away from pictures (Image Padding).



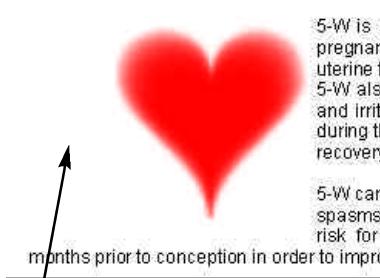
There are a couple of tricks you can use to get control of how text interacts with your pictures.

You may notice when inserting a picture in a document that the text wraps around the left and right sides of the picture. To prevent this, you can set the image padding to a large value.

For example, the text in this picture is wrapping around both sides of the inserted picture. By setting the left image padding to 2 inches (even though this is actually much farther than the edge of the document) you can eliminate the text from appearing on the left of the picture at all.



This same technique can be used to eliminate text from appearing on any side of an inserted picture.



Please note that pictures that are inserted as *flowing text* cannot be sized. However, if you want to increase the image padding on the left or right sides, simply add spaces as necessary to achieve the desired affect.

Large left padding prevents text from appearing here.

## Quick Start

### Edit the Document



To begin editing a document, click anywhere within the document area.

Let's place the title of your business at the top of this document.

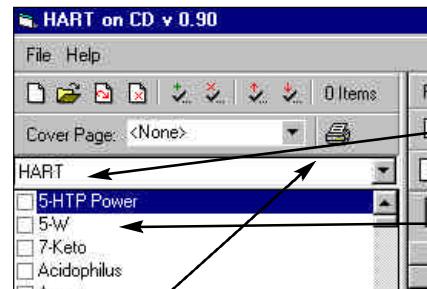
Click to the right of the phrase "My Herb Shop". A cursor appears. Now, press backspace on your keyboard until the entire title is gone.

Next, type the name of your business. If you do not have a business name, make one up and type it here. You have now edited the content of this document.

*Note: Your document is automatically saved to disk anytime you view a different document or close the program.*

You will notice a wide variety of buttons at the top of the document viewing area. These buttons provide various editing capabilities for your documents. *These buttons work similar to any standard word processor and are described in more detail later in this manual.*

### Using Filters



A filter simply places check marks next to all document names that match a search condition.

Click on the package selector and choose the HART package.

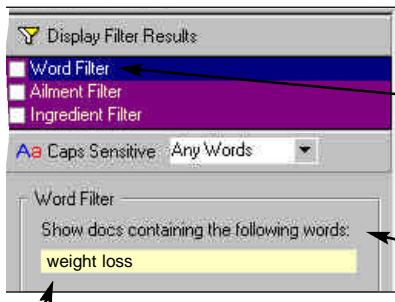
A list of all HART documents appears below.

You will notice that each document name has a small square next to it. Click on the square next to 5-HTP Power. A check mark appears.

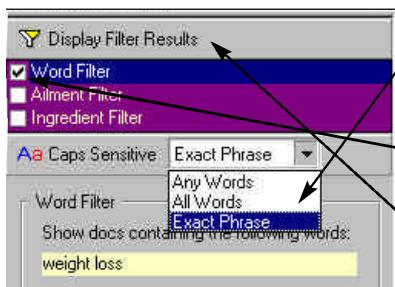
The HART on CD program allows you to print all documents that have a check mark next to them by clicking the "Print Checked Items" button.

## Quick Start

### Using Filters (cont'd..)

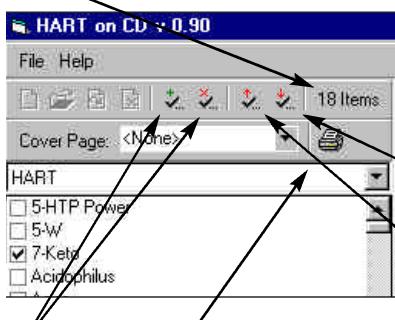


Now, enter the phrase "weight loss" in the word filter.



After several seconds, a number of items will become checked in the document list. These are all documents that contain the phrase "weight loss".

The program tells you how many items are checked.



You can easily clear or check the entire list using the "Clear All" and "Check All" buttons. Now you can click the print button to print all items that are currently checked. You have now printed all documents that contain the phrase "weight loss".

**Let's print all documents that contain the phrase "weight loss".**

First, make sure the "Word" filter is selected by clicking "Word Filter" in the filter selector. It becomes highlighted (if it wasn't already).

The word filter criteria also appears below (if it wasn't already displayed).

Next, select "Exact Phrase" from the drop-down box. Note that you can also search for documents with any of the words you enter, or all of the words you enter.

Now, activate the word filter by placing a check mark next to it.

Now, click the "Display Filter Results" button.

## How to send HART documents across the Internet

You can obtain complete online instructions for sending HART documents across the Internet by opening your HART program and clicking "File" then "How To Use the Message System." This will open your Internet browser and display a page containing detailed instructions. You must be logged onto the Internet to view this online instructions page.

You can also watch an online "video tutorial" that will teach you how to email HART documents, by visiting:

**herballure.com/hartemail**

## How to move and size a fixed picture

When you insert a fixed picture using the "Insert Fixed Picture" button , you will need to move the picture to the location on the page you desire. To do this, move the mouse pointer over the picture, press and hold the "Alt" button on your keyboard, then, using the left mouse button, drag the picture.

You will see a rectangle moving wherever you drag the mouse. When you release the mouse button, the picture will appear in the new position.

To size a picture, hold down the "Alt" button on your keyboard and move the mouse pointer over any edge or corner of the picture. The mouse pointer will turn into an arrow. Now drag the edge of the picture using your left-mouse button. You will see a rectangle representing the new size of the picture. When you release the mouse button, the picture will be resized to match the rectangle.

## How To

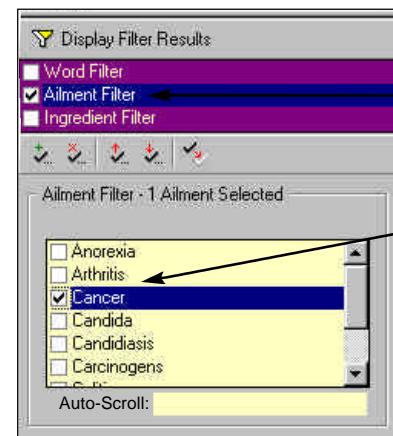
This "How To" section has been added to provide additional details about tasks you may need to perform when creating your own documents.

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## Quick Start

### Using Filters (cont'd.)



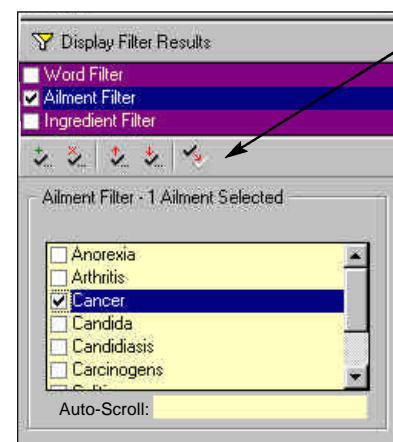
**Let's print all documents related to cancer.**

First, Uncheck the "Word Filter" and Check the "Ailment Filter". The ailment list appears below.

Check "Cancer" in the ailment list.

Now, click the "Display Filter Results" button. After a short delay, all documents related to cancer become checked in the document list above.

*Note that whenever you click the "Display Filter Results" button, the document list is automatically cleared of all existing check marks BEFORE the filter is activated. This way, only documents related to the selected ailment (or ailments) end up being checked.*



There are several buttons located above the ailment and ingredient lists that make working with large lists more convenient.

Following are their functions from left to right:

1. Check all items in the list
2. Un-check all items in the list
3. Scroll to previous checked item
4. Scroll to next checked item
5. Invert the checked-state of all items

*The Ingredient Filter works identically to the Ailment Filter.*

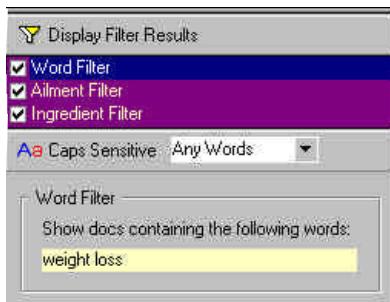
### Using Auto-Scroll

The Auto-Scroll feature allows you to easily find items in the list by typing the first few letters.

Try typing the first few letters of a known ailment in the ailment list and you will see the list automatically scroll to the matching item.

## Quick Start

### The Power of Filters



HART on CD provides powerful filtering capabilities by allowing you to mix and match filters however you want.

For example: You can search for all items that contain the words "brain" and "spine", and are associated with cancer, and contain licorice root and vitamin D.

It's important that you understand the "narrowing" effect of filters. The following examples will demonstrate how this works.

If you check several items in the ailment list and activate the filter, all documents related to ANY of these ailments are checked.

If you then check several items in the ingredient list (without changing the settings mentioned above for the ailment filter), then all documents:

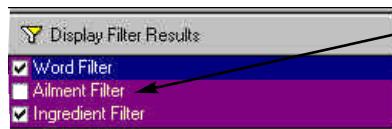
1. Related to ANY of the checked ailments, AND
2. Containing ANY of the checked ingredients...

You can see how this effectively "narrows" the filter's net result.

To continue the example, without changing the previous settings, if you now activate the "Word Filter" and enter a couple of words into the word filter and then select "Any Words" in the word filter settings, this will be the net result:

Documents that are:

1. Related to ANY of the selected ailments, AND
2. Contain ANY of the selected ingredients, AND
3. Contain ANY of the entered words...



Note: To disable the effects of a filter, simply uncheck it.

For example: If items ARE checked in the "Ailment Filter", but the "Ailment Filter" itself is NOT checked, then filter results are NOT affected by the "Ailment Filter" at all.

## Quick Start

### Editing Your Own Docs (cont'd.)

Please note that if you e-mail a HART document, there are special relaxed restrictions on the number of times it can be viewed and printed by a customer. These relaxed restrictions help enforce Herb Allure's lenient Right-to-Copy policy in an effort to give you more power in educating your clients using the Internet.

If you e-mail a document you create, there are no restrictions on the number of times it can be viewed and printed.

## Quick Start

### Editing Your Own Docs (cont'd.)

 - Font Settings - Changes the font attributes of the currently selected block of text.

 - Paragraph Settings - Use this button to change settings associated with the current paragraph. The current paragraph is the one that currently contains the cursor. If a block of text is selected that spans multiple paragraphs, this button affects all of them.

 - Page Settings - Using this button, you can change settings associated with the entire page, such as page margins and page size.

 - Image Settings - This button allows you to set the size of the buffer area surrounding an image. This buffer is the distance that surrounding text will be set away from each side of the image.

 - Forecolor Settings - Used to set the font color of the currently selected text.

 - Backcolor Settings - Used to set the background color of the currently selected text. This is useful for highlighting areas of a document you want to draw attention to, much like a highlighting pen.

 - Insert Fixed Picture - Used to insert a picture that will remain in a fixed position on the page. Text flows around the picture.

 - Insert Flowing Picture - This button allows you to insert a picture that will be inserted into the text at the current cursor position. The picture will then flow with the text as if it were a character.

   - Import Text - These powerful functions allow you to import text into the currently open document. Text is inserted at the current cursor position. You can insert text from documents containing any 1 of 4 formats: Text, RTF, HTML, or MicroSoft Word. If text is currently selected in your document, it is replaced with the newly inserted text. Please note: Due to an anomaly in MicroSoft Word, you may not be able to export a file in Word format and then import it again into this program. In order to import a file in Word format, you may have to create the document in Word itself.

   - Export Text - These powerful functions allow you to export text from the currently open document to a file in a variety of formats. If text is selected in your document, only the selected text is written to the file you select. If no text is selected in your document, the entire file is written to the file you select.

 - Export E-Mail - This powerful function allows you to export a document in a special format that allows it to be read by Herb Allure's own document viewer. This allows you to e-mail any document to a customer. Your customer can then view and print the document.

## Quick Start

### Building Your Own Library

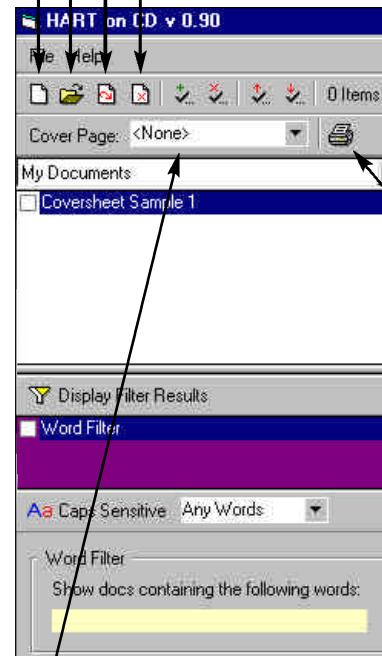
HART on CD allows you to add, delete and rename your own documents to the "My Documents" package.

To add a new document, click the "New Document" button, and enter the name for the new document. Click "OK". The new document is now open and you can start adding content to it.

To open a document, just double-click its name in the document list, or single-click it and click the "Open Document" button.

To rename a document, click the "Rename Document" button and enter the new name, then click "OK".

To delete a document, click the "Delete Document" button and click "OK" when asked if you're sure.



The documents you add are completely searchable using the built-in "Word Filter". This filter works identically to the "Word Filter" described in the HART package previously.

You can select any number of your own documents to print either using the "Word Filter", or by manually checking them yourself and then clicking on the "Print Package" button.

### Printing Cover Pages

When printing groups of documents, you can add your own custom cover sheet, which will be printed first.

This allows you to design a cover sheet to give to customers each time you print and distribute a package of info.

*Note: The list of available cover pages is really a list of documents in the "My Documents" package. To create a new cover page, just create a new document.*

To print a cover sheet, just select the name of the cover sheet you want to use in the cover sheet drop-down box. Now when you click the "Print Package" button, this cover sheet will print first, followed by all the checked documents in the document list. If no documents are checked, the cover sheet will be the only document to print.

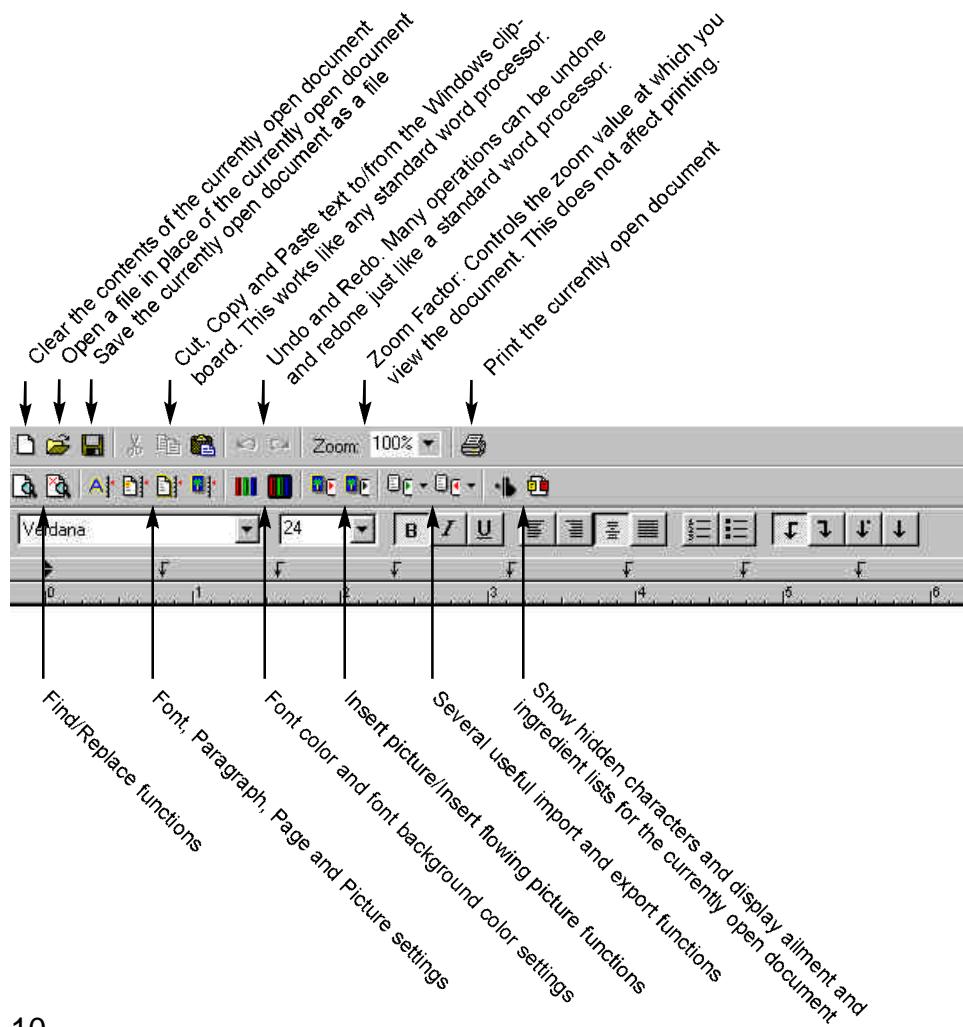
## Quick Start

### Editing Your Own Docs

There are many features included in HART on CD to help you create presentation-quality documents. It also includes a rich set of import and export features, enabling you to exchange documents with a wide variety of other programs.

If you're familiar with editing documents in MicroSoft Word, you can author your document there and then import it to HART on CD.

Following is an overview of each button's function in the editor section of the program.



## Quick Start

### Editing Your Own Docs (cont'd..)



Let's quickly walk through the process of creating your own document. For brevity's sake, we assume you have basic word processing skills.

First, make sure the "My Documents" package is selected (you cannot add documents to the HART package). Next, click the "Add Document to Package" button. Enter a name for the new document and click OK.

Now, click on the document editing area and you will see a cursor appear. You are now ready to author a new document. Because we assume you have basic word processing skills, and because the word processor section of the program works like any other word processor, we will include a description below of what each button does, without taking you step-by-step into the creation of a Windows document.

- Clear - Clear the contents of the current document. Be careful, because this function cannot be undone.
- Open a file - This replaces the entire contents of the current document and usually cannot be undone. This feature allows you to open documents stored anywhere on your computer, as long as they were saved in the Herb Allure document format (they have an "hdc" suffix). Using this feature, you can open documents e-mailed to you from others who have the HART on CD program.
- Save a file - This button allows you to save the contents of the entire document anywhere on your computer's hard drive. Once saved, you can use standard e-mail software to send this file over the Internet. Anyone else who has the HART on CD program can then open the document using the "Open" button.
- Cut, Copy and Paste - These buttons allow you to transfer text to and from the Window's clipboard.
- Undo, Redo - These buttons work identically to any other word processing programs, allowing you to "undo" and "redo" many operations.
- Zoom - Zoom allows you to change the magnification setting of the currently open document. This may be set between 10% and 400%. This setting does not affect the appearance of printed documents.
- Print - Allows you to print the currently open document.
- Find, Find and Replace - These buttons enable you to locate words or phrases within the body of a document.