



NetWriter

OXFORD CONTINUITY LTD.

- just write on a page.

Why do people write things down?

- to keep track of information,
- to record things, to recall things;
- to share knowledge;
- to improve memory;
- to aid clearer thinking;
- to work things out;

...

Welcome to NetWriter

Maintain private pages of information using the Internet.

This web-application comes complete with your own personal webspace, all ready to go. Just login and write. Called NetWriter books, you can update their pages from any Internet computer. If you are methodical and often use the Internet, then NetWriter could help you develop an organised system of record-keeping that works for you.

“We wrote NetWriter to make sure our essential references followed us around wherever we went. Now we use NetWriter in almost every aspect of running our business: from keeping a note of mileage and VAT claims, to updating contact details, complex IT configurations, and notes for the next meeting. It’s also at hand in our ring-binders because we routinely print-out updated pages. The method keeps us organised. But you must keep up the discipline to make sure it stays useful. NetWriter is a simple idea that does seem to work. Just write on a page.”

- PAUL HUMPHREYS, MD OXFORD CONTINUITY LTD.

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NetWriter BASE:

- USED FOR RECORD KEEPING.

NetWriter EXTENDED:

- USED FOR DATA PROCESSING.

● Introducing NetWriter BASE

- what you get back from a page, is what you have written onto the page.

NetWriter is a web-application. You login for the first time. You start off with untitled books with blank pages. You set your book titles. You begin writing. Soon you, and those who may share your books, are routinely updating your pages over the Internet.

THE TECHNICALITIES. The architecture supporting NetWriter BASE provides an operating environment built from best practice in Business Continuity Management. The BASE system includes all necessary web-hosting for books; HTTPS/SSL protocols for secure data transmission; encrypted file-storage with replication at geographically separated nodes for data backup and recovery; and multi-portal access for login: should one site go down, use another. All this technology underpins an apparent elementary 'write and read' system that is NetWriter.

NetWriter BASE is suitable for static reference information. For holding data: structured or unstructured; qualitative or quantitative; ephemeral or of enduring importance. Calendars, contacts, clients, customers, configurations. Day-to-day useful information is perfect material to hold using NetWriter BASE, because what you put in does not change — unless you change it.

NetWriter includes ongoing support from Oxford Continuity Ltd. A named contact is assigned to advise and assist you about your developing use of NetWriter.

NetWriter requires no installation of local software, nor any special setup procedures. All you need to access your NetWriter books is a web-browser and a NetWriter password.

● Introducing NetWriter EXTENDED

- what you write onto a page is processed, and you get back the result;
- NetWriter Extended turns static pages into dynamic pages.

BASE is valuable as a distributed method for data capture, storage, and reporting. NetWriter EXTENDED adds to that value by introducing advanced computing at the centre. Typically such extensions enable data-validation.

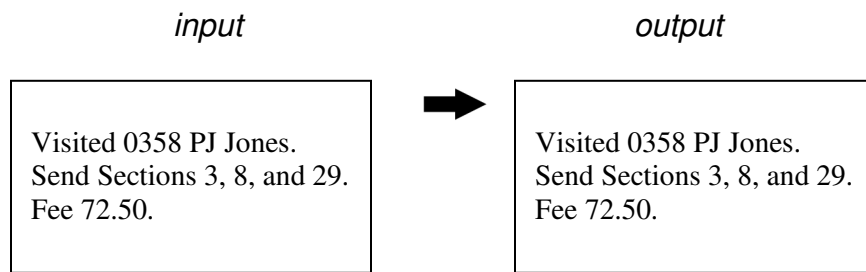
What distinguishes NetWriter is its potential to extend beyond BASE: to reach into a page to parse data, identifying, testing, sorting, reformatting; preparing its elements for separate processing. In EXTENDED, only central server-side processes need attention. The data-capture mechanism remains unchanged. With NetWriter extended, new pages are not keyed — but computed.

Plain pages,
and magic pages.



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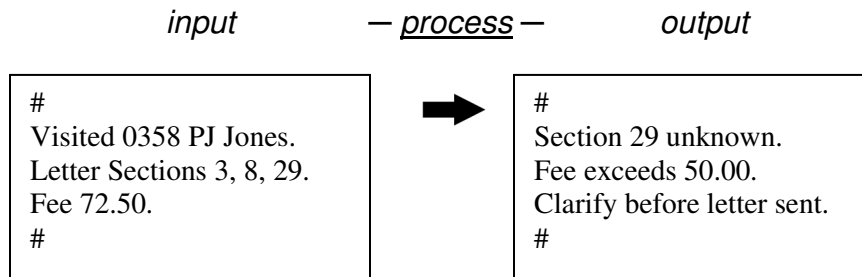
● Illustrating NetWriter BASE



Base is suitable for everyday reference data.

With NetWriter base, you get back whatever you have keyed or copied onto your page. Think of base as a plain sheet of paper reached from anywhere on the Internet.

● Illustrating NetWriter EXTENDED



Extended is suitable for data-validation and data-processing.

With NetWriter extended, your return is not static, but the outcome of a process. In the example above, data is captured and validated, restructured and passed to a program to generate a personalized letter to PJ Jones substituting section numbers with full paragraphs. Parsing distinguishes among different delimiter sets [illustrated as # above] and then processes data according to delimiter type. Un-delimited content remains unchanged. Hence data captured at source can be abbreviated and re-formatted to suit, but need not be re-entered. The method allows for structured and unstructured data to co-exist on the same page.



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Try NetWriter.

Request a trial of NetWriter

- send an email to get your login password.

To request a trial of NetWriter, please send an email addressed to:

paul@oxfordcontinuity.com

Your evaluation period can begin by arrangement, starting from a time best to suit you. But the trial will be limited to a period of one week. All capabilities in NetWriter Base will be enabled during your trial period, including ongoing support and advice about using NetWriter direct from a named contact assigned to you by Oxford Continuity Ltd.

This limitation of time is intended to focus your attention, to help you prepare for your trial of NetWriter so better to determine whether or not NetWriter would be a suitable tool for your intended purpose; and - if so - and if necessary, how you might wish for NetWriter to be extended to fit more precisely your online requirement.

You can get more information from the website:

<http://www.oxfordcontinuity.com>


Prepare to
begin...



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NetWriter Basics

- how to get the most out of your evaluation of NetWriter.

- Get your NetWriter password from paul@oxfordcontinuity.com.
- Visit <http://www.oxfordcontinuity.com>, press the button that invites you to:

- Key-in your NetWriter password when prompted.
- Follow the instruction to write something on the NetWriter page. Press the 'Update Page' button to save what you have written.
- ***In these first few steps you are already good to go!***
- Experiment as much as you like - write or copy onto a number of different pages. Find your way around. Rename a *book* using the 'System' button. Rename a *page* using the 'Config' button.
- Work towards setting your own book names. Begin to write 'real' data onto some pages. Get into the good habit of printing out those pages for reference in your ring-binder.
- Take opportunities to access your NetWriter pages from different locations. Get the feel that your pages are available to you from any Internet location.
- Invite some friends or colleagues to share your password (during the trial). Ask each person to write on a different page, each person from a different computer - perhaps from work and home. Ask a friend abroad - from a different country - to login and write on a page. Get the feel of how you could use NetWriter to collaborate on projects. Use some pages for data, some for instructions, some for contacts - and all pages for valuable ongoing record and reference.
- As you approach the end of your period of evaluation, keep in touch with your personal NetWriter advisor at Oxford Continuity Ltd.

It's easy to get started...



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What does NetWriter look like?

- this is what you see when you log-in to your trial for the first time:

The screenshot shows the NetWriter web interface. At the top, there is a navigation menu with buttons for '1:Calendar', '2:Contacts', '3:Clients', '4:Cottage', and '5:Control'. Below this is a secondary menu with buttons for '1>Welcome', '2:Jan', '3:Feb', '4:Mar', '5:Apr', '6:May', '7:Jun', '8:Jul', '9:Aug', '10:Sep', '11:Oct', '12:Nov', '13:Dec', '14', '15', '16', '17', '18', '19', '20', '21', '22', '23', '24', and 'Config'. A rich text editor toolbar is visible with options for Bold (B), Italic (I), Underline (U), and various list and link icons. The main content area features a large gear icon and the heading 'Welcome to NetWriter'. Below the heading is the sub-heading 'How to use NetWriter' and a section titled 'LESSON ONE' which contains the text: 'Click your cursor between the following two lines, and write anything that comes to mind. Then press 'Update page''. This is followed by two dashed lines and a red text message: 'You now know almost everything you'll ever need to know about using NetWriter: just write on a page!'. At the bottom of the main content area are three buttons: 'Update page', 'Print page', and 'Print book'. Below the main content area is a text input field with a 'Browse...' button and an 'Upload' button.

APPENDIX

A SUMMARY OF NETWRITER FUNCTIONS

NetWriter Functions: Overview of NetWriter Capability.

	NetWriter Base	NetWriter Base Plus	NetWriter Extended	NetWriter Extended Plus	Comment
Books	4	4	5	5+	Sets
Pages per book	24	24	24	24+	Set elements
Internet Access	Y	Y	Y	Y	Via browser
Write Any Page	Y	Y	Y	Y	Free format
Read Any Page	Y	Y	Y	Y	Private reference anywhere
Encrypted Login	Y	Y	Y	Y	Password plus response to random code
Encrypted Transit	Y	Y	Y	Y	SSL
Encrypted Storage	Y	Y	Y	Y	Secret
Encrypted Backup	Y	Y	Y	Y	Different locations
Update Page	Y	Y	Y	Y	Single Click
Print Page	Y	Y	Y	Y	Ring Binder
Print Book	Y	Y	Y	Y	Ring Binders
Change Font	Y	Y	Y	Y	Proportional & Fixed for columns
Change Font Size	Y	Y	Y	Y	Headings
Font Colours	Y	Y	Y	Y	Content annotation
Font Bold	Y	Y	Y	Y	Emphasis
Font Italic	Y	Y	Y	Y	Emphasis
Font Underline	Y	Y	Y	Y	Emphasis
Text Align	Y	Y	Y	Y	Layout
Unordered List	Y	Y	Y	Y	Lists
Ordered List	Y	Y	Y	Y	Lists
Create Hyperlinks	Y	Y	Y	Y	Link to any Web page
Embed Linked Images	Y	Y	Y	Y	Embed any Web image
WYSIWYG Editor	Y	Y	Y	Y	Easy page editing
Rename Books	n	Y	Y	Y	Contacts, calendar, etc.
Rename Pages	n	Y	Y	Y	A-Z, Jan-Dec
Upload Files	n	Y	Y	Y	Local Linking

HTML Editor	n	n	Y	Y	Extended editing
Magic Pages	n	n	Y	Y	Auto page manipulation
MathWriter	n	n	Y	Y	Auto compute
SubsWriter	n	n	Y	Y	Auto substitute text
CodeWriter	n	n	Y	Y	Interface to custom knowledge sets
Restrict Any Book	n	n	n	Y	Permissions
Restrict Any Page	n	n	n	Y	Permissions
Bespoke Development	n	n	n	Y	Custom integration