# Supplemental Help - Clone Manager Professional v 9.5

The latest update to Clone Manager Professional (ver 9.5) includes some fundamental changes made to the program to support the newest operating systems and touch-screen devices. These changes most noticeably affect the File, Open and File, Save dialog boxes, and the application Help system. In addition, the list of GenBank/EMBL feature keys has been updated to include new feature keys (like Regulatory) and mandatory qualifiers are now supported.

## File, Open and File, Save dialog boxes

Clone Manager now uses the updated Windows File, Open and File, Save dialog boxes. These dialogs are complete with a navigation pane, search box, choice of views and an Organize menu. The custom buttons Work Boxes, Add Work Box, CM Home, and Paste Molecule have been eliminated, but their functions can be achieved using alternative procedures.

**Paste Molecule** – If you are accustomed to using the Paste Molecule button in the old File, Open dialog box to load a molecule directly from the clipboard, you can use File, Import from Clipboard to accomplish the same task.

**Work Boxes** – If you used Work Boxes to store shortcuts to the locations you use most often, you can use Windows Favorites (Windows 7 or 8) or Quick Access (Windows 10) in much the same way, with the exception that Clone Manager Work Boxes stored shortcuts, while Windows Favorites stores folder names.

If your molecule files are stored in just a few folders, you can quickly set up new Favorite or Quick Access locations for each folder using one of the following procedures:

### Windows 7 or 8:

- 1. Using File Explorer, Navigate to the folder you want to select so that it appears as the last item in the address bar near the top of the window.
- 2. Without changing this selected location, use the mouse to scroll the navigation pane (at the left) until you can see the Favorites group.
- 3. Right-click on Favorites and select the option Add Current Location to Favorites.

#### Windows 10:

- 1. Navigate to a folder that you want to show up in Quick Access and simply right-click on the folder and select Pin to Quick Access.
- 2. You can do this in File Explorer or in the Clone Manager File, Open or File, Save dialog boxes.

With your folder names stored in Favorites or Quick Access, your preferred locations are still easy to access when opening or saving files in Clone Manager.

If you have a lot of shortcuts in your current Work Boxes folder, you can simply designate the Clone Manager WorkBoxes folder as a Favorite or Quick Access location, using one of the above procedures. The Clone Manager WorkBoxes folder can be found as a subfolder in your CMHome directory. To identify the location of your CMHome directory, start Clone Manager and click File, Preferences and look for the location on the Basic tab.

### **Clone Manager Help system**

The Clone Manager help system no longer provides context-sensitive help. This change was made to eliminate the use of ActiveX and related controls that were used within the help system for the selection of specific help topics.

In this version of Clone Manager, when you click the toolbar Help button or select Help Topics from the Help menu, a new window will open for the Clone Manager help system. For general help information, click on a category in the list provided to navigate to information within that category.

For more specific help questions, click the Show button in the Help window toolbar to open the search pane on the left. Type in a keyword related to the help needed and click the List Topics button. Then select the topic to display and click the Display button. Click the Hide button to close the search pane.

Clone Manager Help files must be installed on your local machine. Access across a network is not permitted.

### **GenBank Feature Key and Qualifier updates**

The Clone Manager list of feature keys supported in GenBank/EMBL file formats has been updated to include new feature keys (like Regulatory) and mandatory qualifiers are now supported. You can modify your list of designated feature keys that should be imported when you open a file in standard GenBank or EMBL format to include these new keys.

Click File, Preferences, then click the Import Features tab. When the dialog box appears, select the desired key from the list. Then select the Draw as Type to tell the program to display this feature in Clone Manager. If you select Region as the Draw as Type for the new feature key, you will be able to see the features on your map and on the features table.

For molecules with the new Regulatory feature key, you may find you have imported a rather large number of features. After import, you can later change small regulatory features from Regions to Labels or less important ones to Info Only features if your map becomes cluttered. To change the drawing style for an individual feature, select the feature on the Features tab and click the Edit toolbar button.

If you have added the Regulatory key to your list of designated feature keys, you may also want to remove the feature keys that have been replaced with Regulatory to avoid duplications. The Feature Keys replaced include enhancer, promoter, CAAT\_signal, TATA\_signal, -35\_signal, -10\_signal, RBS, GC\_signal, polyA\_signal, attenuator, terminator, and misc\_signal. The mandatory qualifier regulatory\_class is used to identify the type of regulatory feature.

To view GenBank qualifier information for a feature, select (highlight) the feature on the Features tab and click the GB Location/Qualifiers button on the toolbar. Alternatively, you can move the mouse over the small symbol to the left of the feature name and click when the cursor changes to a rectangular shape. To edit qualifier information, select the feature and click the Edit toolbar button.

When entering new features, you can select the appropriate feature key from the drop-down list of keys supported. The list will initially be limited to your designated feature keys but you can click More... to see all of the possible feature keys. Standard qualifiers will be generated based on the Feature Key selected and mandatory qualifiers will be identified (if any) and shown at the top of the list. Click to select a mandatory qualifier and then click Edit to view the list of possible qualifier values or type in text, if appropriate. Do not enter quotation marks. Click the Add button to enter a new qualifier. Select the qualifier name from the list provided and enter the qualifier value. Click the Edit or Del button to modify or remove the selected qualifier. Right-click to move a qualifier up or down in the qualifier list.

### Sequence Phrase Collections – Additional Notes

If you are using long sequence phrases, there are some suggestions you may wish to consider:

- 1. During searches, you should think about allowing gaps so that an unexpected gap or insertion (such as a sequencing error) will not cause a failure to find the phrase site.
- 2. When viewing search results, you should be aware that the dialog display of found sites can only show the first 250 bases of the matching sequence. If your sequence phrase is longer, you can use the Print or Copy functions to show the complete sequences, with all mismatches, gaps, or insertions.