# NoteKeep™ Users Guide

Notewares, LLC
Bangor
Maine
04401
U.S.A.
http://www.thenotekeep.com

Online purchase:
 http://www.thenotekeep.com/index-3.html


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http://www.thenotekeep.com/index-5.html


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# Introduction

NoteKeep enables users to create single and multi-tiered note storage libraries and note documents. These note documents can accommodate text of varying fonts, font sizes, and colors as well as pictures.

NoteKeep also allows users to perform the following tasks:

- Edit individual note documents using either a built in rich text file editor, Microsoft® WordPad * or Microsoft® Word **.
- Utilize the internet during note creation time with a built-in browser ***.
- Auto-create Book, Chapter or Verse note documents and storage libraries from the Holy Bible.
- Auto-create dated note documents and storage libraries stamped with "today's date".
- Copy or append note libraries using built-in import and export features. This facilitates the sharing of notes with one or many persons via an external writable device such as a thumb drive or interactive website.
- Search and/or replace text within note files at a local or global level.
- Query search results.

    *  Microsoft®WordPad is required on user machine to use this feature

    **  Microsoft®Word is required on user machine to use this feature

    *** Microsoft®IE is required on user machine run use this feature

# Minimum System Requirements

To ensure that NoteKeep runs properly the computer on which it is installed should meet the following specifications:

- IBM compatible PC with Pentium class microprocessor.
- Windows XP with 128 MB RAM (with service pack 3 or greater), or
  Windows Vista with 512 MB RAM, or
  Windows 7 with 1 GB RAM, or
  Windows 8 with 2 GB RAM

Each of which should have the latest service pack and critical updates installed.
- 25+ MB of free hard Disk space (this number does not include the space required by users when creating notes).
- 1152 x 864 Monitor Resolution (or higher).
- Administrative access is required to install on some systems.
- Microsoft's .Net Framework 4.0 (automatically installed if needed).

# Install and activation

### To install from CD:
To install from CD, insert the CD into the drive and follow the setup wizard directions (detailed below).  If the setup wizard does not begin automatically, you will need to run "setup.exe" from the CD's root directory.

To run "setup.exe" from the CD's root directory do the following:

- Left mouse click your computers "Start" button
- Left mouse click your computers "Computer" icon
- Right click your CD (or DVD) drive and select "open"
- Right click the "setup.exe" icon (depicted in **Figure 1** below)
- If the option to "Run as administrator" is shown (depicted in **Figure 2** below) select it, otherwise select "Open"
- Follow the Setup Directions (detailed below)

### To install from download:

- Download the install package from the NoteKeep website to a location of your choice
- Once the download has completed open the download folder and right click the "setup.exe" icon (depicted in **Figure 1** below)
- If the option to "Run as administrator" is shown (depicted in **Figure 2** below) select it, otherwise select "Open"
- Follow the Setup Directions (detailed below)

### Setup directions:

As mentioned above, right click the "setup.exe" icon depicted in **Figure 1**:
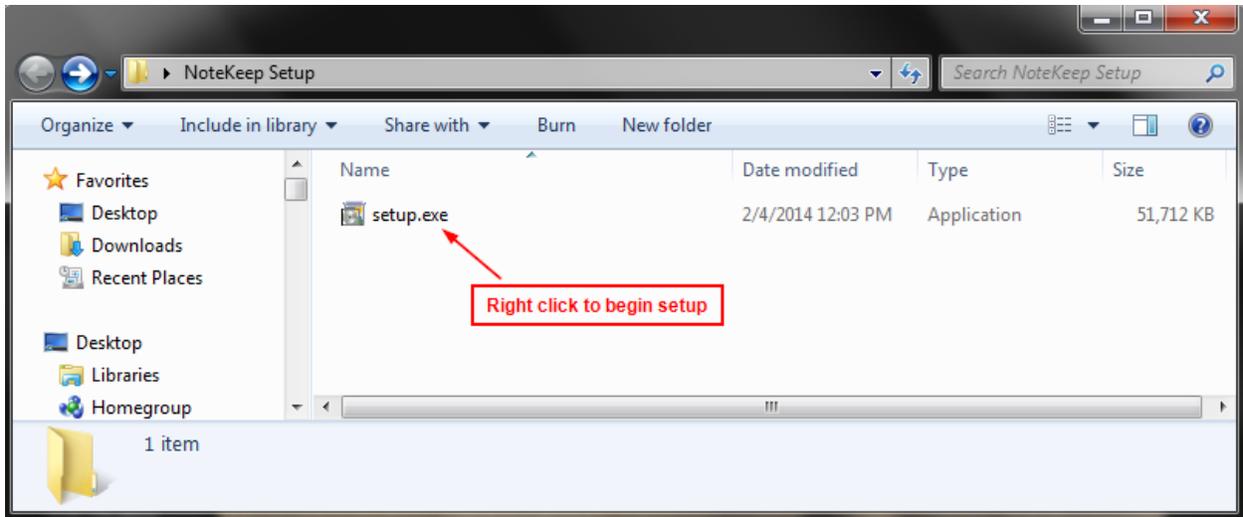
**Figure 1 (setup.exe)**

Once activated, setup.exe will run a "Setup Wizard" that will guide you through the install process. If you have the option to "Run as administrator" select it, otherwise select "Open".
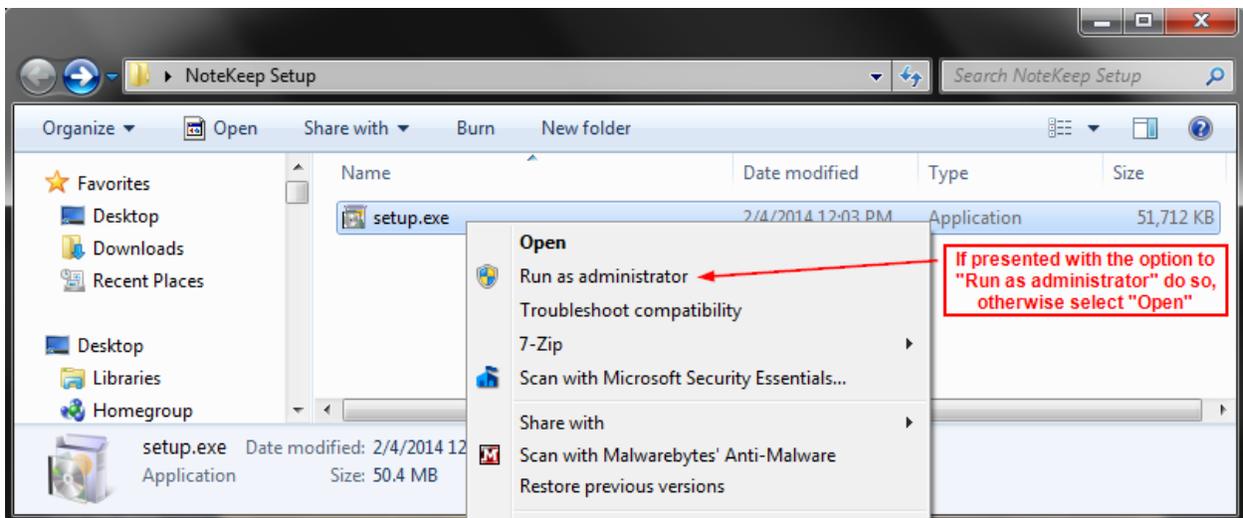


**Figure 2 (Install selection)**

*At this point if your machine does not have Microsoft's .NET 4.0 framework installed, you will be prompted through a .NET 4.0 Microsoft install process before proceeding…*

Follow the Setup Wizard prompting(s) until you come to the Installation Folder selection screen:
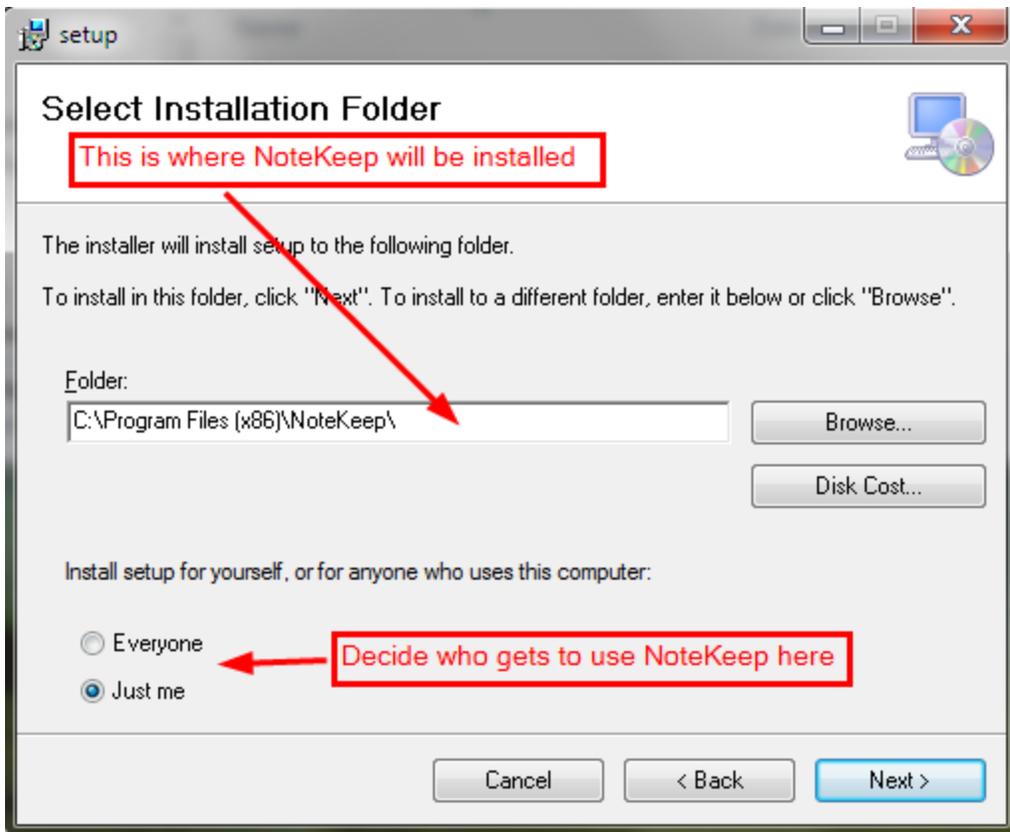
**Figure 3 (Installation Folder selection screen)**

At this point, you are given a choice on where you want NoteKeep to be installed on your computer, and who gets to use it. You can leave the 2 settings alone and click "Next" or you may change them to your liking. Select "Next" when satisfied.

At this point you will encounter the EULA screen. If you consent to the terms, proceed with the few remaining Setup Wizard prompts and you will have completed the NoteKeep install.

## Activation directions:

The first time NoteKeep is run (as either a trial or full version), the user will be prompted for a license. To obtain a license, select the internet activation option depicted in **Figure 4**:
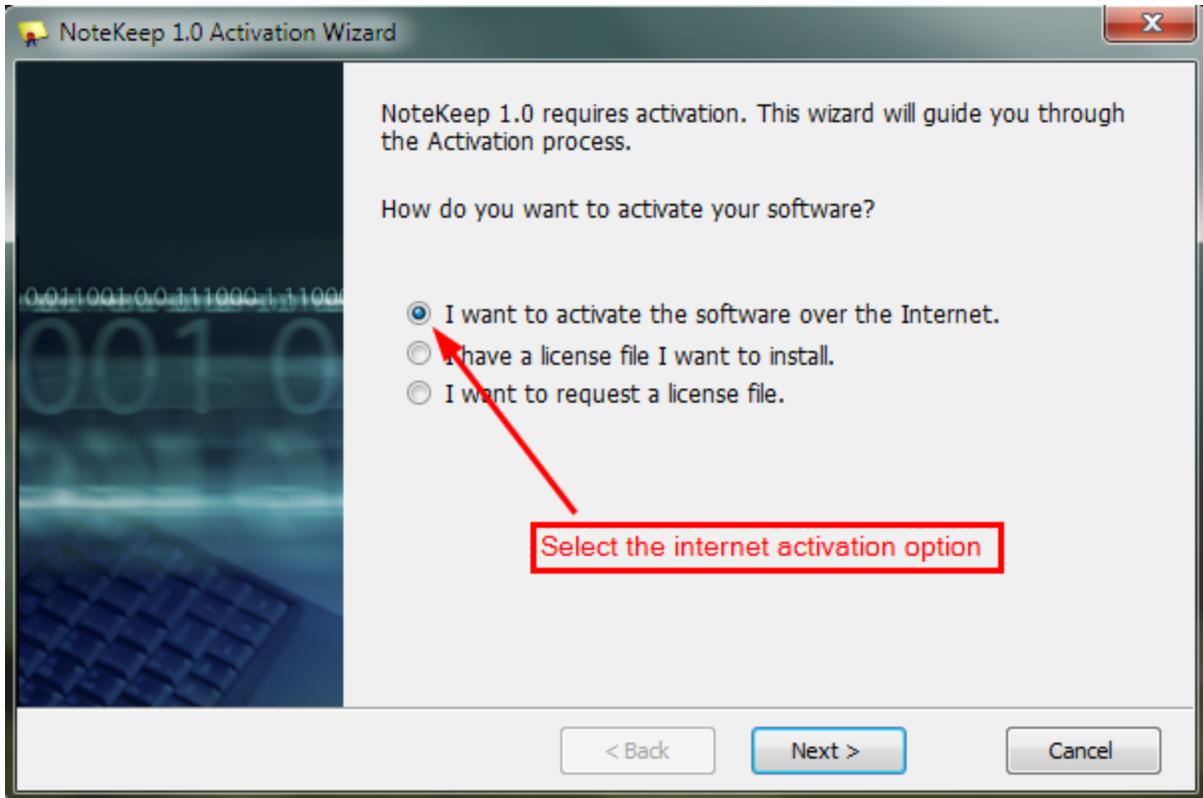
**Figure 4 (Activation Wizard)**

and select "Next".  When prompted, enter the Activation Key you received via email and the Activation wizard will obtain a license for your product.  At this point, your install and activation are complete.

# Running NoteKeep as administrator

NoteKeep should be run using administrator privileges.  This requires some Windows 7 and Windows Vista users to perform a one-time setting change.  To set NoteKeep to run as administrator do the following:

- Right click the NoteKeep icon on the desktop
- Select the "properties" option
- Select the "compatibility" tab
- Check the "Run this program as an administrator" box
- Select "Ok"

# Top Level Objects

The Top Level Objects are used to gain access to different NoteKeep features and are enumerated in **Figures 5a and 5b**.
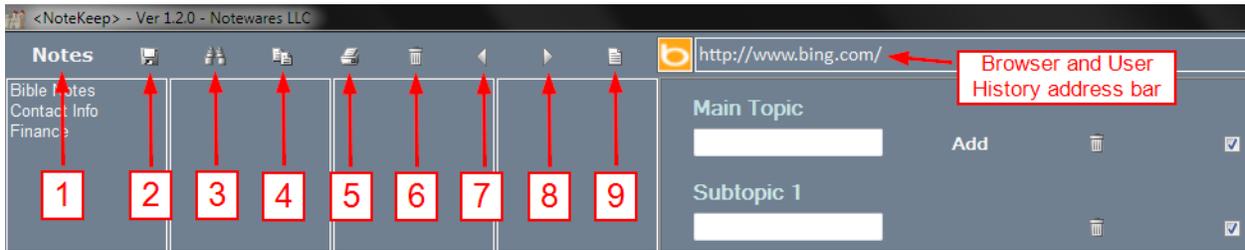


**Figure 5a (Top Level Objects)**
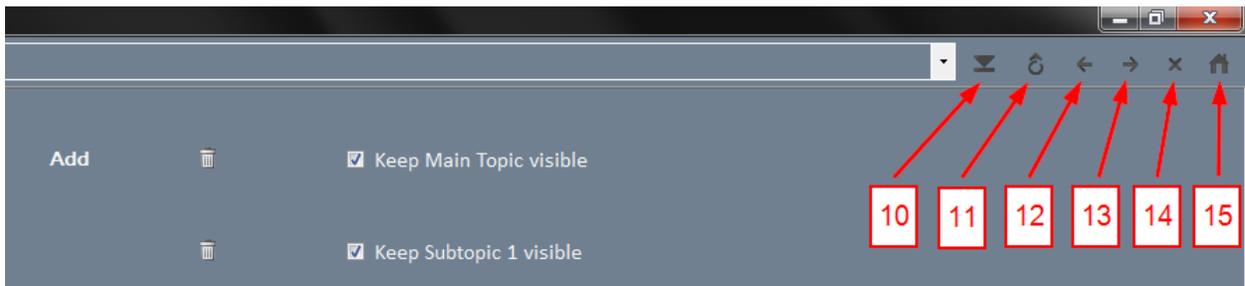


**Figure 5b (Top Level Objects)**

## Object 1

This button (titles alternately "Menu" or "Notes") opens and closes the menu screen.

## Object 2

This button is used to save the current contents of the note-taking area.

## Object 3

This button opens the find/replace/query window.

## Object 4

This button opens the copy/move file management window.

## Object 5

This button is used to print (or print preview) the current contents of the note-taking area.

## Object 6

This button is used to delete a note taking area.

**Object 7**

This button is used to navigate back one page in the users note taking history.

**Object 8**

This button is used to navigate forward one page in the users note taking history.

**Object 9**

This button is used to toggle between the web browser history bar and the users note taking history bar.

**Browser address / User history bar**

The browser address bar displays the currently browsed page.  New web addresses may be chosen by typing them in this box and pressing the "Enter" key.

The user note history bar displays the user's note taking history for the current session.  Previous note taking areas may be revisited by selecting them in the bar.

**Object 10**

This button is used to hide or display the browser.

**Object 11**

This button is used to refresh the browser.

**Object 12**

This button is used to navigate the browser back one page.

**Object 13**

This button is used to navigate the browser forward one page.

**Object 14**

This button is used to stop the browser from loading a web page.

**Object 15**

This button is used both to set the NoteKeep browser homepage and navigate to it.

# Menu Screen

The menu screen may be opened in one of two ways.  One way is to hold "Ctrl" key down and press the "m" key.  The other way is to mouse click the "Menu/Notes" button (see **Figure 6**).
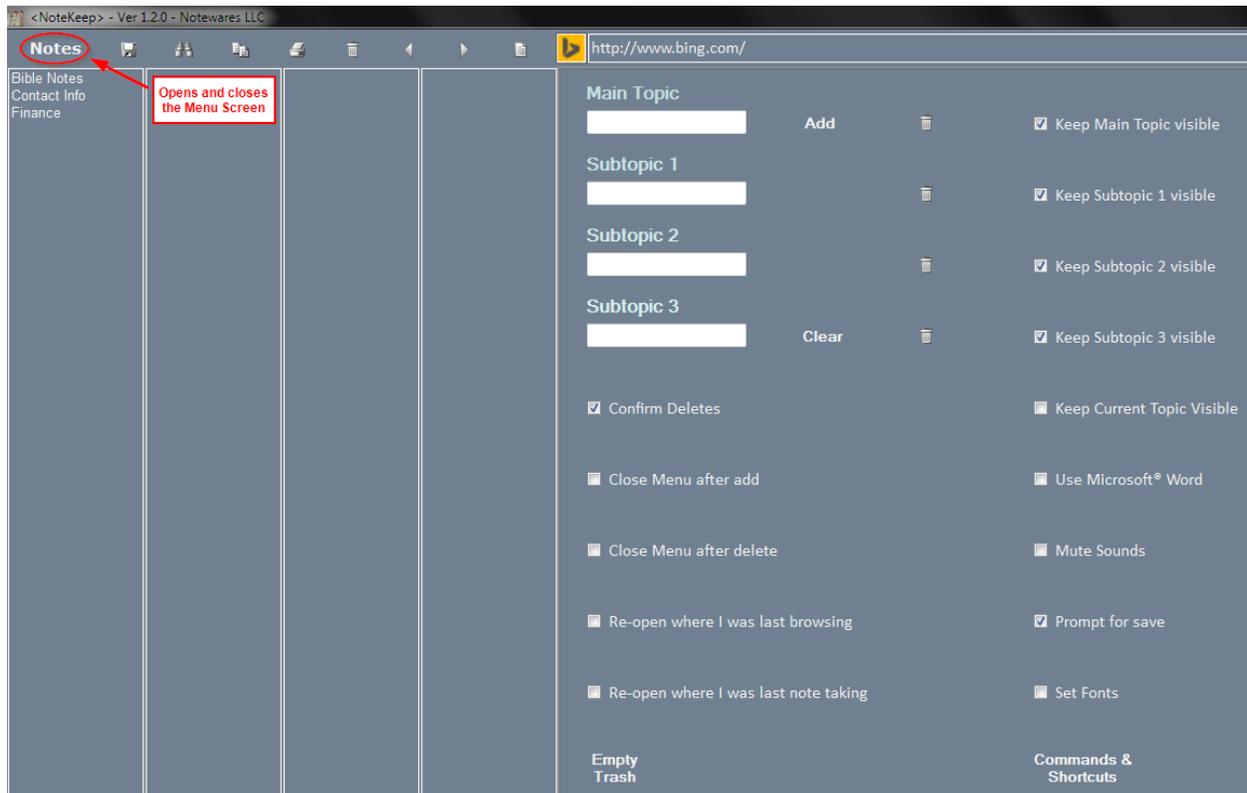


**Figure 6 (menu button)**

## Menu Settings

**Add button**

See the User-Defined Note Category Creation section of this document.

**Delete buttons – look like trash cans**

See the Note Deletion section of this document.

**Empty Trash button**

See the Note Deletion section of this document.

The "Keep …topic visible" buttons described below all relate to the particular columns the user opts to keep open during note-taking sessions.  Note that a "child" Subtopic column cannot remain open when

its parent Topic or Subtopic is closed.  For example, you cannot opt to keep the Subtopic 1 column open unless the Main Topic column is open.

Open and closed columns have no bearing on note-taking functionality.  They simply exist to accommodate various user preferences.  Feel free to experiment with them - no harm will be done.

**Keep Main Topic visible**

This setting determines whether or not the Main Topic column remains open or closed.  **Figures 7** and **8** depict the "Keep Main Topic Visible" column setting.
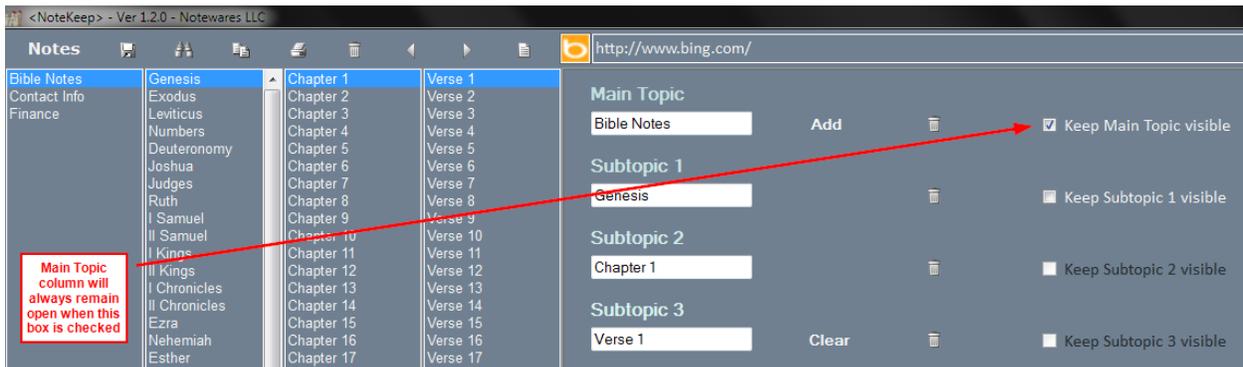


**Figure 7 (Main Topic selection in menu screen)**

Once the menu is closed, only the Main Topic column remains visible.
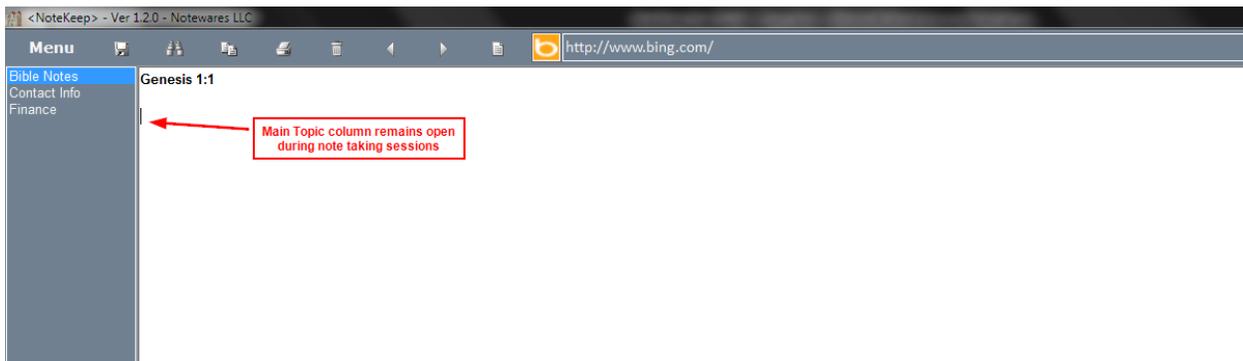


**Figure 8 (Only the Main Topic remains open during note-taking session)**

**Keep Subtopic 1 visible**

This setting determines whether or not the Subtopic 1 column remains open or closed**.  Figures 9** and **10** depict the "Keep Subtopic 1 Visible" column setting.
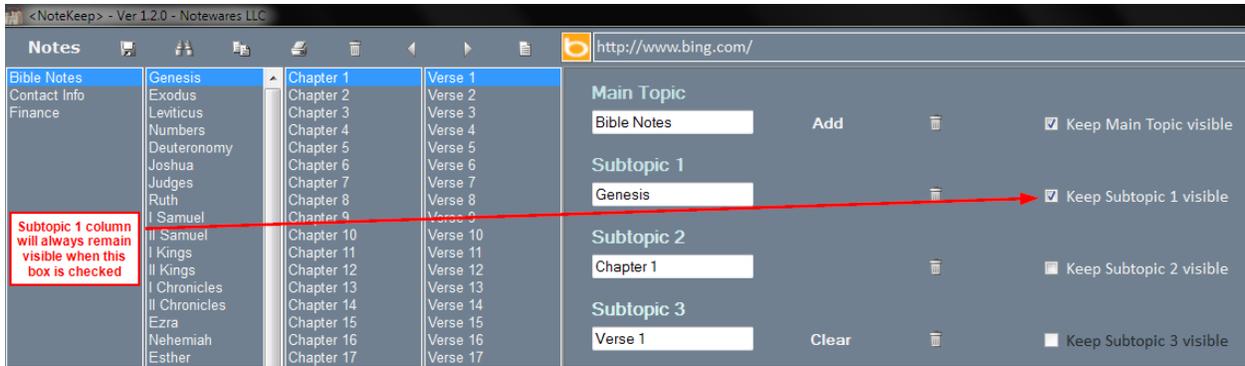
**Figure 9 (Subtopic 1 selection in menu screen)**

Once the menu is closed, the Main Topic and Subtopic 1 columns remain visible.
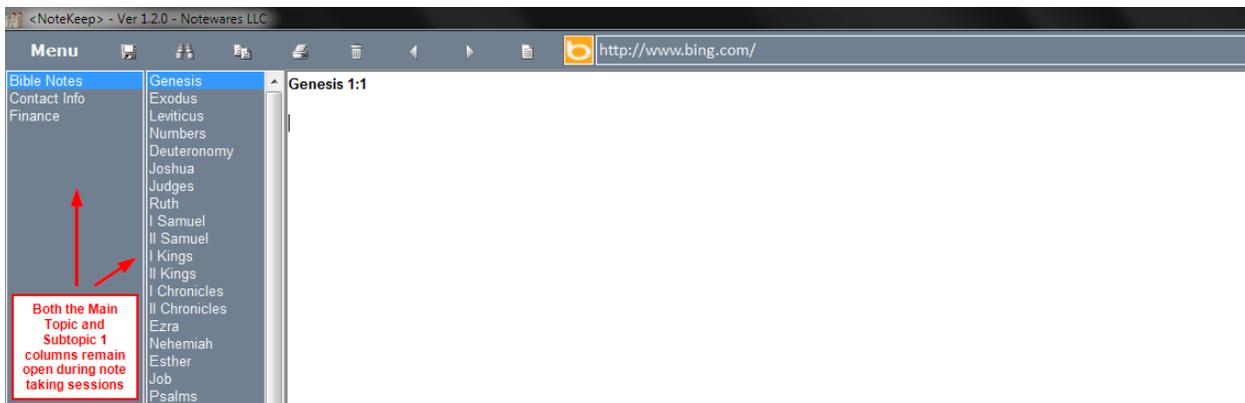


**Figure 10 (Main Topic and Subtopic 1 remain open during note-taking session)**

## Keep Subtopic 2 visible

This setting determines whether or not the Subtopic 2 column remains open or closed. **Figures 11** and **12** depict the "Keep Subtopic 2 Visible" column setting.
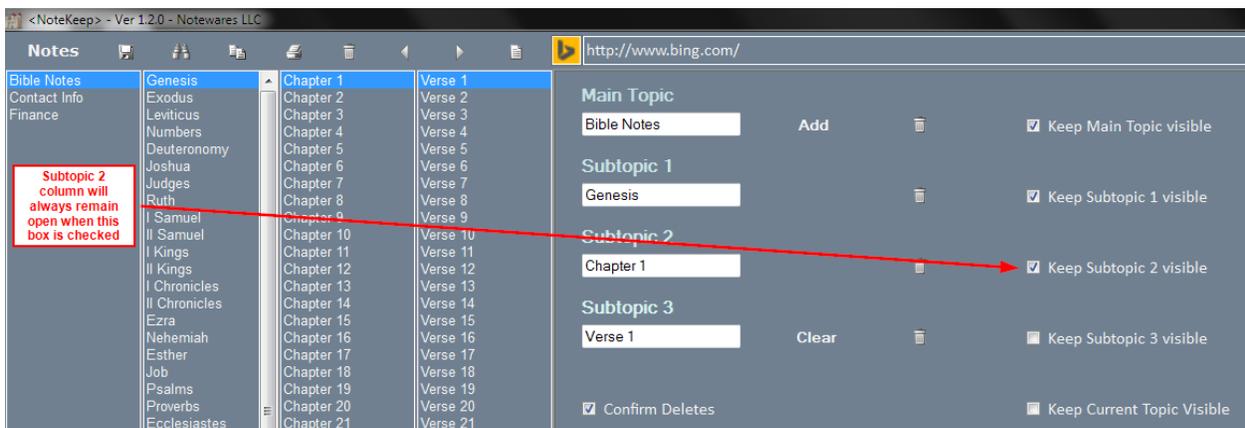


**Figure 11 (Subtopic 2 selection in menu screen)**

Once the menu is closed, the Main Topic, Subtopic 1, and Subtopic 2 columns remain visible.
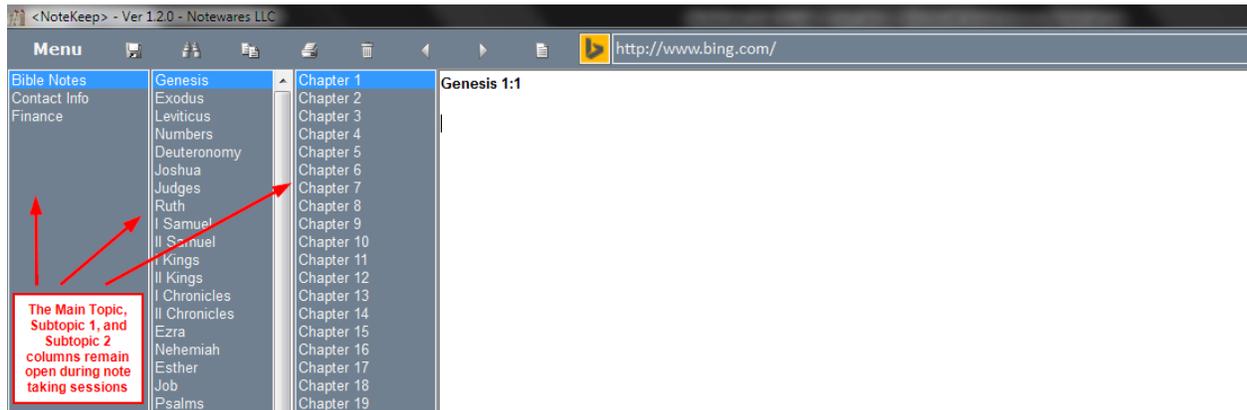


**Figure 12 (Main Topic, Subtopic 1, and Subtopic 2 remain open during note-taking session)**

## Keep Subtopic 3 visible

This setting determines whether or not the Subtopic 3 column remains open or closed.  **Figures 13** and **14** depict the "Keep Subtopic 3 Visible" column setting.
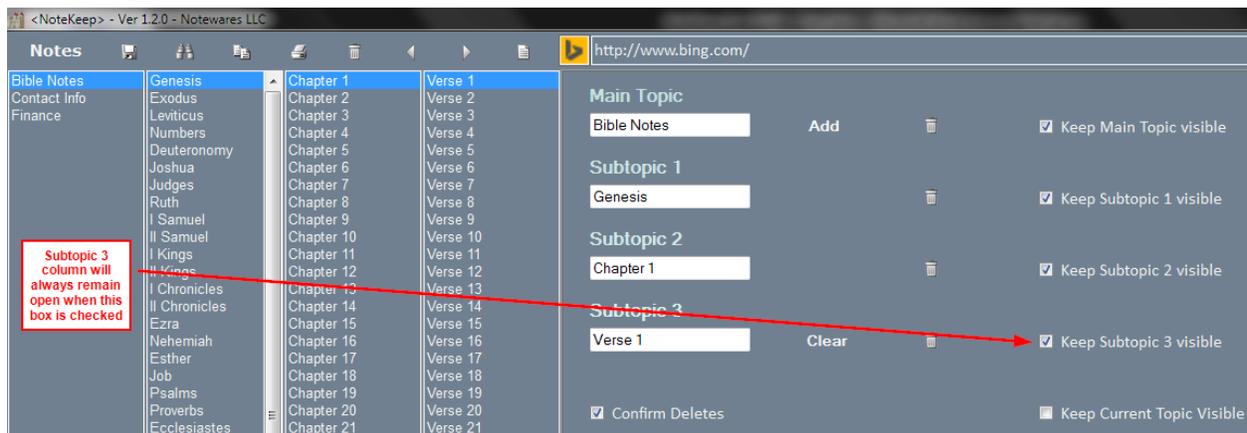


**Figure 13 (Subtopic 3 selection in menu screen)**

Once the menu is closed, the Main Topic, Subtopic 1, Subtopic 2, and Subtopic 3 columns remain visible.
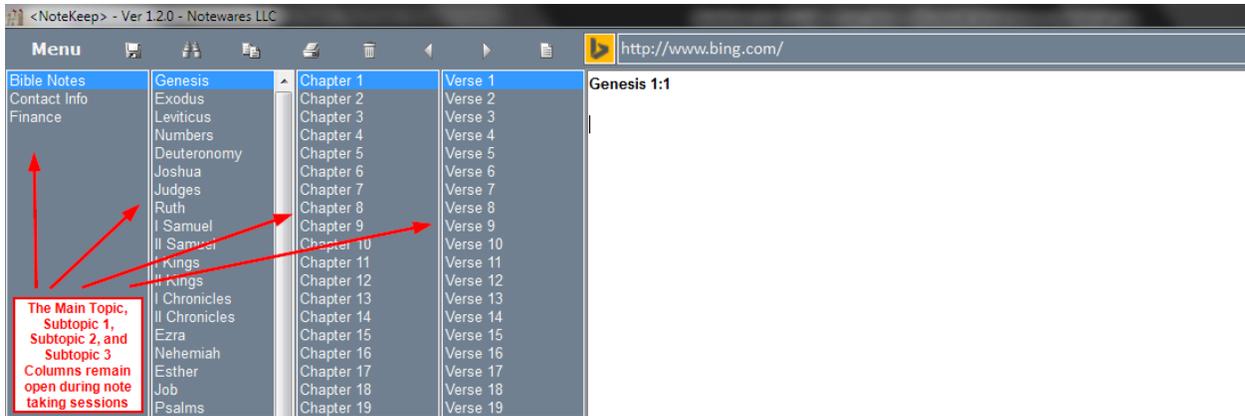
**Figure 14 (Main Topic, Subtopic 1, Subtopic 2, and Subtopic 3 remain open during note-taking session)**

## Keep Current Topic visible

This setting causes the "current note taking topic level" of topic to be displayed during note taking sessions. **Figures 15** and **16** depict the Keep Current Topic visible setting.
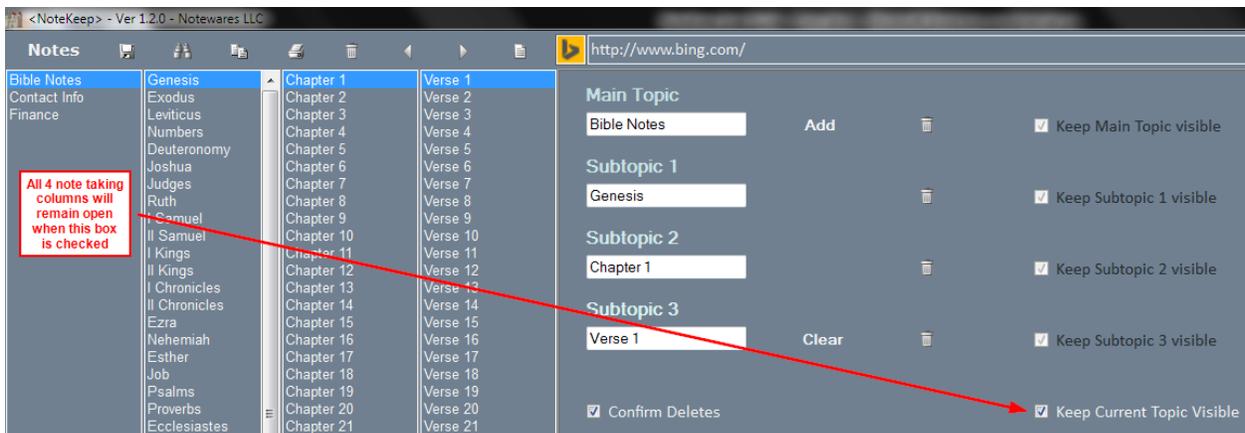


**Figure 15 (Keep Current Topic Visible selection in menu screen)**

Once the menu is closed, the "current note taking topic level" remains visible.
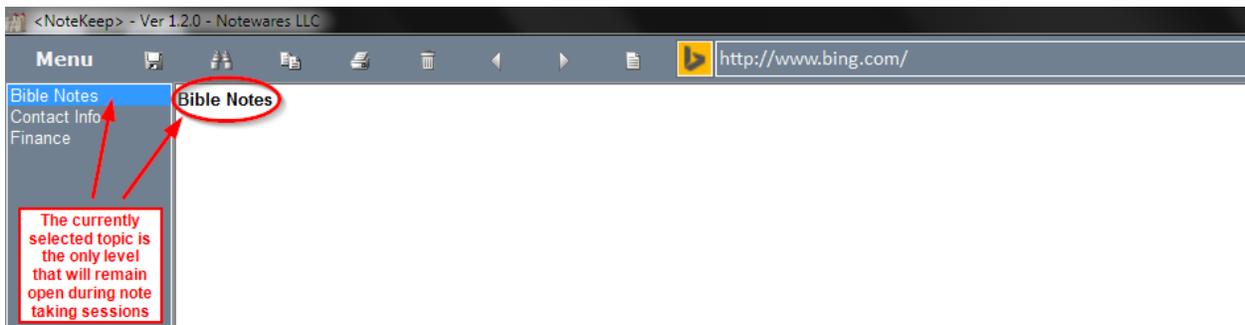


**Figure 16 (Your current note taking topic depth level remains open during note-taking session)**

The remaining menu page options are contained in **Figure 17** and are described below.

**Main Topic**

Bible Notes  Add  🗑  ☑ Keep Main Topic visible

**Subtopic 1**

Genesis  🗑  ☑ Keep Subtopic 1 visible

**Subtopic 2**

Chapter 1  🗑  ☑ Keep Subtopic 2 visible

**Subtopic 3**

Verse 1  Clear  🗑  ☑ Keep Subtopic 3 visible

☑ Confirm Deletes  ▣ Keep Current Topic Visible

▣ Close Menu after add  ☑ Use Microsoft® Word

▣ Close Menu after delete  ▣ Mute Sounds

▣ Re-open where I was last browsing  ☑ Prompt for save

▣ Re-open where I was last note taking  ▣ Set Fonts

Empty
Trash

Commands &
Shortcuts

**Figure 17 (menu screen options)**

**Clear button**

This button may be used to clear the Main Topic and Subtopic text fields.

**Confirm Deletes checkbox**

When this option is selected, NoteKeep will prompt users to confirm file deletions made by the menu delete buttons.  It is recommended that this option be selected.

**Close Menu after add checkbox**

This option causes the menu screen to shut once a note file has been added to NoteKeep.

**Close Menu after delete checkbox**

This option causes the menu screen to shut once a note file has been deleted from NoteKeep.

**Reopen where I was last browsing checkbox**

This option causes NoteKeep to reopen its browser to the last browsed location upon startup.

**Reopen where I was last note-taking checkbox**

This option causes NoteKeep to reopen to the most recently used note file on startup.

**Empty Trash button**

This button is used to permanently delete trash files – see the [Note Deletion section](#) for details.

**Use Microsoft® Word checkbox**

 When this option is selected, a double right-click in the note-taking area will cause* Microsoft® Word to display the open note file in a separate window to allow for advanced editing.  When this option is not selected, a double right-click upon an open note file will cause** Microsoft® WordPad to display the open note file in a separate window to allow for advanced editing.

If the user opts to double right-click to open a file for editing using Microsoft® Word or Microsoft® WordPad, it will need to be saved (using the respective opened program) before the program is closed, or the edits will be lost.

* Microsoft® Word needs to be installed on the user machine for this to work properly.

** Microsoft® WordPad needs to be installed on the user machine for this to work properly.

**Mute Sounds checkbox**

This option can be used to turn on/off NoteKeep sounds.

**Prompt for Save checkbox**

When this option is selected, NoteKeep will prompt the user to save their work if they attempt to navigate away from a "touched" open note file ("touched" in this case means the user selected a note file to operate upon and afterwards operated inside the note-taking area).  It is recommended that this option be selected.

**Set Fonts checkbox**

This option should be selected when a user desires to make a "default" font-related change to the note-taking area.  This font-related change will be reflected in the currently open note file and all subsequently created note files.  It works as follows:

- Select any note file from the Topic/Subtopic area.
- Open the menu screen.
- Select the "Change Fonts" checkbox.
- Close the menu screen.
- Double right-click in the note-taking area.  This will bring up a Font dialog box similar to **Figure 18**.
- Make the desired font change(s) and hit "ok"
- Open the menu screen.
- Deselect the "Change Fonts" checkbox in the menu screen.
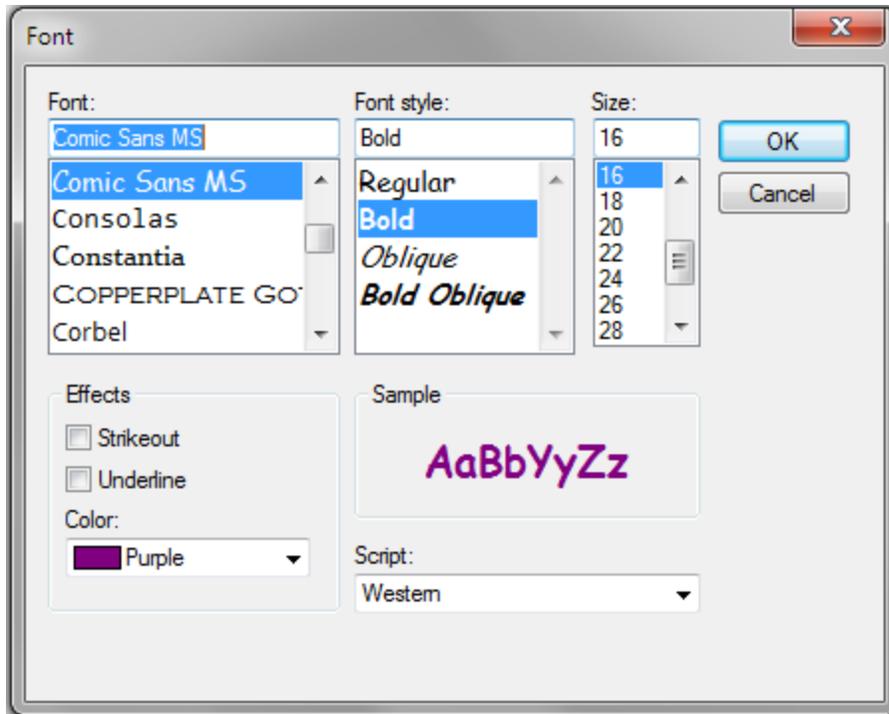
**Figure 18 (Font dialog box example)**

When the Font dialog box is open, you may make changes to the note-taking area by selecting the various options depicted in **Figure 16** and clicking the "OK" button. After this has been done, all current and future text typed in the note-taking area will appear in the newly selected font style.

For example, here is what the note-taking area looks like after the font selection from **Figure 18** has been applied to it:
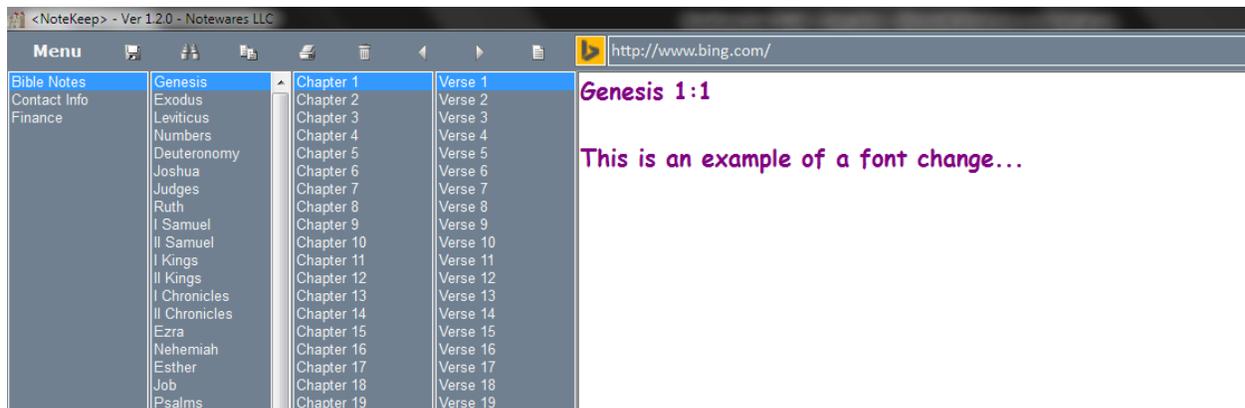


**Figure 19 (Font change example)**

Any font change enacted will now become the default setting for all future notes created in the note-taking area.

**Commands & Shortcuts button**

This button opens a document listing NoteKeep commands and shortcut key combinations.

# Note Library Columns

There are four columns that are used to select user note files - a few usage examples are supplied below.
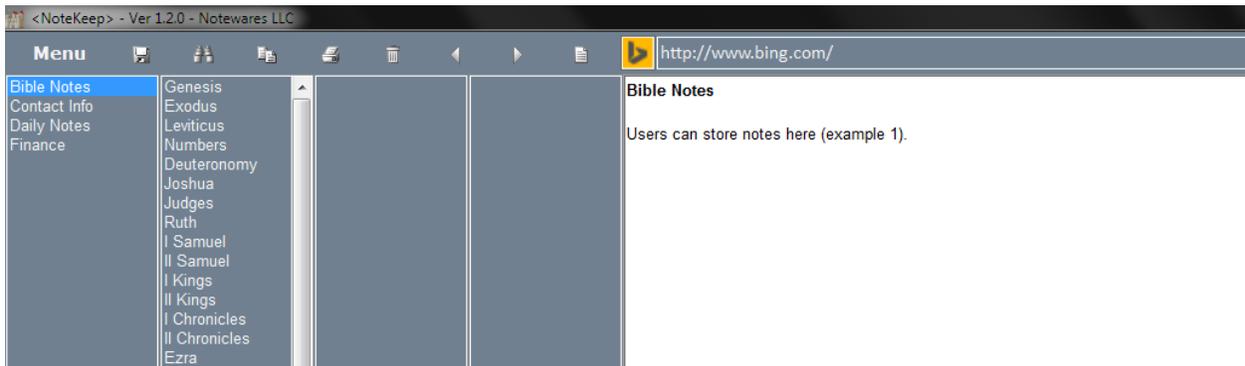


**Figure 20 (Note Column 1 example)**

Notice that the highlighted "Bible Notes" Topic in the leftmost column depicted in **Figure 20** corresponds to the Topic "Bible Notes" in the note taking area on the right.  If a user wanted to take notes inside the "Genesis" Subtopic shown above, they could left click on it:
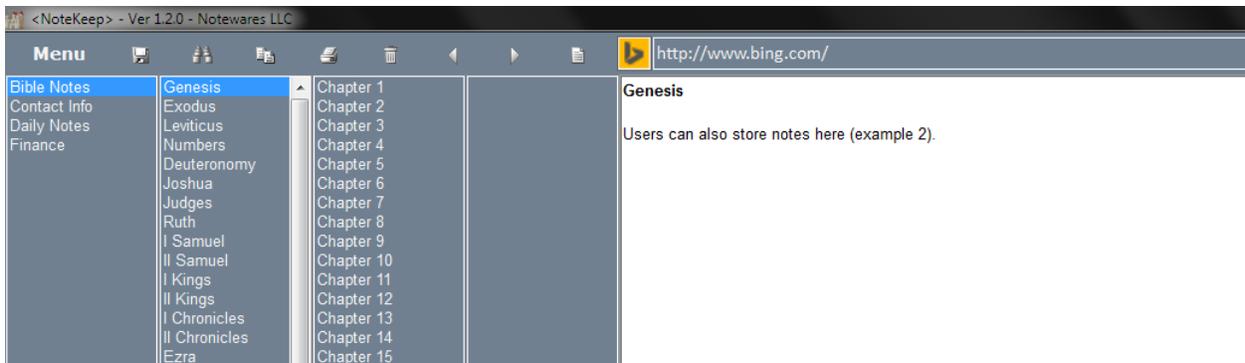


**Figure 21 (Note Column 2 example)**

Notice that the highlighted Subtopic "Genesis" depicted in **Figure 21** corresponds to the Subtopic "Genesis" in the note taking area on the right.  The "Genesis" note-taking area depicted above is actually contained as a Subtopic within "Bible Notes" – this can be seen by observing the two highlighted columns above.  A more detailed description regarding these columns is contained with the Note Library Creation section below.

**Column font alteration:**

If you desire to alter the fonts contained within any of these four columns, do the following things:

- Check the "Change Fonts" box (see Menu Options Figure **17**)

- Place the cursor over the desired column and leave it still for 4 seconds
- This will bring up a Font Dialog box (similar to Figure **18**)
- At this point, you may make changes to the note taking area by selecting the various options depicted in Figure **18** and clicking the "OK" button
- After this has been done, the column will appear in the newly selected font style
- When you are satisfied with the changes, uncheck the "Change Fonts" box (Menu Options)

Here is an example of a "font changed" column (2$^{nd}$ column from left):
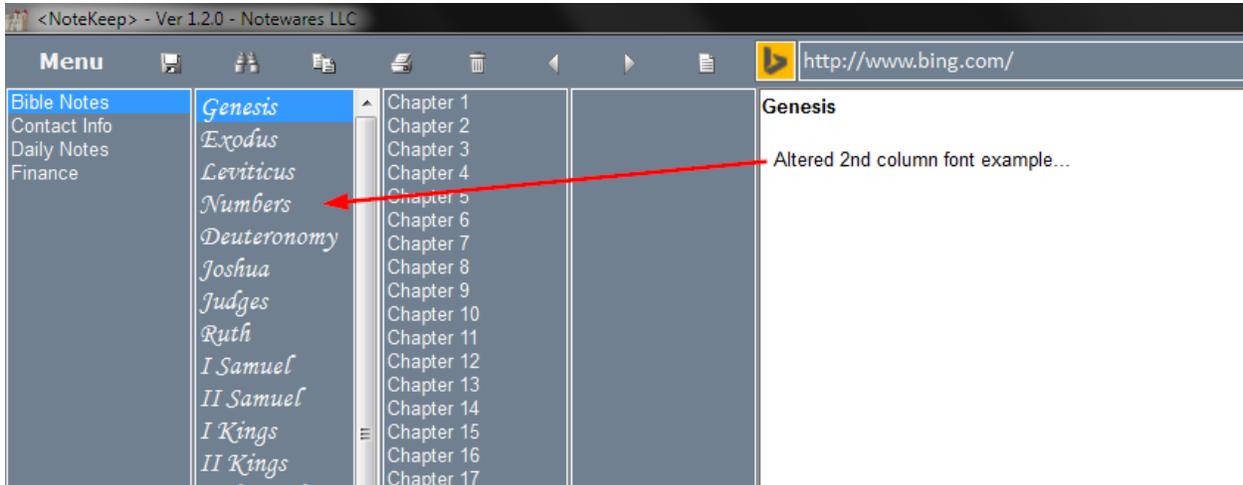


**Figure 22 (Changed column font example)**

# Note Library Creation

There are two types of note files that may be created with NoteKeep: Auto-Defined and User-Defined. Auto-Defined files are created by specific mouse commands, while User-Defined files are created when the user enters text into the menu's Topic/Subtopic fields and clicks the "add" button. Before explaining each file type in detail, here are some general concepts that pertain to both file types:

NoteKeep is capable of storing notes in one of four location types. The first location type is called a "Topic" and the other types are called "Subtopic 1", "Subtopic 2", and "Subtopic 3", respectively (see **Figure 23** below).
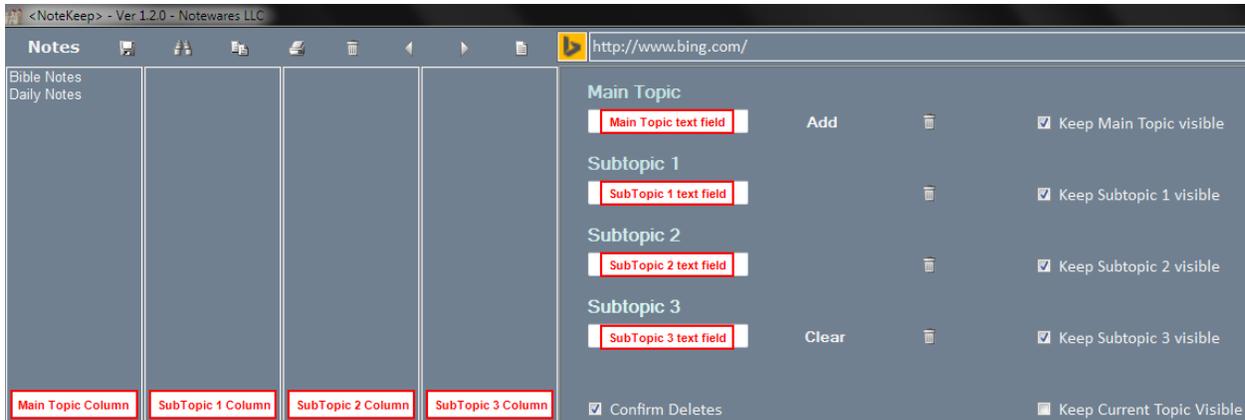
**Figure 23 (Note Library Creation general)**

The four columns and four text fields denoted in **Figure 23** are closely related – each column on the left corresponds to a text field on the right. These columns and text fields are used to denote what particular file the user wishes to work with. Detailed examples regarding column and text field usage can be found in the Auto-Defined and User-Defined creation sections of this document.

**Note Creation Rules:**

You don't have to remember these rules - NoteKeep will give you a warning prompt to keep you from breaking them.

You may create as many Topics or Subtopics as you desire (assuming that your hard drive isn't full).

You may create a Main Topic item at any time.

You may create a Subtopic 1 item only after you have specified which Main Topic it belongs to.

You may create a Subtopic 2 item only after you have specified which Subtopic 1 item it belongs to.

You may create a Subtopic 3 item only after you have specified which Subtopic 2 item it belongs to.

You may not create two identical file path names. Remember, if this rule doesn't make sense it's alright. If you break this rule down the road, NoteKeep will warn you and prompt you to select another path name.

You may not use any of the following characters when creating Topic or Subtopic <u>names</u>:

. < > : " / \ | ? *

Topics and Subtopics are not case sensitive. This means you cannot have two names such as "Blue Jays" and "blue jays" in the *same* Topic or Subtopic column.

Topics and Subtopics become "selected" by either clicking on existing column elements or by typing new text values in the menu screen's text fields and clicking "add".

All Topics and Subtopics will be sorted by alphabetical order after the columns have been refreshed.

Additional Subtopics beyond the existing ones may not be created under the "Bible Notes" Topic (the "Bible Notes" Topic may however, be deleted).

# Auto-Defined Note Category Creation

Before reading this section, the user should be made aware that a rules summary area is provided here regarding the creation and usage of Note Categories.

## Bible Notes Creation

A "Bible Notes" Topic and corresponding Subtopics have been built into NoteKeep. They may be accessed by left-clicking on the "Bible Notes" Topic. A few pictures are displayed below to illustrate.
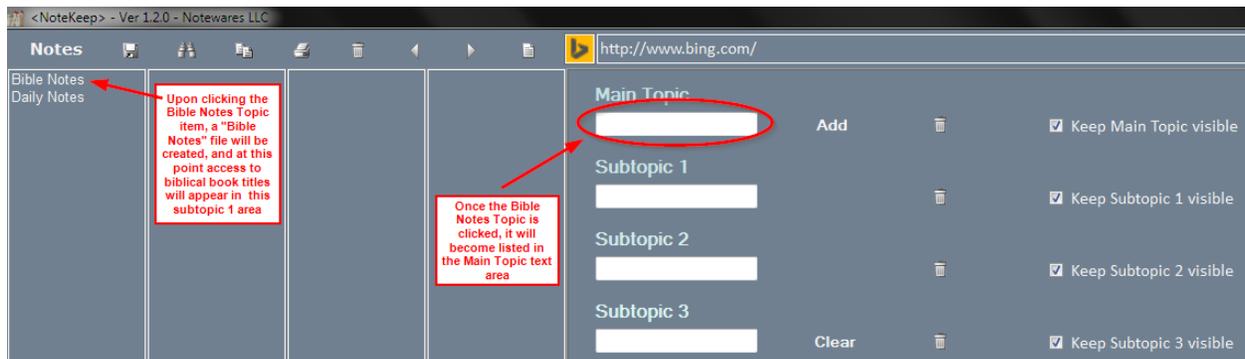


**Figure 24 (Bible Notes part 1)**

**Figure 24** above depicts NoteKeep before the "Bible Notes" Topic has been selected.
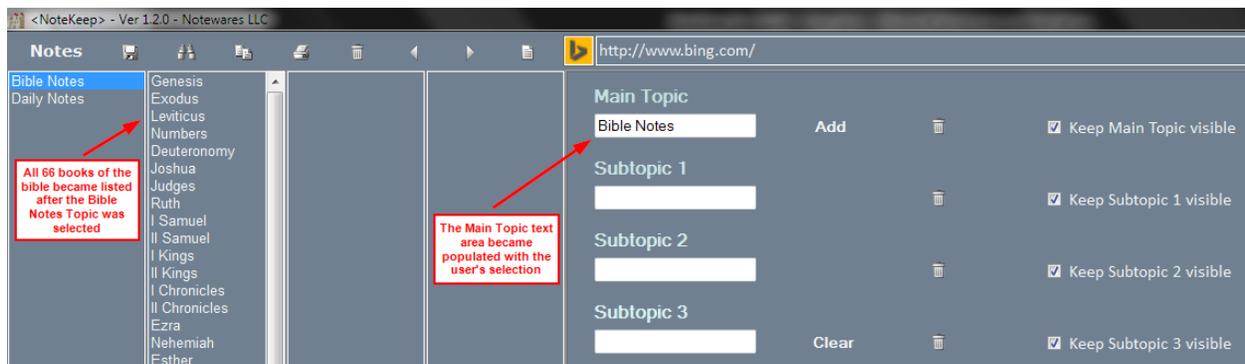


**Figure 25 (Bible Notes part 2)**

When the "Bible Notes" Topic is selected, a listing of biblical books becomes available in the Subtopic 1 column (see **Figure 25**).  At this point, the user may close the menu and begin note-taking in the "Bible Notes" note file (as explained in the Note-Taking area) or proceed to select a biblical book in the Subtopic 1 column.  Here is an illustration of what occurs if a user selects a biblical book (e.g., Esther) from the Subtopic 1 column:
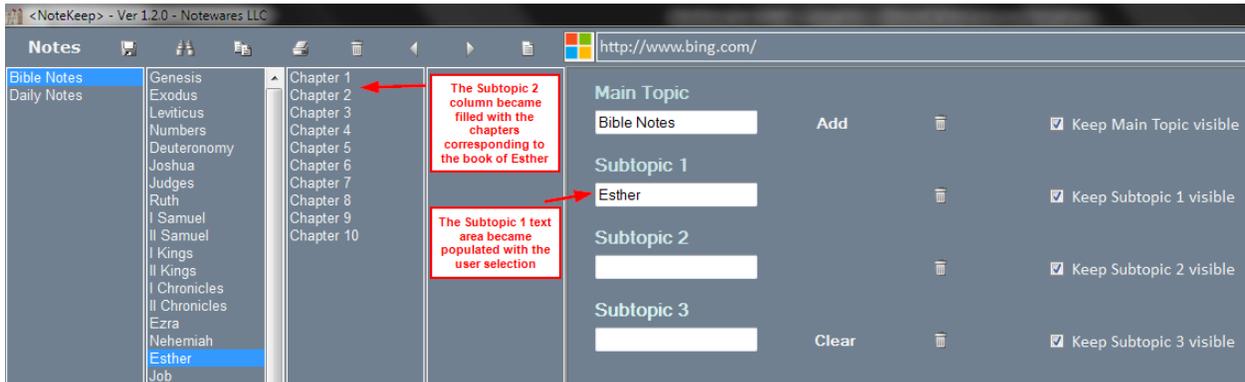


**Figure 26 (Bible Notes part 3)**

A listing of the 10 biblical chapters corresponding to the book of Esther appears after the selection has been made and the Subtopic 1 text field becomes populated with the chosen Subtopic (Esther).  Like the previous example, the user may close the menu and begin note-taking in the "Esther" note file (as explained in the Note-Taking area) or proceed to select a biblical chapter in the Subtopic 2 column.  Here is an illustration of what occurs if a user selects a biblical chapter (e.g. Chapter 7) from the Subtopic 2 column:
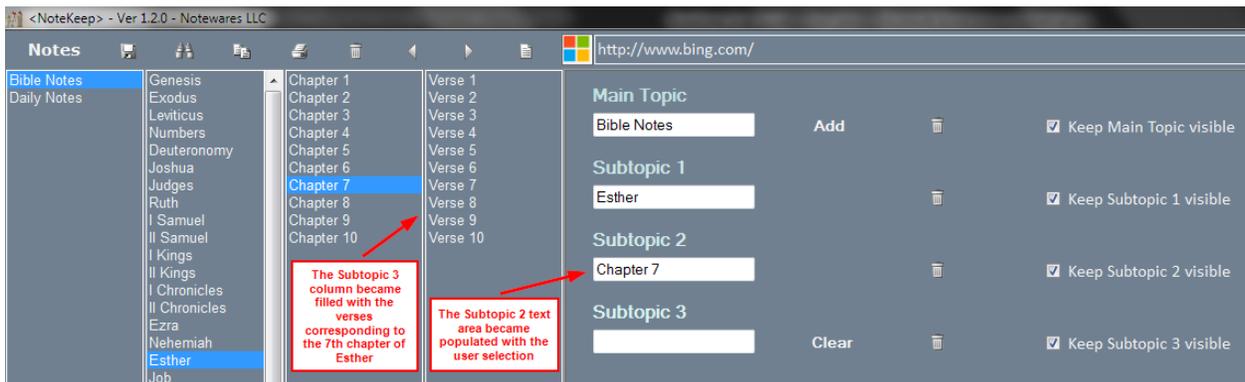


**Figure 27 (Bible Notes part 4)**

After the selection has been made, a listing of the 10 biblical verses corresponding to the 7th chapter of the book of Esther appears and the Subtopic 2 text field becomes populated with the chosen Subtopic (Chapter 7).  Like the previous example, the user may close the menu and begin note-taking in the "Chapter 7" note file (as explained in the Note-Taking area) or proceed to select a biblical Verse in the Subtopic 3 column.
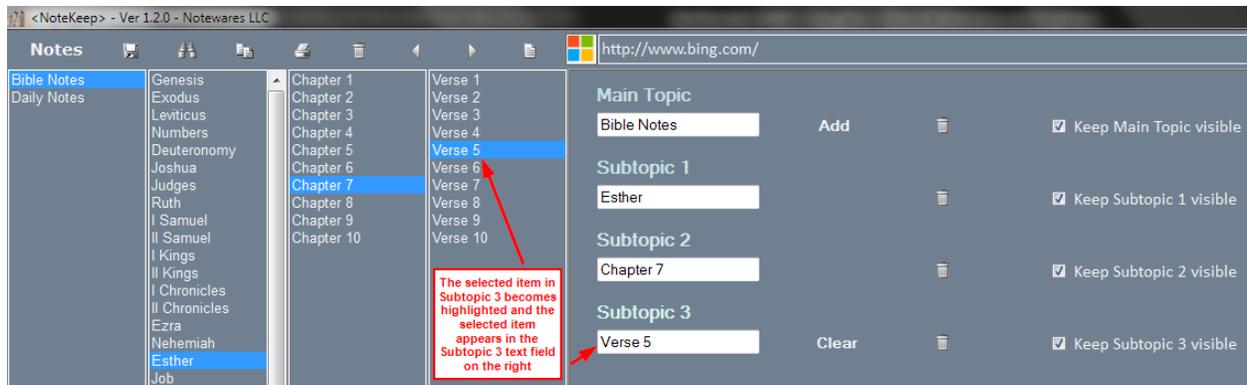
**Figure 28 (Bible Notes part 5)**

At this point (after selecting verse 5), the user may close the menu and begin note-taking in the "Bible Notes" Esther > Chapter 7 > Verse 5 note file.

**Final "Bible Notes" Notes:**

The Bible Notes Topic has three unique NoteKeep properties. First, no additional Subtopics at any level may be added to the Bible Notes Topic. If you're interested in creating additional biblical subject areas, consider adding a Topic like "Biblical Notes" instead.

Second, if the Topic "Bible Notes" is deleted and later re-added to the Topic area, it will behave just as if it did upon install. In other words, book, chapter, and verse Subtopics will be created upon adding the Bible Notes Topic.

Lastly, no note files exist for the "Bible Notes" Topic and Subtopics unless they are user-selected. Even though a "Bible Notes" title appears in the Topic column, there are no files on your computer corresponding to the "Bible Notes" Topic or its Subtopics until someone selects them – they are auto-generated upon selection. As stated above, "Bible Notes" files (and/or corresponding Subtopic files) may be deleted just like any other elements.

# Dated Notes Creation

NoteKeep has a simple built-in method to generate dated note files. This may be useful for documenting daily events and is illustrated below.
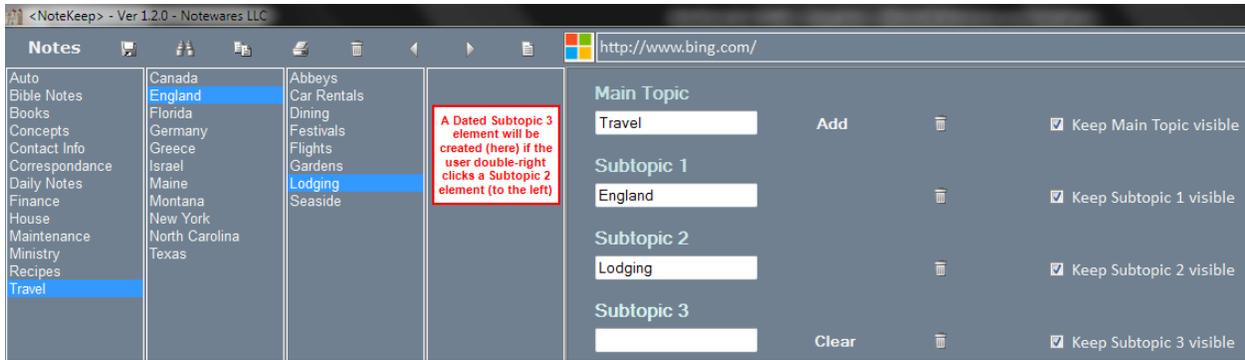
**Figure 29 (Dated Notes part 1)**

Dated note files may be created in all Subtopic columns, except at any level within the "Bible Notes" Topic. They are generated by performing a double right-click on a Topic, Subtopic 1, or Subtopic 2 element. Once a double right-click has been performed, a dated column element (with your computer's current date) will appear in the column to the right of the element that was clicked and will belong to that element. As an example, the Lodging Subtopic 2 element (see **Figure 29**) will get a dated file added to it via a double right-click:
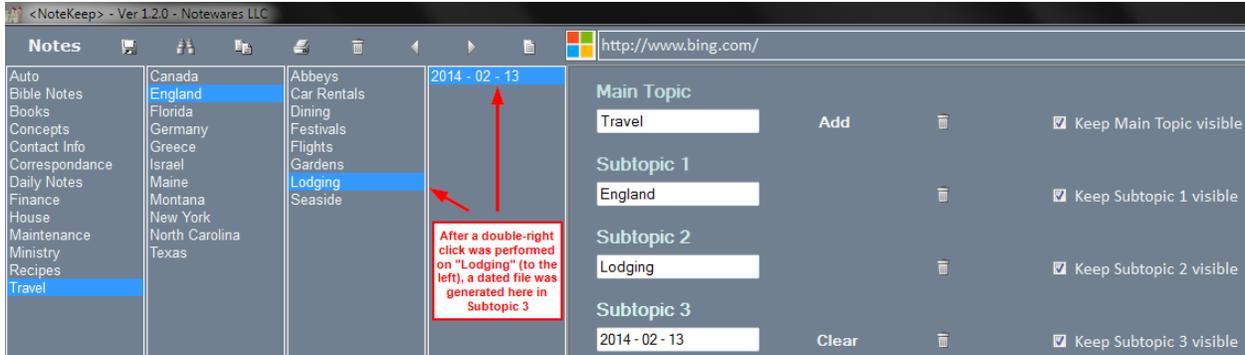


**Figure 30 (Dated Notes part 2)**

# User-Defined Note Category Creation

Before reading this section the user should be made aware of three things:

- A single right click may be used create User-Defined Note Categories as well – this is documented in the NoteKeep Quick Start Guide under the "Single right click" section.
- A creation rules summary area is provided here regarding the creation and usage of Note Categories.
- User-Defined Note Topics can be renamed if desired (see NoteKeep Quick Start Guide)

# Topic Creation

- You may add new Topics to the Topic column in one of two ways.  The first way is to supply text to the Main Topic text field on the menu (illustrated by the circle in **Figure 31**) and clicking the "add" button (located just to the right of the circle in **Figure 31**).  The second, and slightly faster, way to add Topics (and Subtopics) is to single right click – this is documented in the NoteKeep Quick Start Guide under the "Single right-click" section.
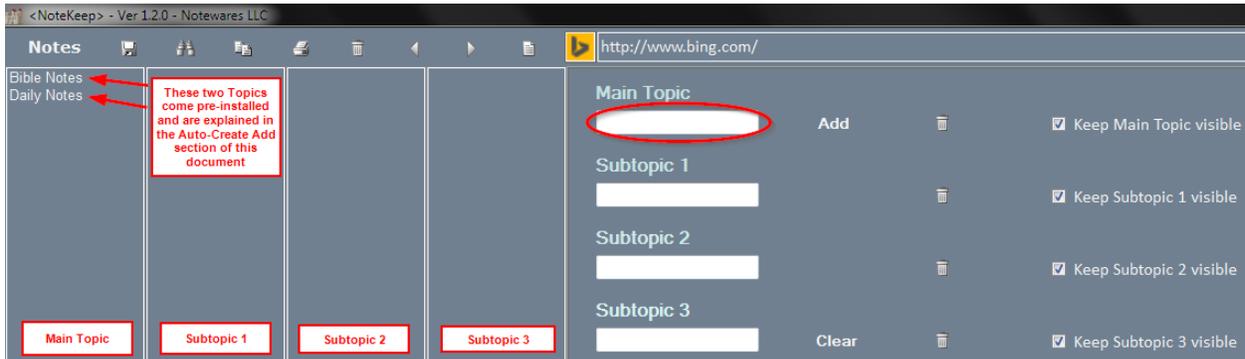


**Figure 31 (Topic Creation part 1)**

Once the Topic has been added using either of the two methods, the newly created Topic appears in the Topic column and is highlighted (see "Vacations" example denoted by the arrow in **Figure 32**).
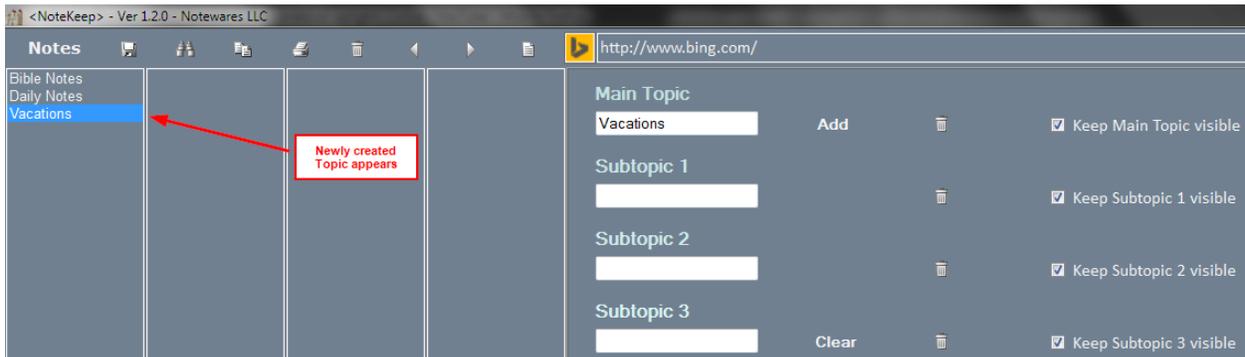


**Figure 32 (Topic Creation part 2)**

At this point, you may either take notes on this newly created Topic (as explained in the Note-Taking Area section) or you can continue on towards making Subtopics.

# Subtopic 1 Creation

To demonstrate Subtopic 1 creation, two new Subtopics titled "Florida" and "Morocco" have been added to the recently made "Vacation" Topic (see **Figure 33**).
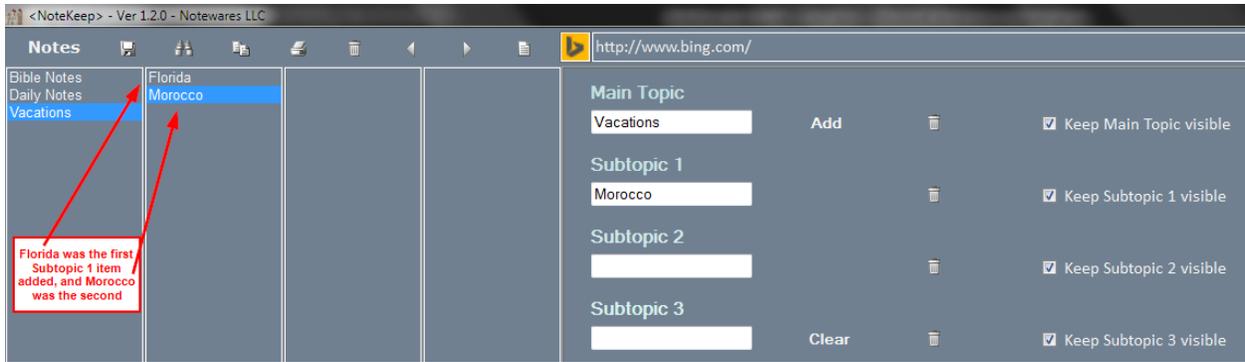
**Figure 33 (Subtopic 1 Creation)**

A new "Subtopic 1" element is created when the user enters text in the "Subtopic 1" text field of the menu screen (illustrated by the circle in **Figure 33**) and clicks on the "add" button just to the right of the Main Topic text field. Notice in **Figure 33** that two distinct Subtopic 1 column elements are located to the right of the highlighted "Vacations" Topic. These Subtopics were individually created under the "Vacations" Topic using two separate "add" mouse clicks. Since the "Morocco" Subtopic was the most recent creation of the two, it is highlighted in blue (along with the parent "Vacations" Topic).

All Subtopics belong to a parent Topic or Subtopic. In this case, the Subtopic 1 children fall under the (parent) Main Topic; that is, "Florida" and "Morocco" both have the same "Vacations" parent Topic. Whenever an element in a particular column is highlighted, all elements found in the column immediately to the right of this column belong to the highlighted element. For example, the way to determine that both "Florida" and "Morocco" belong to the "Vacations" Topic is to observe that the "Vacations" Topic is highlighted. This is further illustrated below in the Subtopic 2 and 3 Creation section.

# Subtopic 2 and 3 Creation
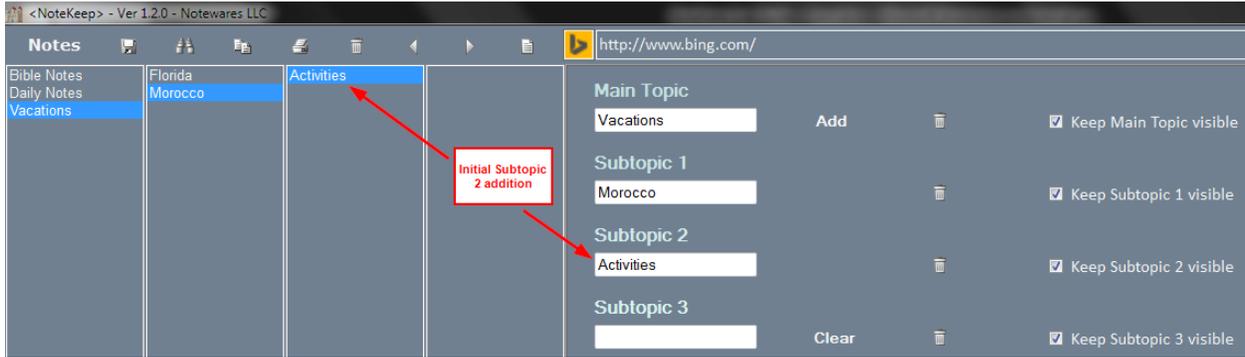


**Figure 34 (Subtopic 2 and 3 Creation part 1)**

The creation of a Subtopic 2 or a Subtopic 3 element occurs just like the example creations above, except that the menu screen's Subtopic 2 and Subtopic 3 text fields are used. In **Figure 34**, notice the initial addition of a Subtopic 2 element called "Activities". This was achieved by supplying text to the

Subtopic 2 text field on the menu screen (illustrated by the circle in **Figure 34**) and clicking on the "add" button.

Note that the newly created "Activities" element belongs to "Vacations > Morocco" and is distinct from any other "Activities" element that a user might wish to create. In other words, this *particular* "Activities" file may only be accessed after the "Vacations" Topic and the "Morocco" Subtopic have been highlighted.

Suppose the user wants to create a different "Activities" element that belongs to "Florida" instead of Morocco. This can be done as follows:
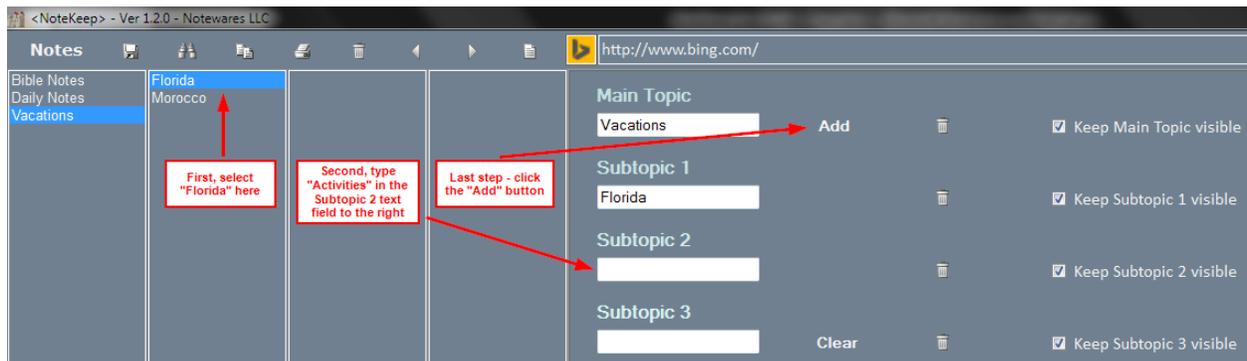


**Figure 35 (Subtopic 2 and 3 Creation part 2)**

The first thing to do would be to highlight (left-click) the Florida Subtopic – this causes "Florida" to appear in the Subtopic 1 text field. Second, type "Activities" in the Subtopic 2 text field. Lastly, click the "add" button. Here is the result:
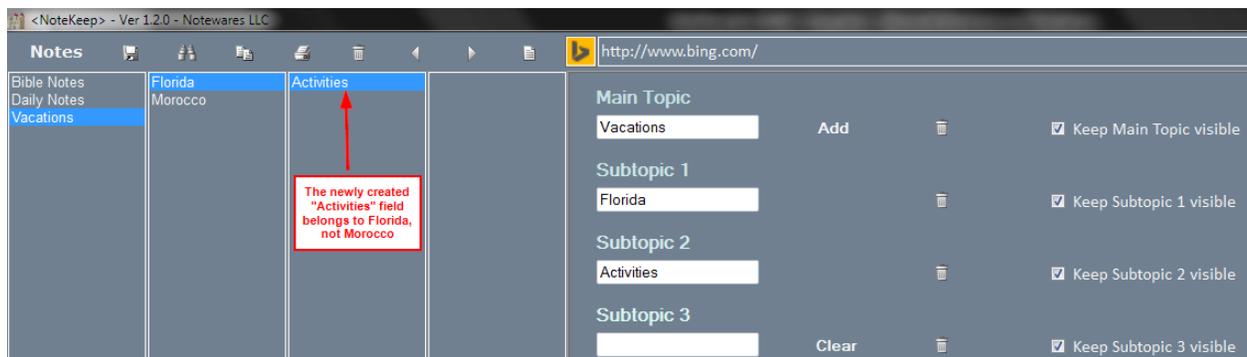


**Figure 36 (Subtopic 2 and 3 creation part 3)**

As is mentioned in the **Figure 36** picture, this newly created "Activities" element belongs to "Vacations > Florida". If a user wished to access the Morocco "Activities" element, they would first need to highlight the "Vacations" and "Morocco" columns.

To illustrate Subtopic 3 additions, "Kayaking", "Snorkeling", and "Farmers Markets" have been added under the "Florida" Subtopic:
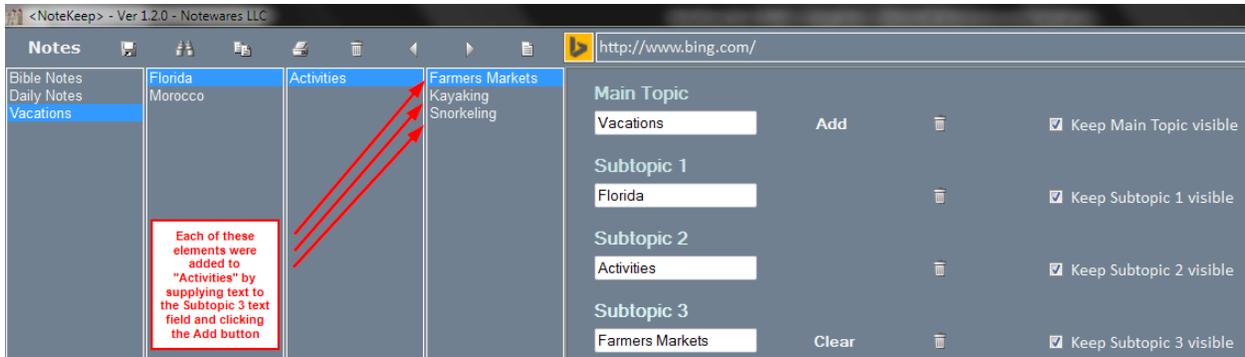
**Figure 37 (Subtopic 2 and 3 Creation part 4)**

To sum up the steps required to add User-Defined Subtopics, this time applying them to adding a Subtopic 3 element to the "Activities" Subtopic:

- Highlight the desired elements of the location path (in this case "Vacations > Florida > Activities").
- Type the desired file name inside the Subtopic text field (e.g., Farmers Markets in the Subtopic 3 field).
- Click the "add" button.

Notice in **Figure 37** that the newly created Subtopic 3 elements are not listed in alphabetical order. Per the creation rules section, these newly added elements will appear listed in alphabetical order after the columns have been refreshed.

**Library Creation Tips**

Users may opt to simply create Topic-level notes; however, it is the creation of Subtopics that will allow users to experience a rich note-taking environment. For example, trying to list all of one's vacation aspirations under a Topic titled "Vacations" could easily lead to a file so filled with information that it begins to lose its appeal as a readable document.

To get a feel for the advantages of Subtopic creation, the reader is encouraged to explore the "Bible Notes" Topic and Subtopic categories, where over potentially 33,000 distinct files can be created.

When you create a Topic or a Subtopic, NoteKeep creates both a rich text format (rtf) file and a corresponding directory. Topic notes are kept in the file and the subdirectory items are stored in the directory. If one of these files or folders becomes corrupted or deleted outside the NoteKeep process due to user activities or a hardware failure, NoteKeep will not display their elements properly and manual caretaking of the affected files and directories will become necessary.

# Note-Taking Area

**Figure 38** (below) depicts the area used to create your actual notes.
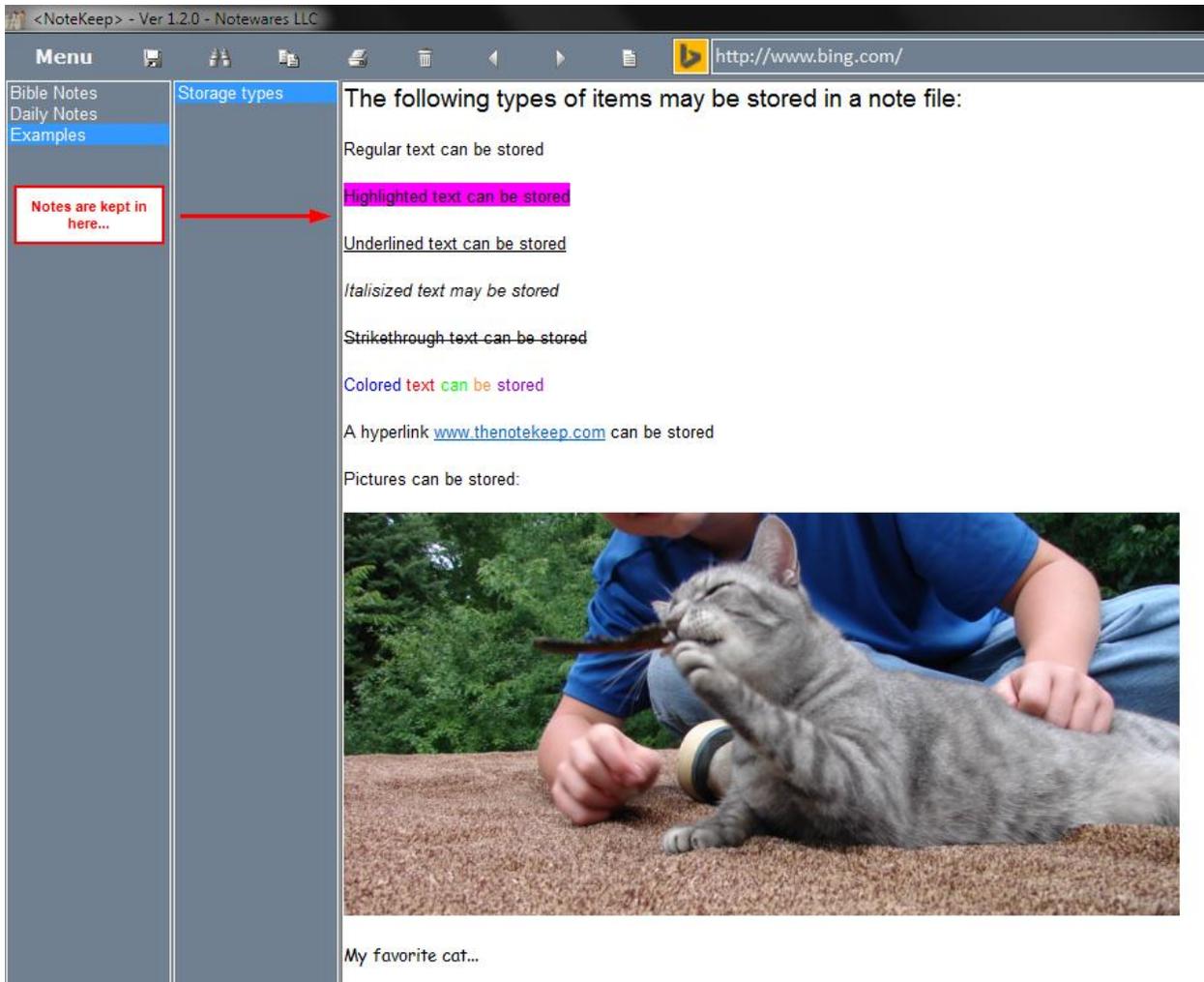
**Figure 38 (partial note-taking area shown)**

To create your notes, simply begin typing inside the note-taking area window (see **Figure 38**).

Once you have finished creating your note, remember to save it by using the save button or holding the "Ctrl" key down and typing "s".  Once your note has been saved, you may return to it at any time to read, edit, or print it.

**Note-taking area usage rules and tips:**

The menu screen must be closed.

A valid note file must be selected.

You may "paste" items into the note-taking area by using "Ctrl" + "v".  For example, to place a picture in your notes, you will need to cut and paste it.  This can often* be performed in the following manner:

-   Right-click the picture you wish to copy and select the "Copy" drop-down option.

- Left-click the location in the note-taking area where you would like to place the picture.
- Hold the "Ctrl" key down and type "v".

At this point, the copied picture should appear in the note-taking area.

The notes you place here will be stored in rich text format (rtf).  This means you can store notes containing plain text, bold text, italicized text, varying font sizes, varying font colors, and even certain types of pictures.  To create a single document with varied font settings, it will be necessary to either cut and paste or use the Microsoft® Word or Word Pad program from within NoteKeep.

*Some internet sites contain pictures that do not copy well due to the fact that they have hidden information embedded inside them on the web page.   If you happen to copy an internet picture and end up with garbled-looking lines of text in your note, this is the likely cause.  You may delete the picture or edit the lines out if you prefer.

# Note Taking History

Users can see where they have been taking notes in their current NoteKeep session by accessing the User Note History bar.  **Figure 39** (below) depicts this.
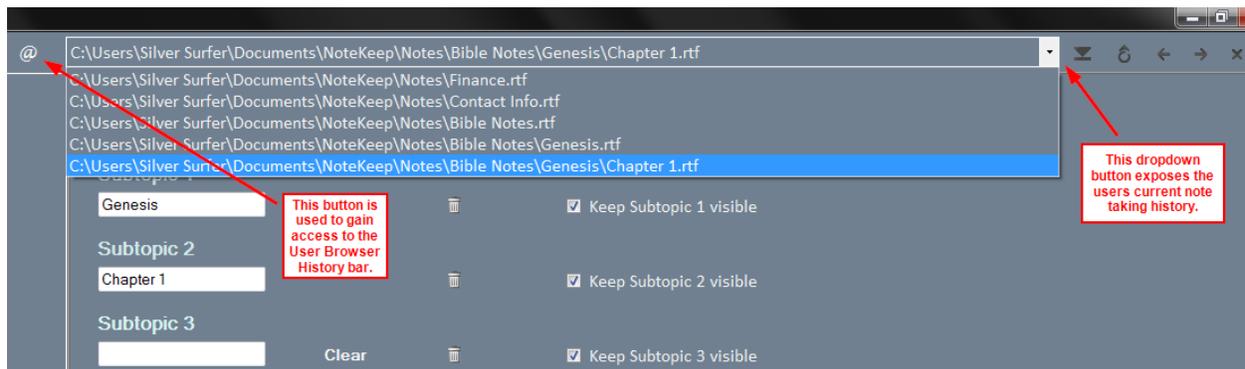


**Figure 39**

Once the user's current note history bar is open, previous note taking areas can be navigated to by clicking them.

# Note Renaming

Users can rename a note (sub)Topic by doing the following:

- Select the item you wish to rename and open the Menu Screen (see **Figure 40**)
- Place the cursor in the textbox of the item you wish to rename (see **Figure 40**)
- Press the "Control" and "n" keys together
- Use the dialog box to supply the desired name (see **Figure 41**)
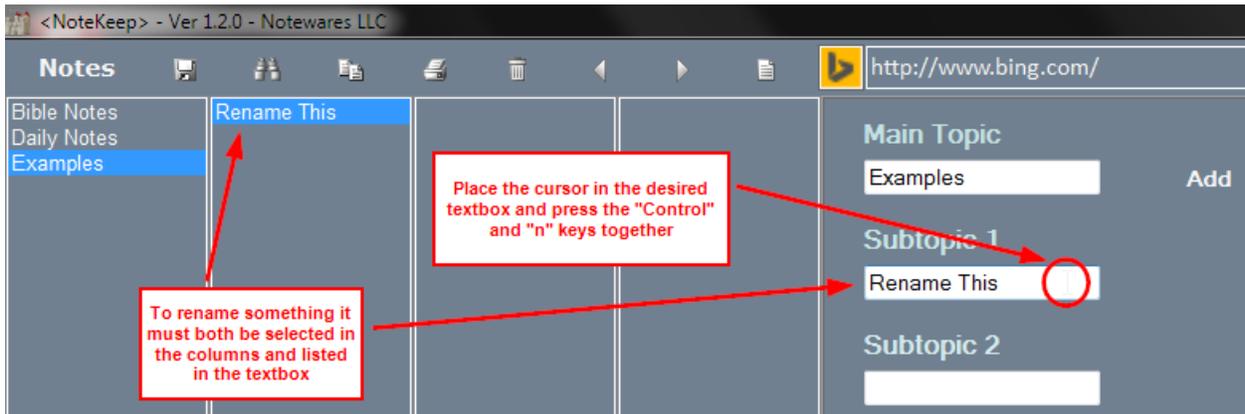
**Figure 40**

Once the item to be renamed is selected (and enumerated in the corresponding text field), it can be renamed using Cntrl + n (see **Figure 41**).
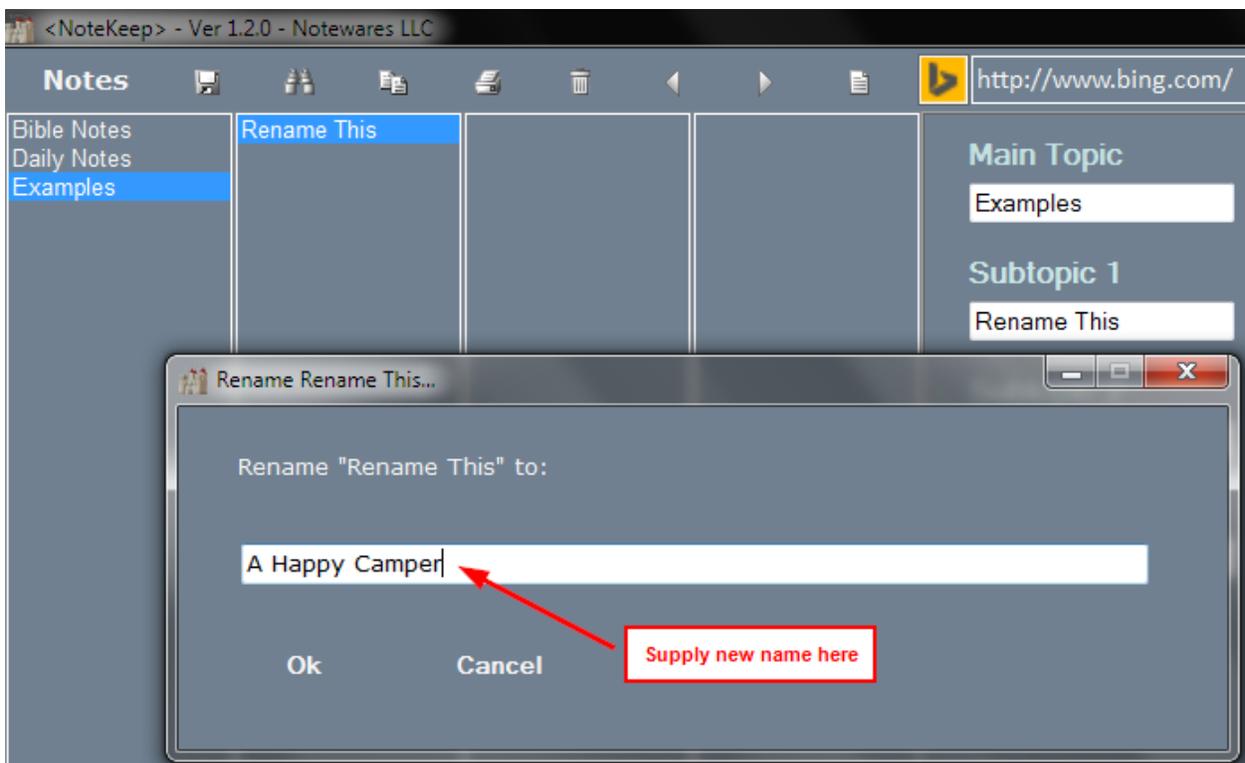


**Figure 41**

The completed rename action…
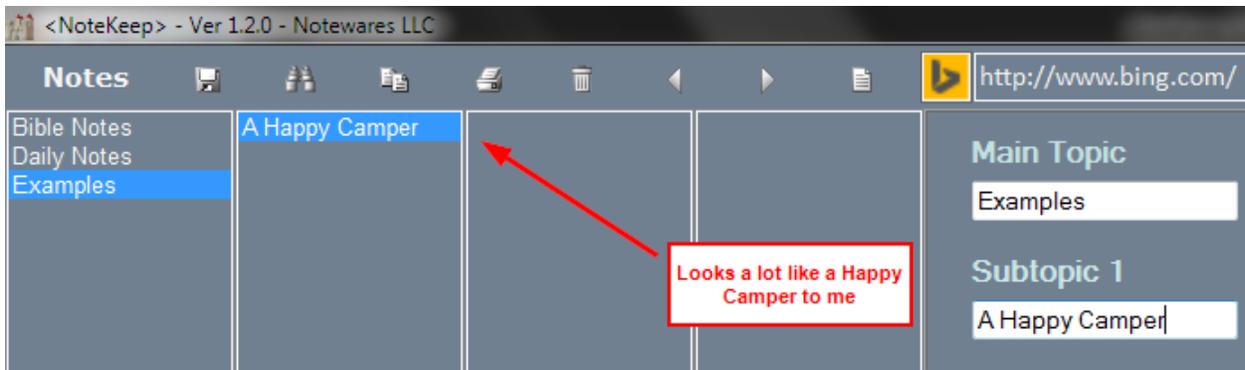
**Figure 41**

# Note Moving

Users can move a note (sub)Topic by doing the following:

- Select the item you wish to move (see **Figure 42**)
- Hold the "Control" key down and left click the item you desire to move (see **Figure 42**)
  (At this point the cursor will turn from an arrow to a hand)
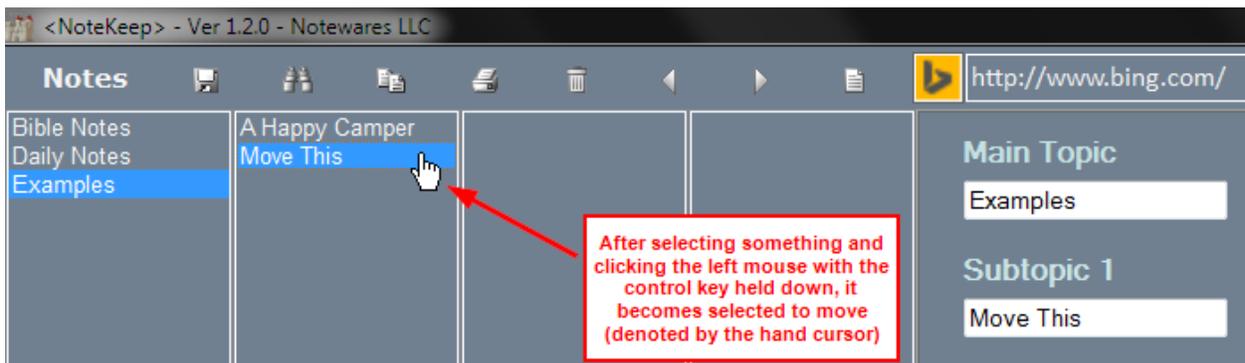


**Figure 42**

- Move the cursor to the new location and hold the "Control" key while left clicking the mouse
- Confirm with the move with "Yes" when prompted

At this point, the note move is complete (see **Figure 43**)
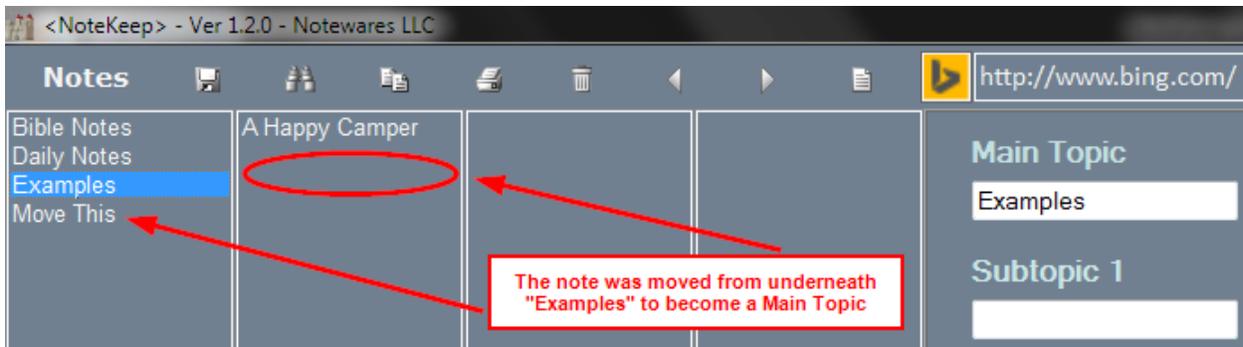
**Figure 43**

# Note Deletion

Before discussing note deletion, the reader is **strongly** encouraged to routinely create backup copies of their entire NoteKeep directory for two reasons.  First, it allows the recovery of notes in the event of a user-driven delete mistake.  Second, is that sometimes computers fail (e.g., hard drive crash), and after such failures retrieving a lifetime's worth of stored notes becomes rather difficult, if not impossible.

You may use the Copy feature (see Copy/Move) on a regular basis to transfer your notes to something like an SD card, USB stick, CD etc.  NoteKeep does archive some deleted notes for emergency retrieval (discussed below in Deletion Rules) but don't rely on this feature to save the day - back your notes up!

NoteKeep has an option that allows users to receive a delete file confirmation box.  When this option is selected, any attempted user delete will be prefaced with a "do you intend to delete this file" type of question.  It is recommended that this confirmation option be left on.

**Deletion Rules:**

If you delete an item from NoteKeep, all of its child elements get deleted as well.  This is important to keep track of.  For example, if you have a "Vacations > Morocco > Dining > 2011 – 05 – 05" file in NoteKeep, and you attempt to delete the "Dining" file from NoteKeep, the "2011 – 05 – 05" file will be deleted as well.  This is illustrated in the Subtopic 2 deletion section below.  If you wish to delete the above mentioned "Dining" file, yet preserve the above mentioned  "2011 – 05 – 05" file, you should first copy the "2011 – 05 – 05" file to another location before deleting the "Dining" file.

Subtopics may not be deleted from within the "Bible Notes" Topic, but the "Bible Notes" Topic itself may be deleted.

When a "delete" button is pressed within NoteKeep, any associated files are moved to the "NoteKeepTrash" folder.  This folder is not designed to archive notes - rather it is to allow for emergency file retrieval in the event of a mistaken file delete.

The "NoteKeepTrash" folder will only contain the most recent version of a given file that has been deleted.  For example, suppose you had a Topic titled "Finances 2011" that you deleted.  At this point, it will reside in the "NoteKeepTrash" folder.  Now, suppose a week later you create another "Finances 2011" Topic (or Subtopic) and then delete it.  At this point, the first "Finances 2011" file is gone from the "NoteKeepTrash" folder (and your computer) forever since the second "Finances 2011" file has taken its place.

**Deletion General**

The simplest way to delete a single file is as follows:  The taskbar Delete button (**Figure 44**) will delete the (Sub)Topic that is currently selected.  For example in **Figure 44** the currently selected Subtopic would be "2011 – 05 - 04".

FYI the taskbar Delete button can be used in lieu of the Menu Delete buttons (which are explained below).
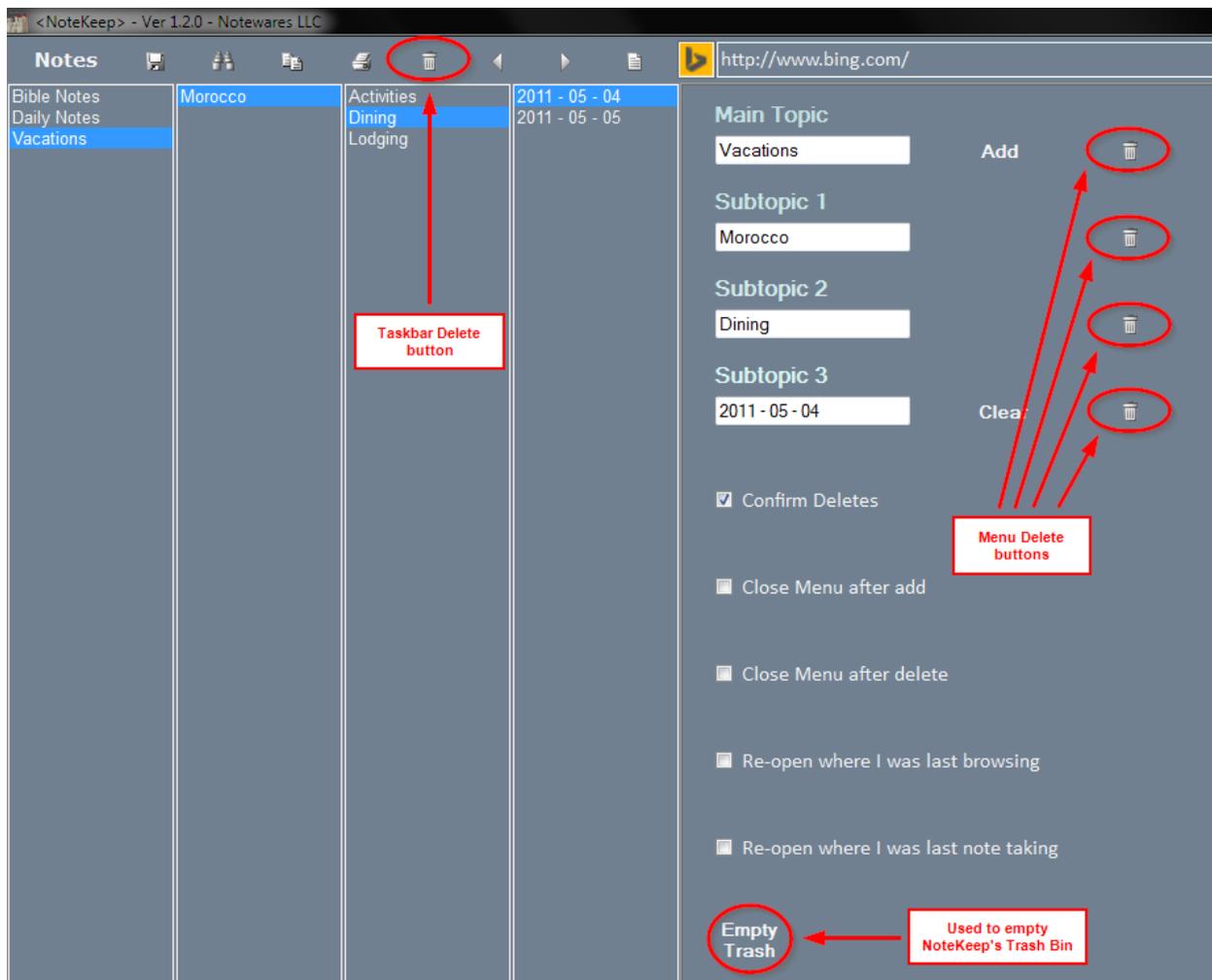
**Figure 44 (delete and trash buttons)**

Notice the highlighted "Vacations > Morocco > Dining > 2011 – 05 – 04" selection. Outlined below is an example series on how to separately delete each file in this path.

**Subtopic 3 deletion**

Suppose a user wishes to delete *only* the "2011 – 05 – 04" Subtopic 3 element that belongs to the "Vacations > Morocco > Dining > 2011 – 05 – 04" selection. To do this, they should have it (along with its parent Topic and Subtopic elements) listed in their appropriate text fields (as pictured in **Figure 45** below).
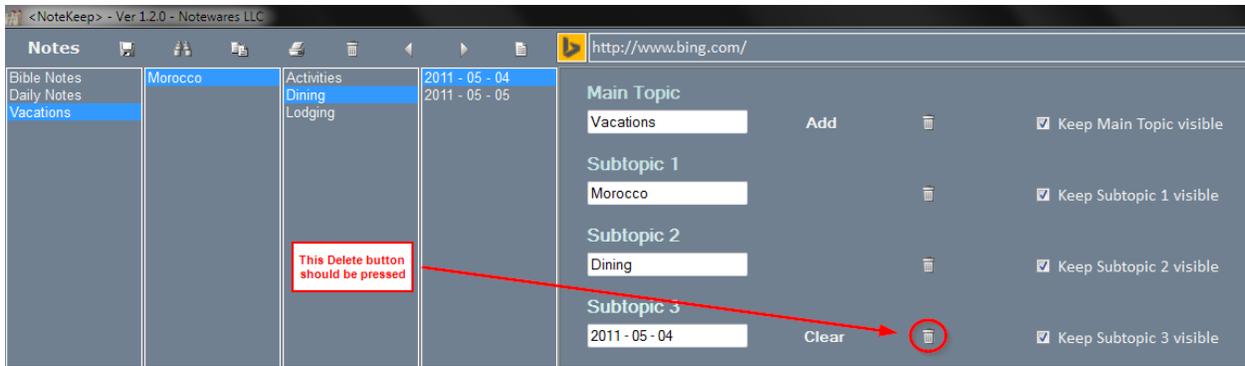
**Figure 45 (deleting a Subtopic 3 element part 1)**

Once the delete button pictured in **Figure 45** is pressed, the desired Subtopic 3 deletion occurs (see **Figure 46**).  At this point, the deleted "2011 – 05 – 04" element resides in the Trash can, while the parent elements of the deleted "2011 – 05 – 04" element remain untouched.
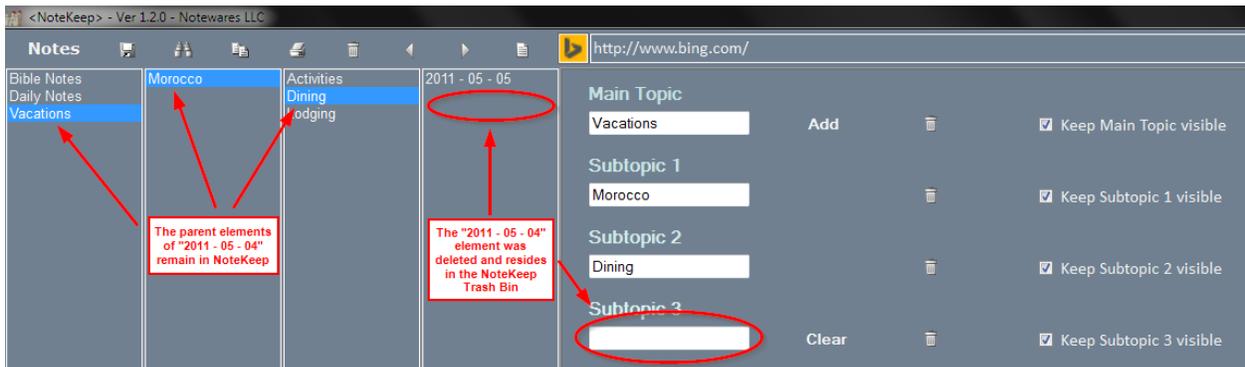


**Figure 46 (deleting a Subtopic 3 element part 2)**

## Subtopic 2 deletion

At this point, the Subtopic 3 deletion is complete.  Now, suppose a user wishes to delete the "Dining" Subtopic 2 element that belongs to the "Vacations > Morocco > Dining" selection in **Figure 46**.  To do this, they should have it (along with its parent Topic and Subtopic element) listed in their appropriate text fields (as pictured in **Figure 47** below).
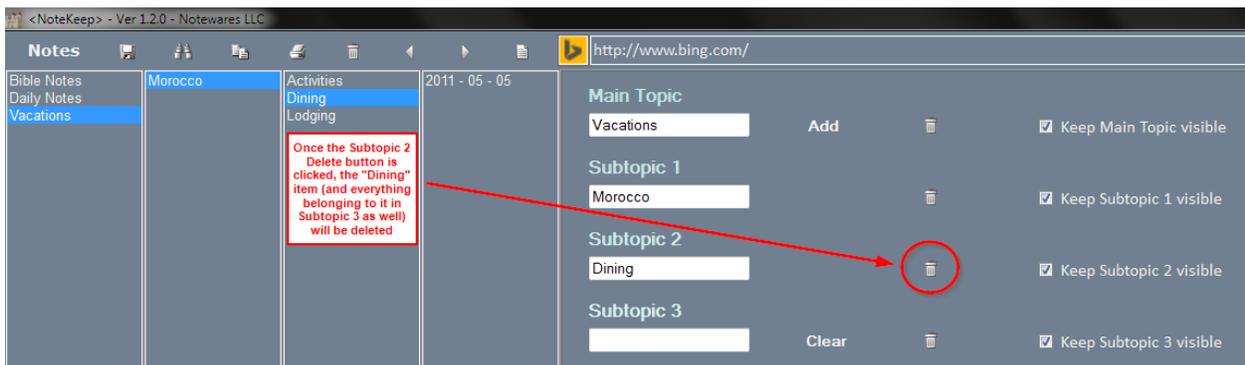
**Figure 47 (deleting a Subtopic 2 element part 1)**

Important note – in **Figure 47**, we can see that a Subtopic 3 element (namely "2011 - 05 -05") exists underneath the "Dining" Subtopic 2 element that is about to be deleted.  Once the delete Subtopic 2 button is selected, both the "Dining" Subtopic 2 element *and* the "2011 - 05 -05" Subtopic 3 element will be deleted from NoteKeep.  This is because whenever an item is deleted from NoteKeep, its child items are deleted as well.

Once the delete button pictured in **Figure 47** is pressed, both the desired "Dining" Subtopic 2 element and its corresponding "2011 - 05 -05" Subtopic 3 element will be deleted (**Figure 48**).
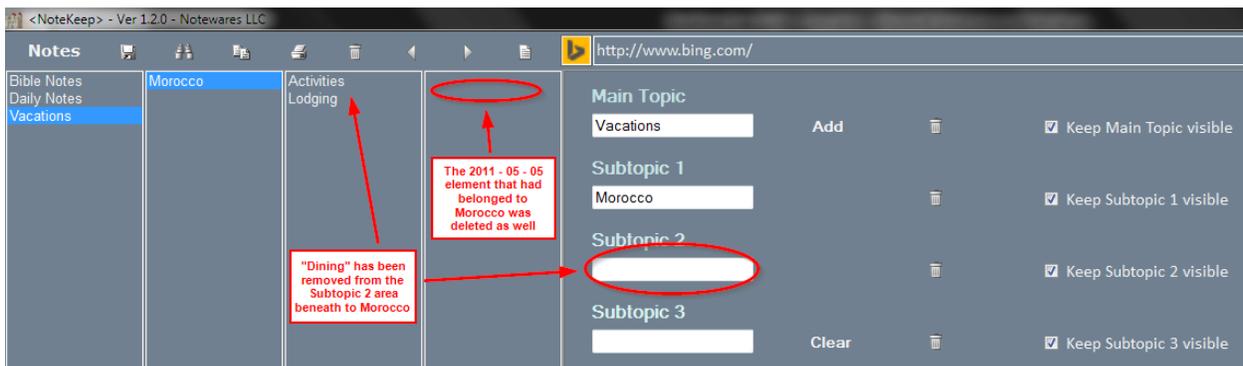


**Figure 48 (deleting a Subtopic 2 element part 2)**

## Subtopic 1 deletion

At this point, the Subtopic 2 deletion is complete.  Now, suppose a user wishes to delete the "Morocco" Subtopic 1 element that belongs to the "Vacations > Morocco" selection in **Figure 47**.  To do this, they should have it (along with its parent Topic "Vacations") listed in their appropriate text fields (as pictured in **Figure 48** below).
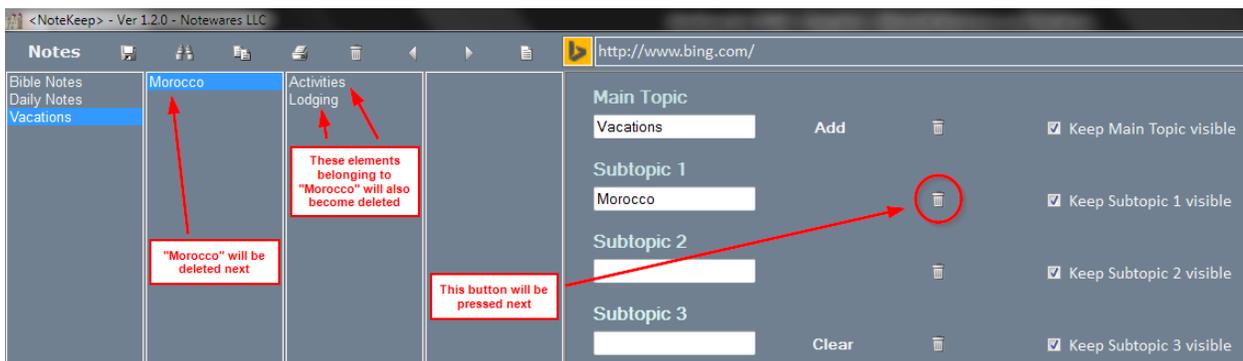


**Figure 48 (deleting a Subtopic 1 element part 1)**

Once the delete Subtopic 1 button is selected, both the "Morocco" Subtopic 1 element *and* its associated "child" elements will be deleted from NoteKeep.  This is more fully explained in the Deletion Rules and Subtopic 2 deletion section of this manual.

Once the delete button pictured in **Figure 48** is pressed, both the desired "Morocco" Subtopic 1 element and its corresponding Subtopic 2 "child" elements will be deleted (**Figure 49**).
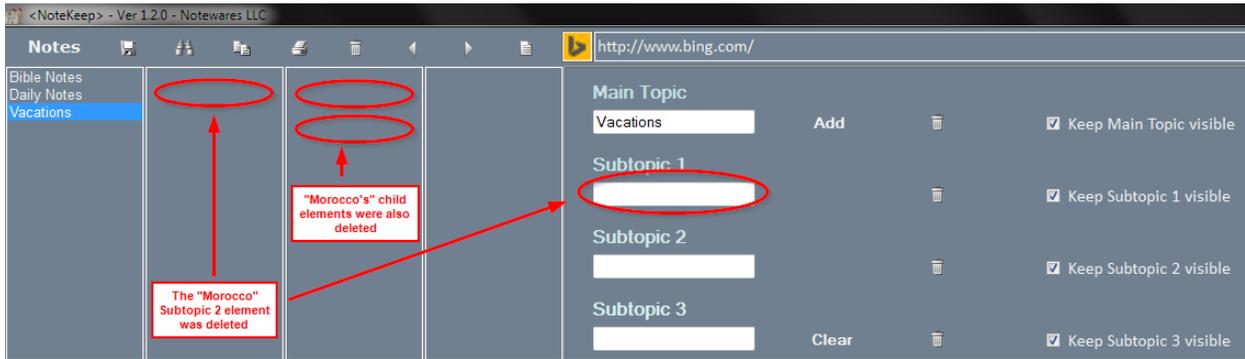


**Figure 49 (deleting a Subtopic 1 element part 2)**

**Main Topic deletion**

At this point, the Subtopic 1 deletion is complete.  Now suppose a user wishes to delete the "Vacations" Topic element (see "Vacations" selection in **Figure 49**).  To do this, they should have it listed in the Main Topic text field (as pictured in **Figure 50** below).
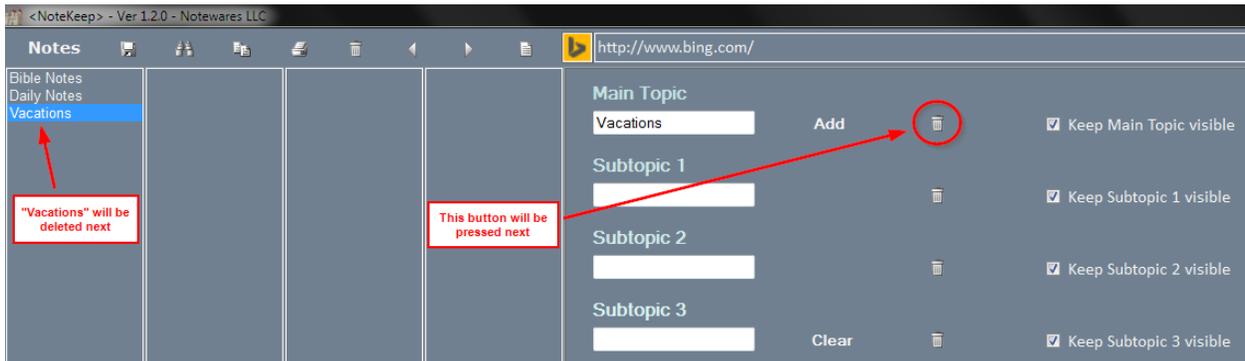


**Figure 50 (deleting a Main Topic element part 1)**

Once the delete button pictured in **Figure 50** is pressed, the "Vacations" Topic is deleted from the Topic column.
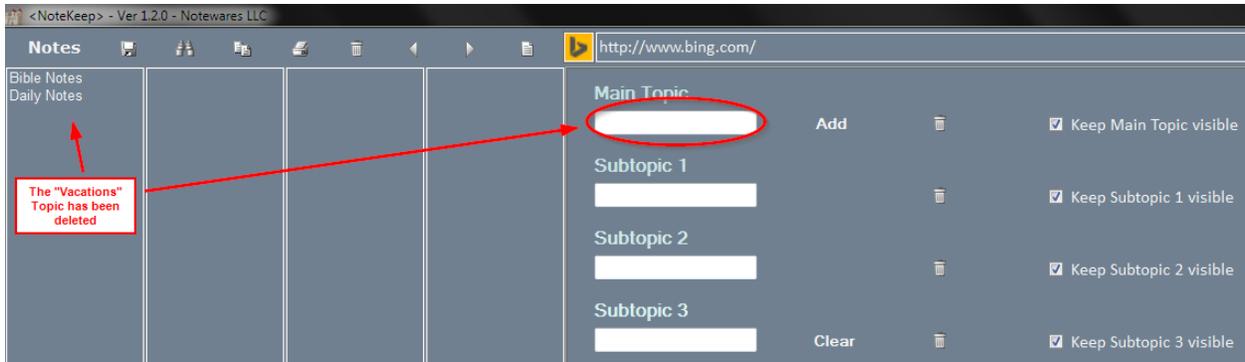
**Figure 51 (deleting a Main Topic element part 2)**

**Main Topic deletion**

At this point the Main Topic deletion is complete.   All the previously deleted files in this example series now reside in the "NoteKeepTrash" folder.  By way of reminder, all of the deletions could shown above could have been completed by simply completing this last step (**Figure 52 – Figure 53**).

# Printing

To print the entire contents of a note:

- Navigate to it in NoteKeep.
- Left-click the print button (see Object #5 in Top Level Objects).

To print selected portions of a note you may either:

- Copy the selection and paste it to a "temporary" note, and print the temporary note
- Use Microsoft® Word or Wordpad to print it.

# Browser

NoteKeep has a built-in browser that may be used during note-taking sessions.  Most of the browser's functionality is explained in the Top Level Objects section, but some additional elements are explained here.

The browser can be resized to accommodate note-keeping efforts.  It can be kept part way open, fully open, or fully closed.  Browser resizing occurs two ways – via the object #10 button pictured in the Top Level Objects section, or by sliding the pictured "divider bar" in **Figure 52** (pictured below).
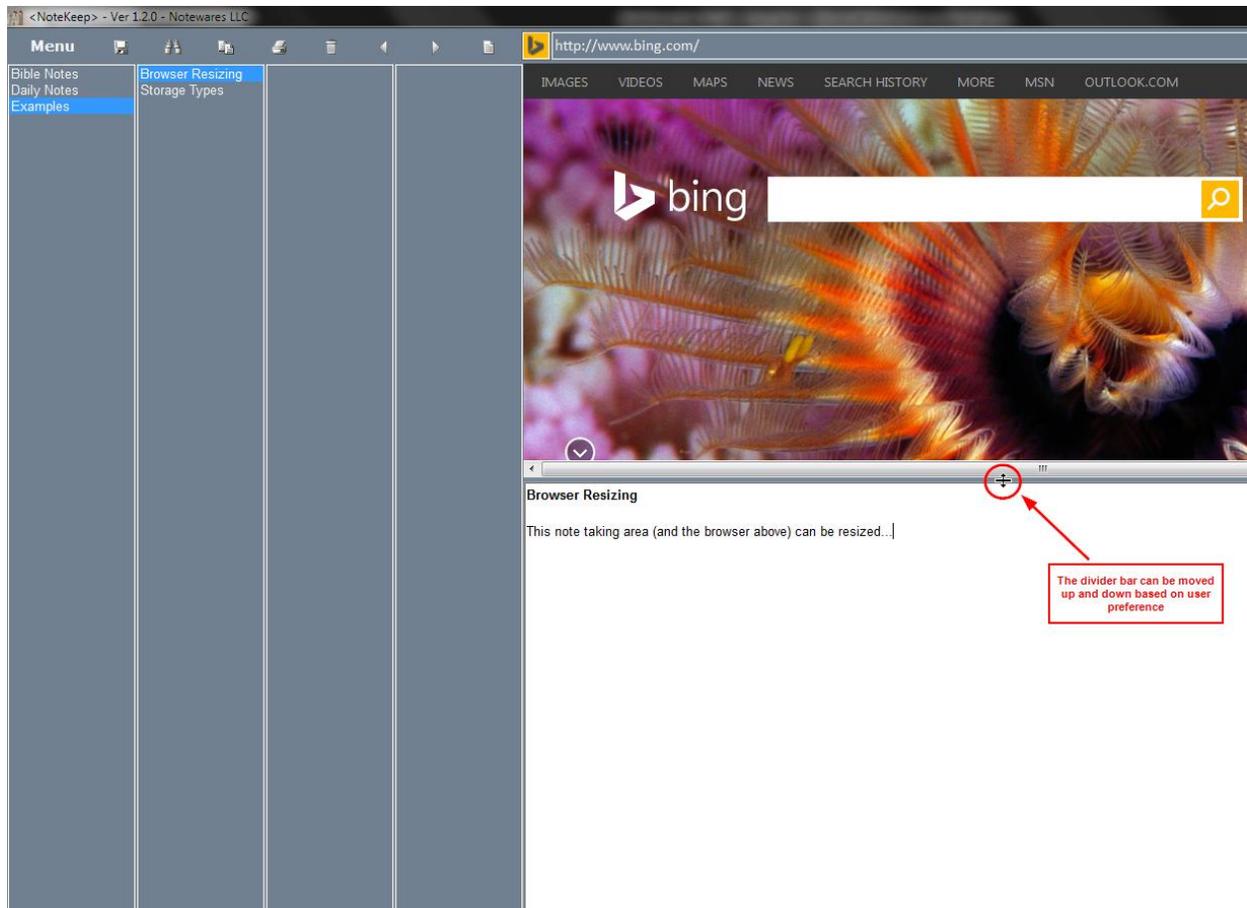
**Figure 52 (partial Browser page shown)**

To move the divider bar, simply place the cursor over it. At this point the cursor will look like the circled object in **Figure 52**. Hold the left mouse button down and move the cursor either up or down, then release it at the desired divider bar location.

The browser will remain "active" even when it is closed. This means a user can devote the entire screen to note-keeping, yet keep a web page "active" to listen to something like a lecture or music. To do this, navigate the open browser to the desired web page, play the desired web page item, and then click the object #10 button (pictured in the Top Level Objects section) to close the browser.

Setting the homepage is achieved by first navigating to a desired homepage, then depressing the Object #15 button (pictured in the Top Level Objects section) for four seconds.

Navigating to the homepage is achieved by clicking the Object #10 button (pictured in the Top Level Objects section) once.

# Find/Replace and Query

NoteKeep has local, topic and global search and replace capabilities which may be performed using the Find, Replace, and Query file management window.   The search, replace, and query capabilities are explained below.
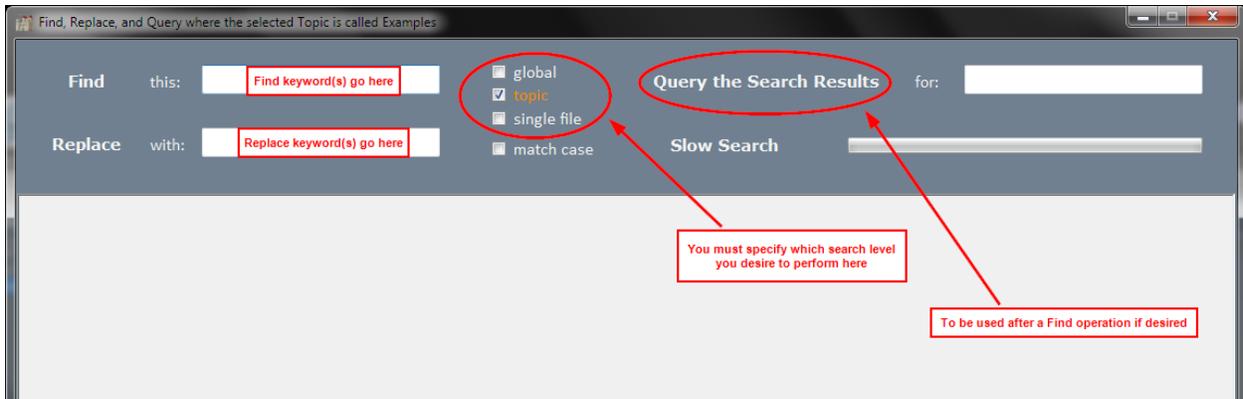


**Figure 53 (Find, Replace, and Query – partial window shown)**

To begin any of these operations, the Find, Replace, and Query file management window (**Figure 53** above) must first be opened by clicking the object # button (pictured in the Top Level Objects section) or by pressing "Ctrl" + "f" within most areas of NoteKeep.

**Local search**

A local search is one that pertains to a single note file.   It is performed as follows:

- Select the file you wish to search through using the Menu screen or "column clicks".
- Open the Find, Replace, and Query file management window.
- Select the "single file" box (pictured in **Figure 53**).
- If you want a case sensitive search, click the "match case" box (pictured in **Figure 53**).
- Enter a search word in the find text field (pictured in **Figure 53**).
- Click the "Find" button (pictured in **Figure 53**).

Once these steps occur, the Find, Replace, and Query file management window will shrink down and the first instance of the keyword you searched for will appear in the note-taking area.  Pictured below is a local note file search example using the word "cat".
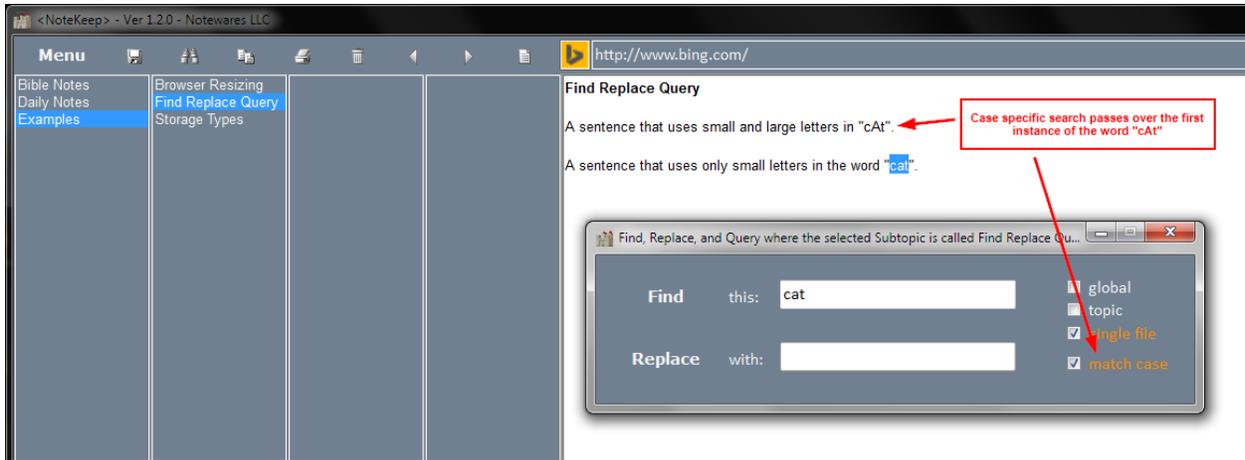
**Figure 54 (Local search example)**

At this point, you may either close the Find, Replace, and Query file management window or continue searching the file for additional instances of your keyword. Simply click the Find button again to continue the search.

**Topic search**

Topic searches count "white space" as search items. For example, if you search for the phrase "cow " (which contains a space after the letter "w"), then "cow." will not turn up in the search results since the "w" is not followed by a space character. A Topic search is performed as follows:

- Open the Find, Replace, and Query file management window.
- Select the "topic" box (pictured in **Figure 54**).
- If you want a case sensitive search, click the "match case" box (pictured in **Figure 54**).
- Enter a search word in the Find text field (pictured in **Figure 54**).
- Click the "Find" button (pictured in **Figure 54**).

At this point, NoteKeep will begin to search through all the notes in whatever (sub)Topic you have selected and list the found occurrences of the search word in the results area. Pictured below is a topic search example using the word "cat":
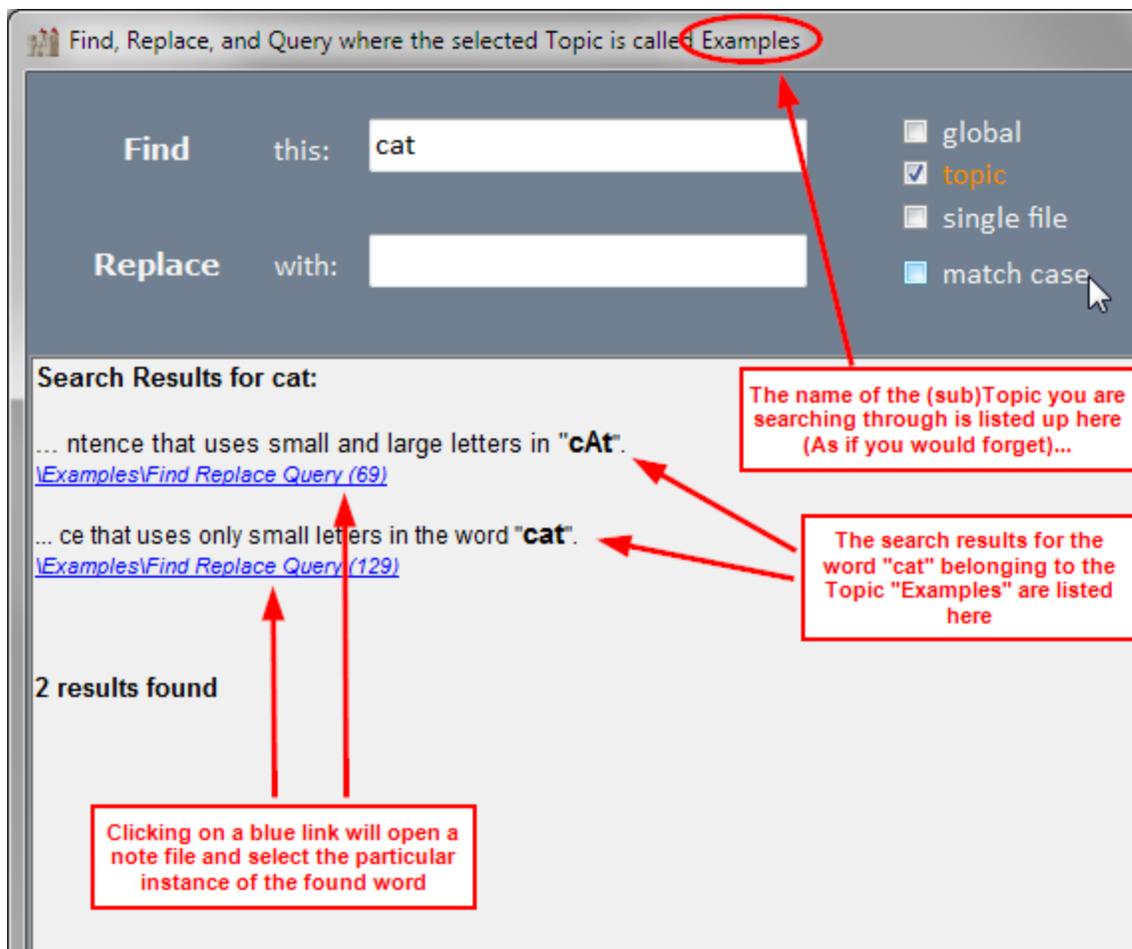
**Figure 55 (Topic search example)**

Notice the black Search Result text in **Figure 55**. These lines provide the context from which the individual search results appear, and the search words themselves are enumerated in **bold** text. Beneath these black lines are blue lines. The blue lines contain the NoteKeep file paths that the individual search results reside in as well as the pertinent character location within the note document. At this point, you may view the note file containing the found keyword(s) by double left-clicking the desired blue line within the Search Result window.

*Note: For any topic search operation, only the first 1000 instances of the found item will be displayed in the results window.*

**Global search**

Global searches count "white space" as search items. For example, if you search for the phrase "cow " (which contains a space after the letter "w"), then "cow." will not turn up in the search results since the "w" is not followed by a space character.

A global search is one that pertains to all your NoteKeep notes. It is performed as follows:

- Open the Find, Replace, and Query file management window.
- Select the "global" box (pictured in **Figure 55**).
- If you want a case sensitive search, click the "match case" box (pictured in **Figure 55**).
- Enter a search word in the Find text field (pictured in **Figure 55**).
- Click the "Find" button (pictured in **Figure 55**).

At this point, NoteKeep will begin to search through all your notes and list the found occurrences of the search word in the results area.  Pictured below is a global search example using the word "cat":
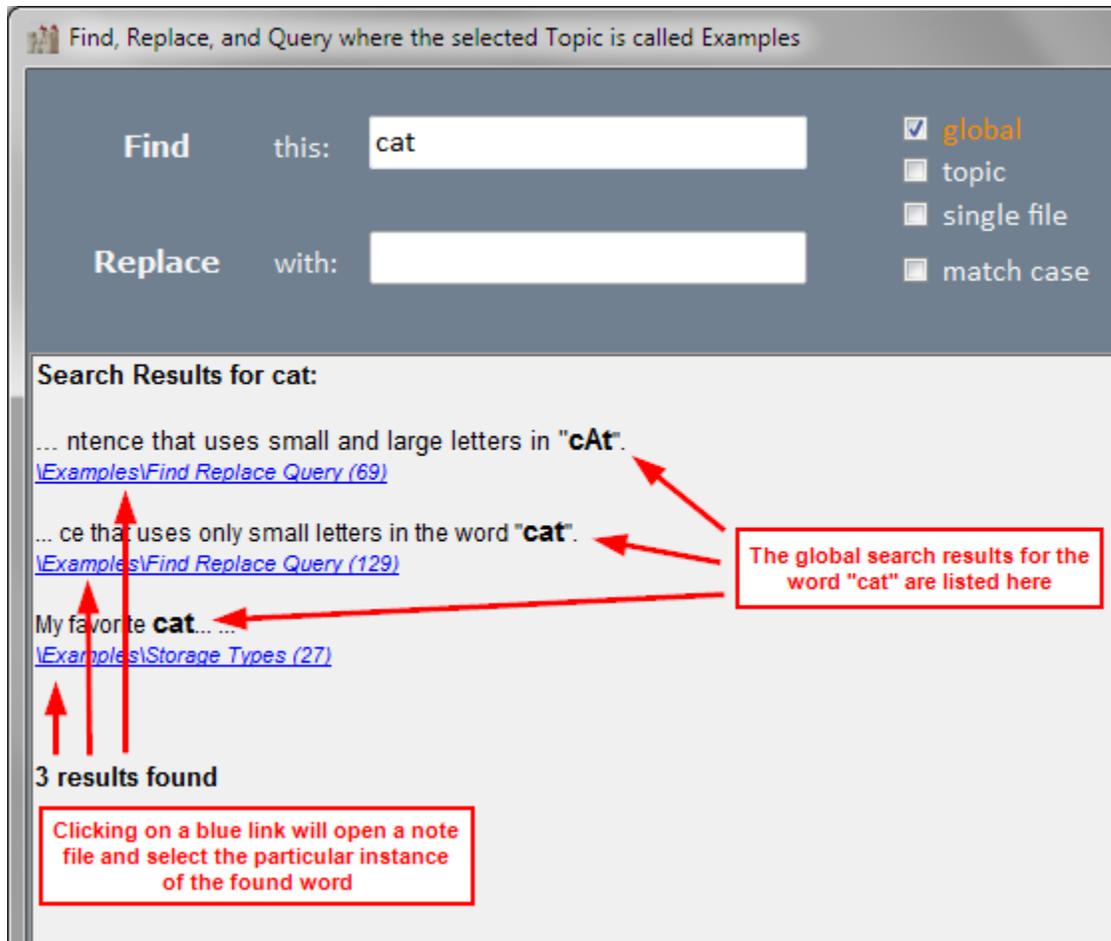


**Figure 56 (Global search example)**

Notice the black Search Result text in **Figure 56**.  These lines provide the context from which the individual search results appear, and the search words themselves are enumerated in **bold** text.  Beneath these black lines are blue lines.  The blue lines contain the NoteKeep file paths that the individual search results reside in as well as the pertinent character location within the note document.  At this point, you may view the note file containing the found keyword(s) by double left-clicking the desired blue line within the Search Result window.   For example, this was done to the middle blue line shown above in **Figure 56**.

*Note: For any global search operation, only the first 1000 instances of the found item will be displayed in the results window.*

**Query Operations**

Sometimes a Global or Topic level word search can yield too many results to skim through (up to 1000). At this point it can be desirable to "search through your search results" to narrow things down a bit. This can be done as many times as you like using a query operation.

A query operation is performed as follows:

- Perform a global or topic level search
- Enter a search word into the "Query…" textbox (see **Figure 57**)
- Press the "Query the Search Results" button (see **Figure 57**)
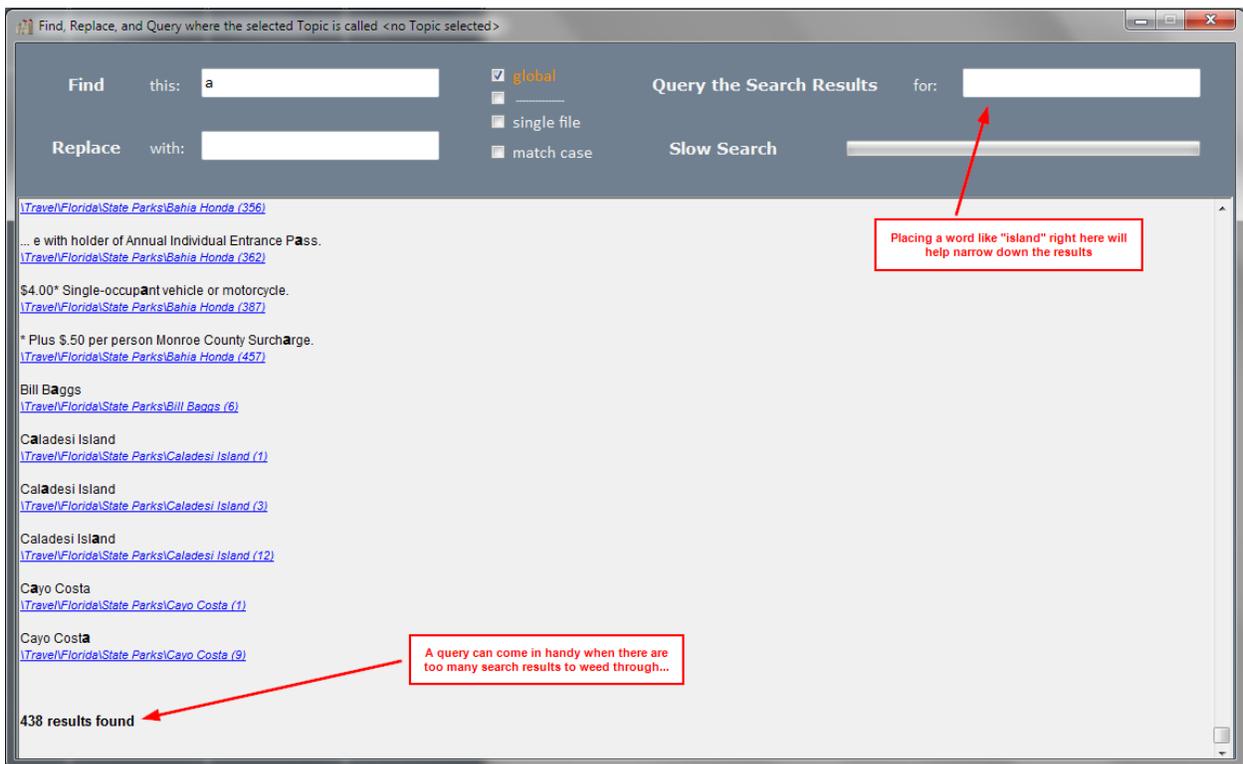


**Figure 57 (Query the Search Results example part 1)**

At this point, NoteKeep will open a new window containing the found occurrences of the word you queried for (again limited to 1000 results):
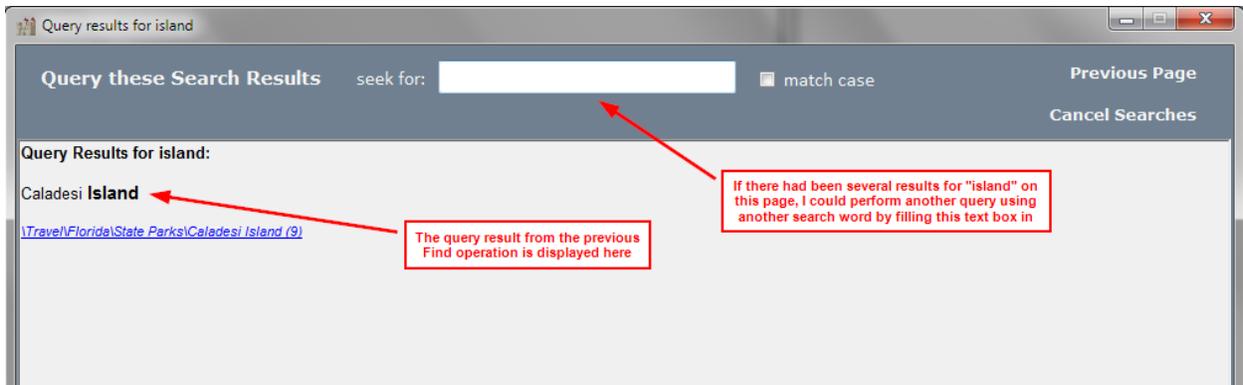
**Figure 58 (Query the Search Results example part 2)**

If you desire to perform additional queries fill in the textbox (see **Figure 58**) and click the "Query these Search Results" to initiate the query.

# Copy/Move

There is a special area titled "Backing up your notes" below for those simply interested in this functionality, but first please read the following paragraph.

Copy and Move options are powerful and permanent. Unlike the delete button, no "saving grace" trash can is in play for these operations. For example, you can move 400,000+ files to a new location via copy/move functionality. If you are not careful, you may end up unintentionally overwriting 400,000+ other files in the process. Due to the potential for error, the user is encouraged to act at a reasonably-paced manner when using copy/move functionality.

Each Topic and Subtopic created by NoteKeep has two parts, a directory and corresponding rich text format (rtf) file. The directories are used to contain Subtopics (and their corresponding rtf files), and the rtf files are used to contain notes.

 If you wish to Copy or Move Topics or Subtopics, simply copy/move the directory and the file will automatically be moved/copied along with it.

**Copy and Move rules and tips:**

- If you leave the "from:" text area blank, NoteKeep will supply it with the NoteKeep directory. This makes backing up and copying "all your notes" a bit easier.
- Excepting the previous rule, full path and directory names need to be supplied when copying or moving files.
- Total file path lengths may not exceed 246 characters.
- Only copy items that "match up" into NoteKeep. In other words, only copy .rtf files with matching directories (and vice versa) into NoteKeep. If you don't do this your NoteKeep library will be in disarray, and NoteKeep will be unable to act properly with it.

- If you copy or move a directory into a NoteKeep area, its matching file will also be copied or moved if it exists. For example, if you copy the "Bible Notes" directory somewhere else into NoteKeep, its matching "Bible Notes" rtf file will be moved alongside of it.
- Only a single note file name or directory name should be entered in the "from:" text area.
- Only a single note file name or directory name should be entered in the "to:" text area.
- Don't try to copy or move a directory to a single note file.
- Don't copy or move high-level notes into low-level notes unless the consequences are reasonable. For example, If you have several "Bible Notes" Topic and Subtopic files and you copy these all down into "Biblical concepts > 2011 > Wednesdays Class ", you will lose NoteKeep visibility to several of these notes, since your new path names will be too long, in this case - "Biblical concepts > 2011 > Wednesdays Class> Bible Notes > Genesis > Chapter 22 > Verse 4".

**Copy**

Copy functionality may be used to do things such as backing up notes, sharing notes with others, and duplicating large amounts of note areas. Copying is performed using the Copy and Move note file management window.
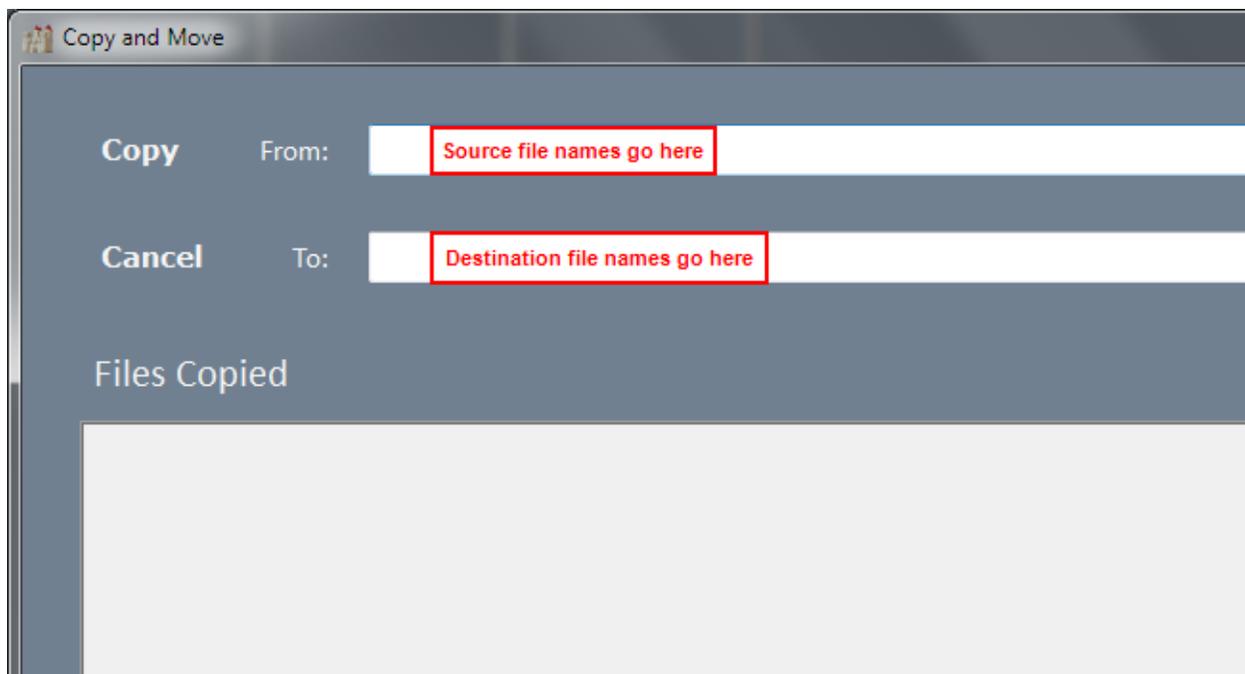


**Figure 59 (Copy example part 1)**

When copying file(s), you need a source file path and destination file path. The source path should be entered in the "from" textbox depicted in **Figure 59** and the destination path should be entered in the "to" textbox depicted in **Figure 59**. To make this a bit easier, an optional file dialog box is provided.

**In Figure 60,** an example Copy operation is depicted using the book of Genesis under the Topic "Bible Notes".
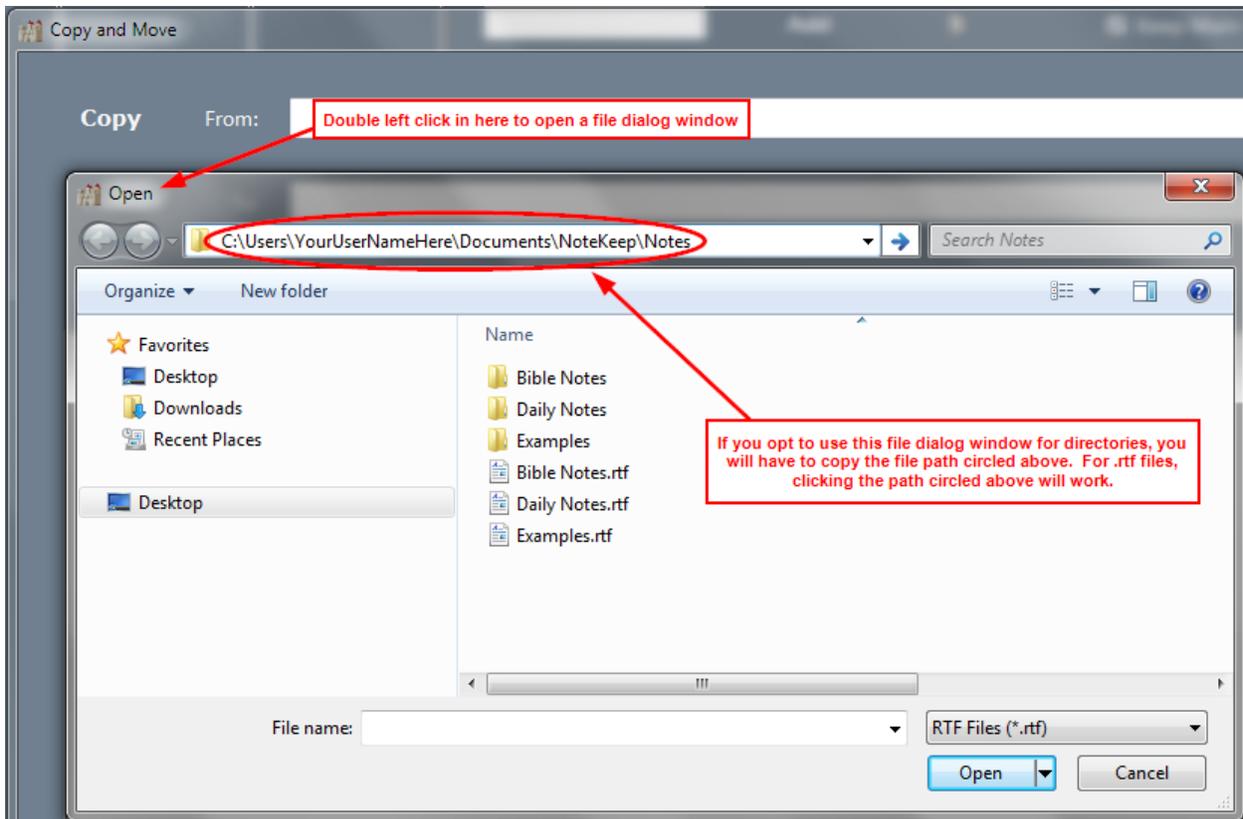
**Figure 60 (Copy example part 2)**

The use of the file dialog box is optional.  If you don't wish to use this box, simply enter the desired source file path in the "from:" text area (depicted in **Figure 59**) and proceed to the **Figure 61** instructions.

The file dialog box is opened by double left-clicking the "from:" text area field.  Once opened, the desired source file may be navigated to and selected.  In the case of a directory copy, you will have to either type the full directory path in the "from:" text area or copy the path name from the circled area depicted in **Figure 60** and paste it in the "from:" text area.  Once you have supplied a path name to the "from:" text area (and shut the open file dialog box), it should look like **Figure 61**.
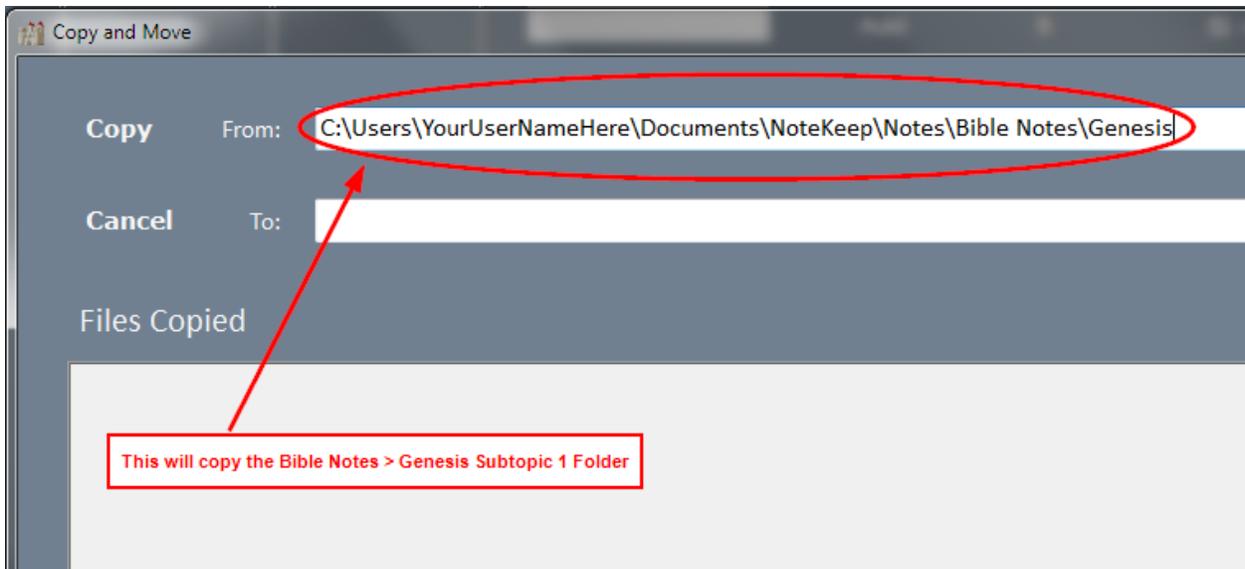
**Figure 61 (Copy example part 3)**

Next, the "to:" field should be supplied with the desired file path. This can be done in the same manner as described above for filling in the "from:" text field. Once this has been completed, the window looks like **Figure 62**:
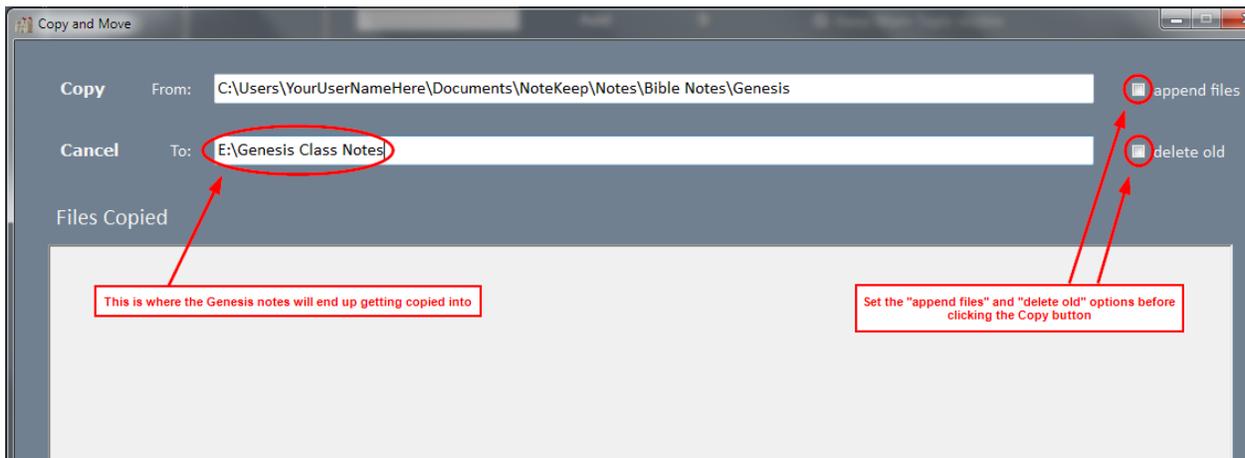


**Figure 62 (Copy example part 4)**

In this instance, the Genesis Subtopic item is getting copied to an SD card. Notice the two unchecked boxes, "append files" and "delete old", in **Figure 62**. You should set these as desired before hitting "Copy".

## Append Files

The "append files" checkbox allows users to blend notes into "previously existing" notes. For example, suppose a user wants to copy a "Bible Notes > Genesis" Subtopic into "Examples > My Notes" and *does*

*not* check the append files box beforehand.  In that case, the "My Thoughts > Genesis" Subtopic and everything it contains will be overwritten by the "Examples > My Notes" notes.

On the other hand, if a user chooses to check the "append files" box before hitting "Copy", the "Bible Notes > Genesis" Subtopic will be copied into the "Examples > My Notes" Subtopic .  Nothing is overwritten - they are simply blended together.  Here is a run through of this scenario:
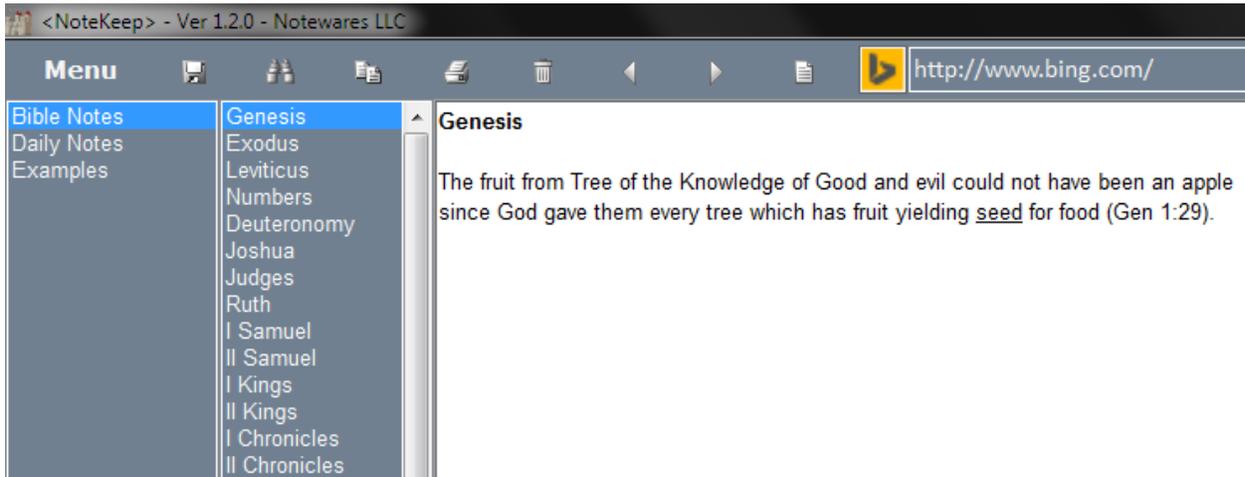


**Figure 63 (Append example part 1)**

**Figure 63** contains a sample "Bible Notes > Genesis" Subtopic file.  This Subtopic will be copied using "append files" to this "Examples > My Notes" Subtopic pictured in **Figure 64**:
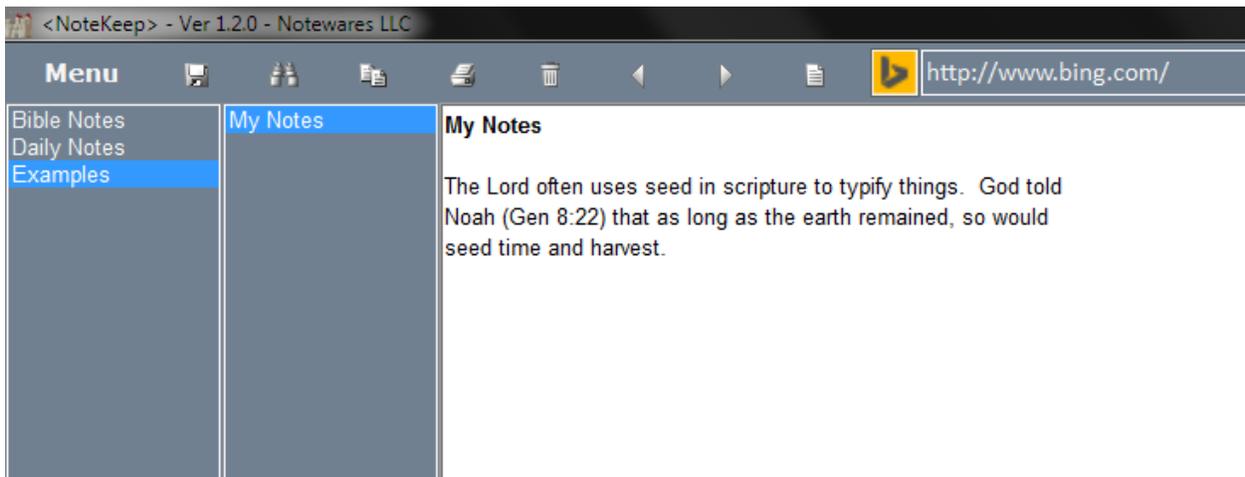


**Figure 64 (Append example part 2)**

Be sure to check the "append files:" box before hitting copy.
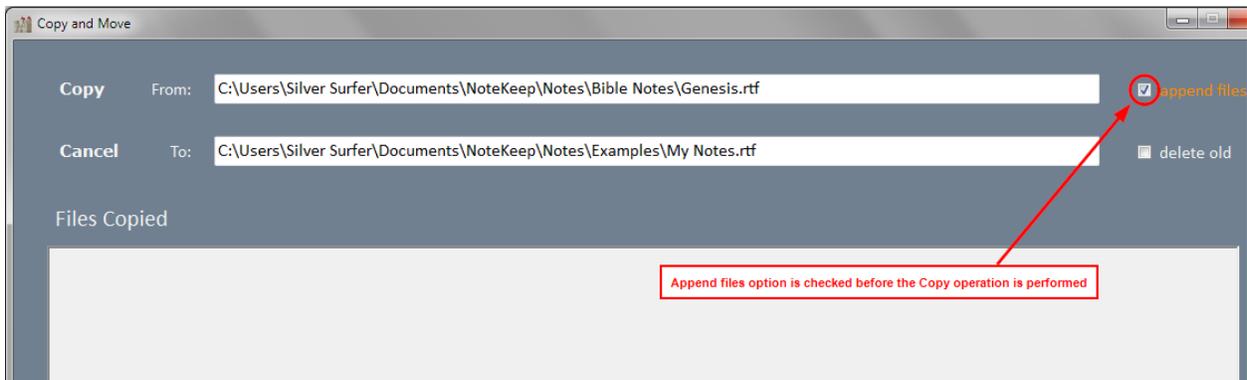
**Figure 65 (Append example part 3)**

At this point, the user is asked if they want to append the source files above the destination files.   If the user selects "Yes", this will happen - otherwise the source files will be appended beneath the destination files.  "Yes" will be selected for this example:
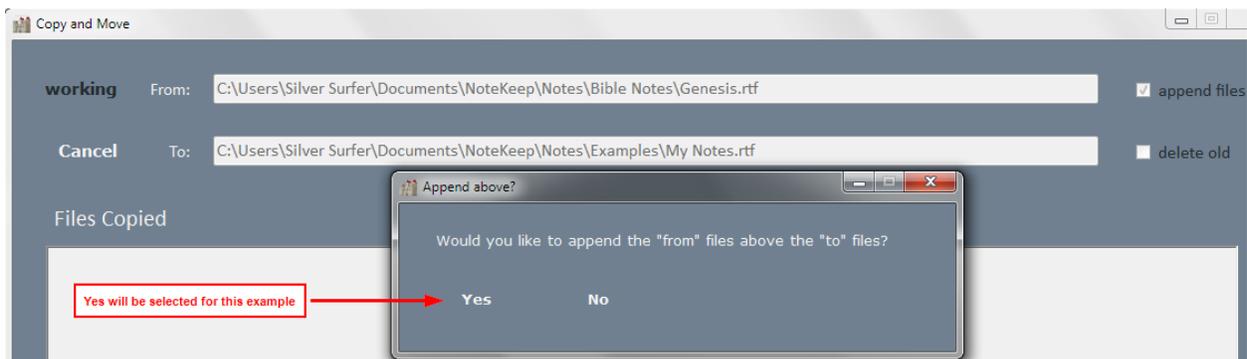


**Figure 66 (Append example part 4)**

Once "Yes" is selected and "Copy" is pressed:
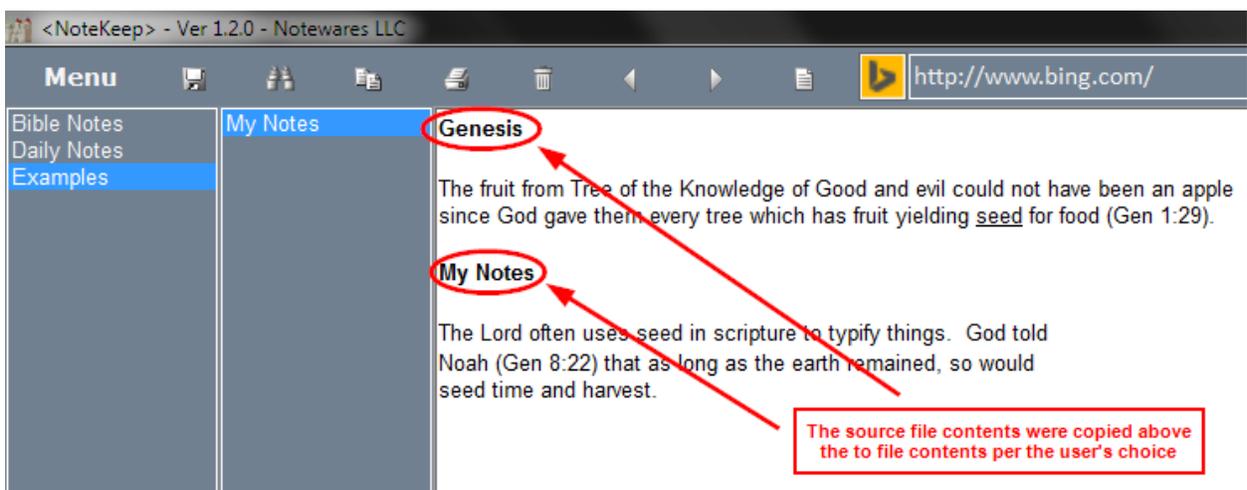


**Figure 67 (Append example part 4)**

The copy operation using the "append files" option has taken place.

**Delete old (serves to move files)**

If this box is checked, source files get copied to the destination location and the original source files are then deleted.  This effectually results in a file move from the source to the destination.

**Backing up your notes**

USB flash drive and SD cards typically make the easiest backup sources, since no file formatting is required.

Before an example is illustrated, it is important to note that this example only copies the "current" version of NoteKeep notes onto a USB flash drive – it overwrites any previously existing NoteKeep notes stored at the same location on the USB flash drive.  If you wish to store differing versions of notes on the same storage device, you will need to adjust your storage path names accordingly.

The following steps and pictures demonstrate how to back up notes using an USB flash drive.

After connecting the USB flash drive to your machine, a window will pop up that looks something like this:
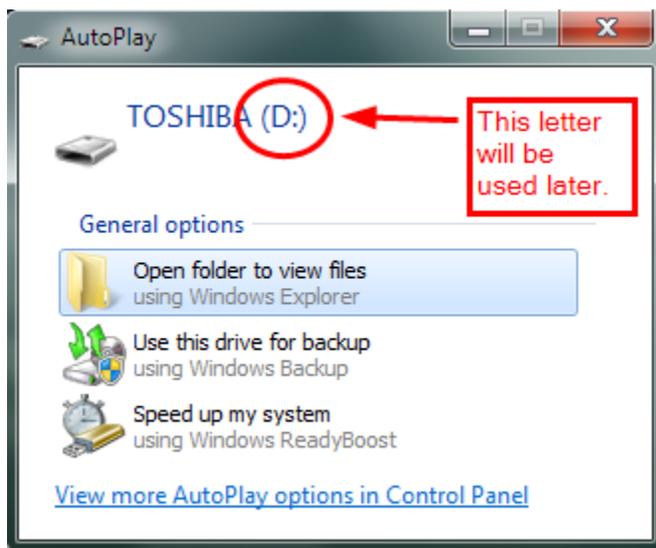


**Figure 68 (Note backup example part 1)**

Take note of the circled drive letter (for example "D" in **Figure 64**) that appears in your pop up window – it will be used later.

Next, the NoteKeep Copy and Move file management window must be opened.  This can be performed by clicking the object #4 button (pictured in the Top Level Objects section).

After the Copy and Move window is opened, only more two things need be done:
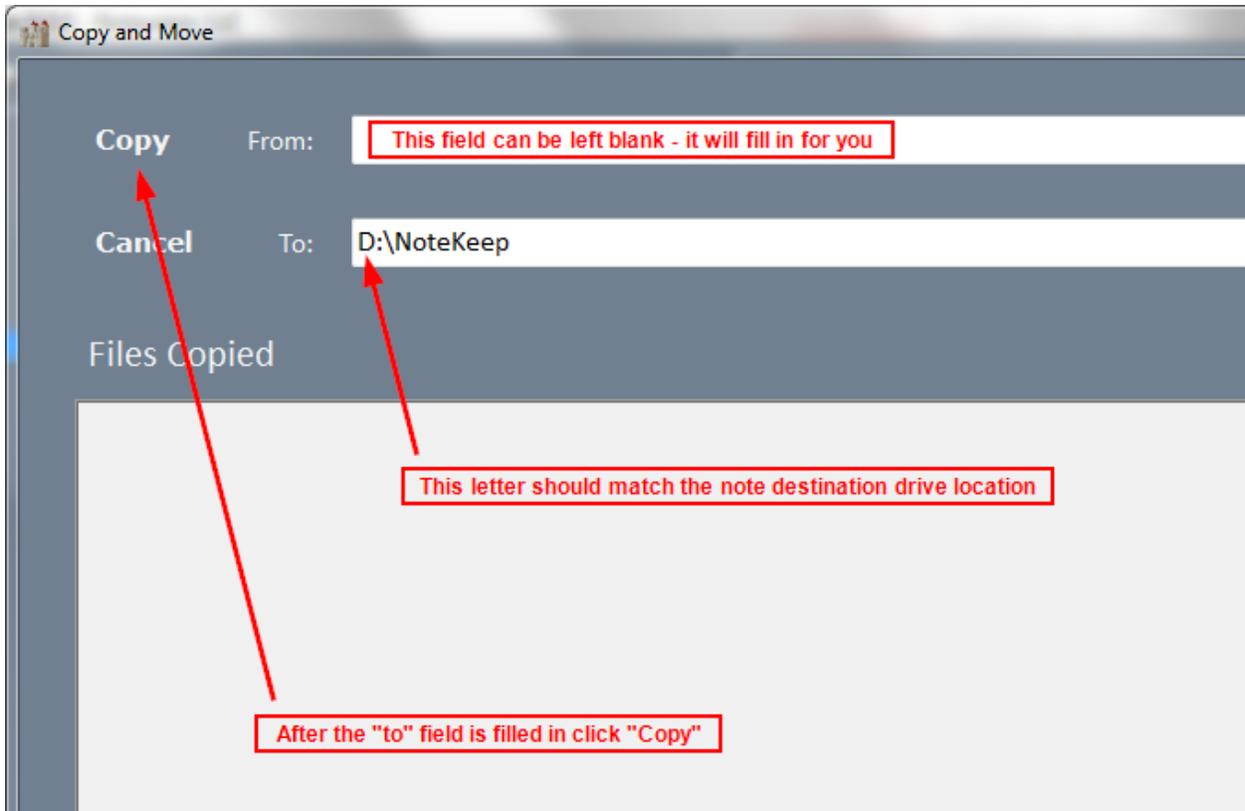
**Figure 69 (Note back up example part 2)**

First, you should fill in the "to" field so it looks like the "to" field in **Figure 69** (be sure to use your destination drive letter – see example **Figure 68**).

Second, click "Copy". At this point, all your notes will be copied into the "NoteKeep" folder of your storage device.

Following the example above, the notes may be accessed at any time by doing the following:

- Insert the previously used USB flash drive to your machine.
- Click the "Open folder to view files" option in the popup window (see example **Figure 68** above). At this point, the contents of the USB flash drive will be displayed in the newly opened window.
- The file titled "NoteKeep" (see example **Figure 70** below) will contain the most recent copied version of your notes.
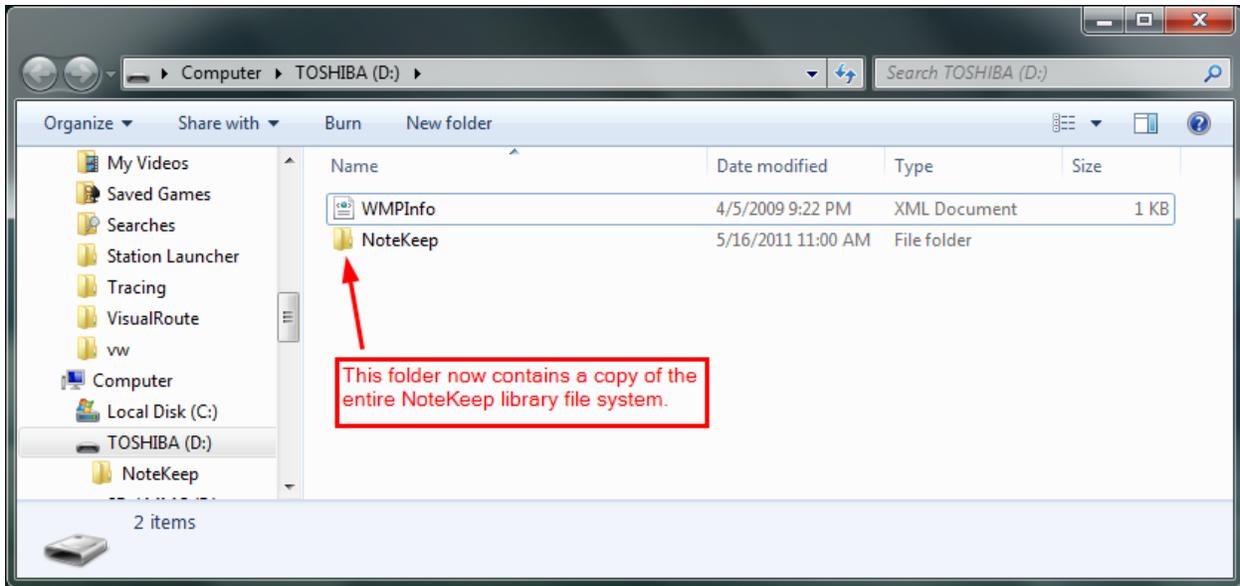
**Figure 70 (Note back up example part 3)**

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