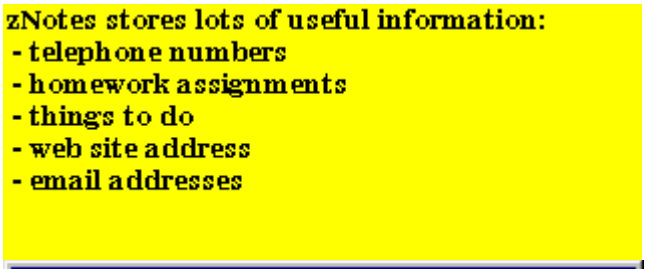
Welcome to zNotes™

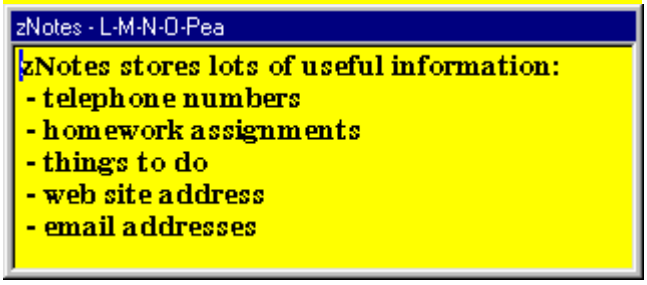
Getting Started – New Notes
Setting Note Properties
Show, Hide, Delete, Close
Edit Operations
File OperationsRun at Startup

Copyright Information

Getting Started – New notes



When zNotes is running on your desktop, the notes will appear like the image to the left.



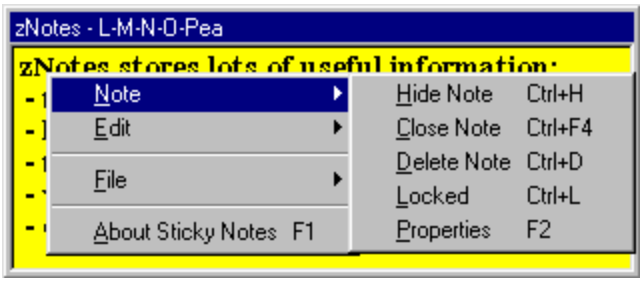
When you click on a zNotes, a border and title bar are added. This allows you to edit the note.

On your system tray (the area in the lower-right corner of Windows 95/NT), you will see the zNotes icon. This icon appears as a yellow note at a slight angle. To begin a new note, right click on this icon and select “New Note”.

From this icon, you can also “Close” zNotes. This will close all active notes. However, if you start zNotes again, or it starts up automatically when Windows starts, the notes will reappear.

Next: Setting note properties

Setting note properties



zNotes has an extensive properties list which allows you to control the appearance of the notes. Right-click on a note and you will see a menu appear. Click “Note” and then “Properties” to access the properties menu.

If you wish to change the font, click on the font in the font area. A window dialog will appear allowing you to select the properties of the font.

If you wish to change the background color of the note, click on the background color area and a color picker dialog will appear, allowing you to change these options.

If you wish to make the note appear “Always on Top”, or above all other applications at all times, select this option.

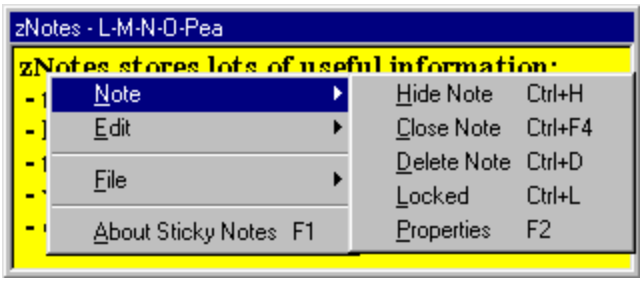
If you would like to title your zNotes, enter the title in the area provided.

When you have made all selections, click “OK”.

If you would like these settings to become your default for all new notes, click “Set Default”.

Next: Show, Hide, Delete, Close

Show, Hide, Delete, Close



zNotes allows you to manipulate your notes in many ways. This, consequently, leads to some confusion as to what each selection does.

Show: When you select “Show All” from the zNotes icon in your system tray, zNotes opens every note in the database for you to see.

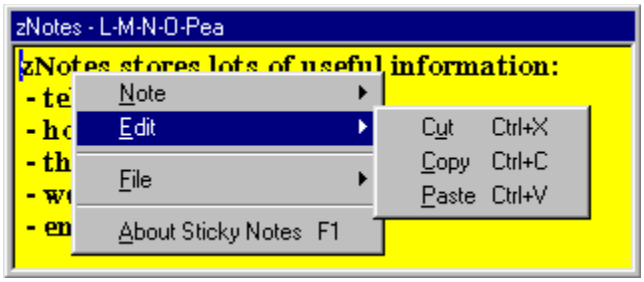
Hide: When you select “Hide note” or “Hide All” from the individual note or the zNotes icon in the system tray, zNotes hides either the individual note or every note, respectively. They will be hidden until you select “Show All” from zNotes icon.

Delete: When you select “Delete Note” from the individual note, the note is deleted from the database permanently. It cannot be recovered or “unhidden”.

Close: Closing a note will cause it to disappear while zNotes is presently open. That is, if zNotes is set to open automatically when you start Windows, and you close a note, the note will appear after you restart Windows and zNotes is restarted.

Next: Edit Operations

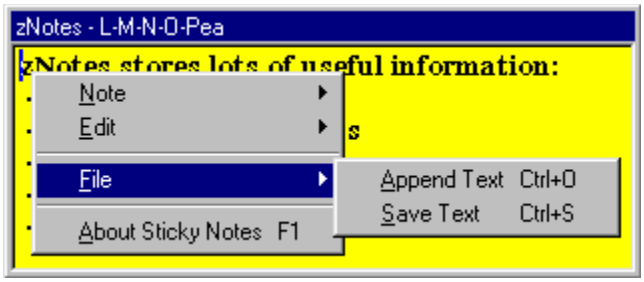
Edit Operations



zNotes provides a standard suite of editing tools: Cut, Copy, and Paste. These tools conform with the general Windows methods for working. That is, cut will cut any selected text to the Windows clipboard. Copy will copy selected text to the Windows clipboard. Paste will insert text at the cursor from the Windows keyboard. You can use these features to move information between zNotes and other applications, such as Notepad.

Next: File Operations

File Operations



zNotes features two standard file operations: Save and Append. If you select Append (after right-clicking on the note and select “File”), a dialog box will appear. Select the file you wish to append to the current note and the text will be imported.

If you wish to save the current contents of the zNote, click “Save” and enter an appropriate filename. The contents will be saved.

Note: *zNotes saves and appends plaintext (.TXT) files only!*

Next: Run at Startup

Run at Startup

zNotes can be configured to open automatically when Windows starts. If you right-click on the zNotes icon in the system tray in the lower-right corner of Windows, a menu will appear. If there is a check-mark next to “Run at Startup”, this means that zNotes is configured to startup with Windows. Select it to either engage or disengage this functionality.

Copyright Information

Use of this software constitutes your acceptance of the license agreement enclosed in the packaging or Compact Disc of this product.

For information regarding the license agreement and this software, please contact:
Little Pizazz, Inc.
PO Box 598
Holland, OH 43528
(419) 868-5437
or, write to: software@littlepizazz.com
http://www.littlepizazz.com

PENCILPad:
Copyright © 1997 FreshWater, Inc. All Rights Reserved.
Copyright 1997 © Little Pizazz, Inc. All Rights Reserved.
PEATTITUDES™ © 1997 Creative Excellence, Inc. licensed by Easel Street Studio.