

## **Contents for Noted! Help**

To learn how to use Help, press F1.

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## **About Noted!**

Noted! is a straightforward, flexible tool for Windows. It can be used to organise all sorts of information, from simple phone messages to alarms, contact information and card index systems.

Noted! was written in 1994-1995 by Steven Porter using Turbo Pascal for Windows 1.5. Noted! © 1994-1995 Steven Porter. Portions of this product are copyright Borland International and Microsoft.

Noted! is distributed as shareware.

## Acknowledgements

Thanks to the beta testers for the reports, suggestions and encouraging comments:

| <b>Name</b>      | <b>Beta Testing</b>  |
|------------------|--|
| Bill Barnet      | Suggestions from Notes 1.5, testing and suggestions for Noted! beta 1.   |
| Christophe David | Ongoing testing and suggestions of Notes 1.3, 1.5, 2.0 and intermediate versions. Testing of Noted! alpha under Windows 3.1. |
| Kirk Roybal      | Testing and suggestions for Noted! beta 1 under Windows 95 Final Beta.   |
| Nathan Watson    | Testing and suggestions for Noted! beta 1 under Windows 3.1.   |

Thanks to Borland International for their product Turbo Pascal for Windows which was used to write Noted!.

## **Requirements**

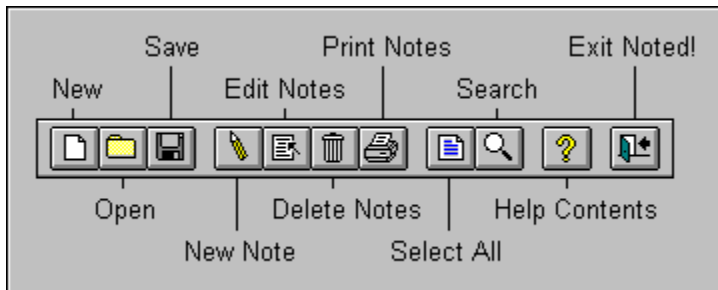
Noted! requires a minimum of:

- IBM compatible PC AT
- Microsoft Windows 3.1 or better.
- Mouse, trackball or pointing device is desirable
- Keyboard

## Toolbars

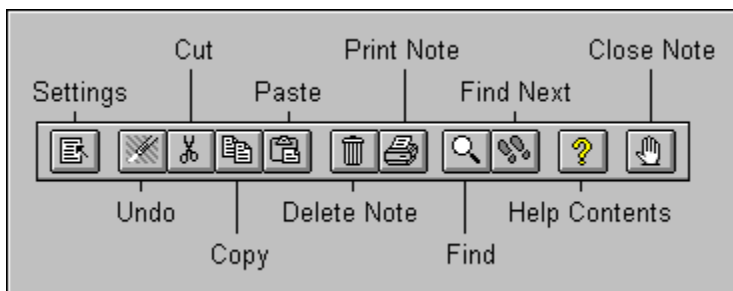
Noted! has two toolbars. One is in the main window, and the other is in each of the notes' windows. Context-sensitive help text will appear on the screen next to the pointer if you hold the pointer steady for a second over the toolbar button.

### Main Window Toolbar



| Button        | Menu Equivalent             |
|---------------|-----------------------------|
| New           | File/New                    |
| Open          | File/Open                   |
| Save          | File/Save                   |
| New Note      | Edit/New/Note (Default)     |
| Edit Notes    | Edit/Edit                   |
| Delete Notes  | Edit/Delete                 |
| Print Notes   | Edit/Print...               |
| Select All    | Edit/Select All             |
| Search        | Edit/Walk Through Search... |
| Help Contents | Help/Contents               |
| Exit Noted!   | File/Exit                   |

### Note Window Toolbar



| <b>Button</b> | <b>Menu Equivalent</b>          |
|---------------|---------------------------------|
| Settings      | Note/Settings...                |
| Undo          | Edit/Undo                       |
| Cut           | Edit/Cut                        |
| Copy          | Edit/Copy                       |
| Paste         | Edit/Paste                      |
| Delete Note   | Note/Delete                     |
| Print Note    | Note/Print...                   |
| Find          | Search/Find...                  |
| Find Next     | Search/Find Next                |
| Help Contents | Main Window Menu: Help/Contents |
| Close Note    | Note/Close                      |

## Contacting the Author

If you have any comments or suggestions about Noted! or any of my other shareware, then please feel free to drop them in the post, or e-mail them to my CompuServe address:

Steven Porter  
27 Elm Place  
Aberdeen  
United Kingdom  
AB2 3SN

CompuServe: 100421,505  
Internet: 100421.505@compuserve.com  
Telephone: (international) +44 1224 633248 or (UK) 01224 633248

## **Noted! Distribution**

You are free to distribute this version of Noted! providing the following conditions are adhered to:

All files contained within the original ZIP or compressed file must remain unmodified.

All files contained within the ZIP or compressed file must be kept together.

You must not distribute a registered version of Noted!, nor should you reveal your registration ID to anyone else.

Please feel free to distribute the unregistered software to friends and upload onto electronic systems, including BBSs, Internet etc.

If you intend including Noted! on a magazine disk, in a shareware catalog, or distributing it in some way other than simply uploading it to an on-line system, I'd appreciate it if you could let me know.

### **See Also**

[Contacting the Author](#)



## Registration

Noted! is distributed as a shareware. If you intend to continue using Noted! after the 30 day evaluation period, you must register Noted! with the author. There are a number of reasons why you should register this copy of Noted!.

Registration is US\$20.00 or UK£10.00. This is for one copy of Noted!. Registration for multiple copies can be discussed with the author.

Credit Card registrations can be accepted by PsL to register Noted!

**CompuServe** users can **GO SWREG** and register product id **7158**.

Registration can be accepted by post, by completing the registration form.

### See Also

Contacting the Author

## **Why Register?**

If you're not convinced you should register...then read on:

- You find Noted! useful
- You want unlimited technical support
- You get a register ID, and the registration reminder dialogs are removed.
- You get a free copy of the most recent version of Noted!
- You receive evaluation copies of many other shareware products - free!
- You will be the first to know about new versions when released!
- You will be able to upgrade to newer versions - free!
- You're really a decent, honest human being underneath<g>
- You want to see more quality shareware like this being developed.

## Noted! v3.0 Registration Form

### Addressed To

Steven Porter  
(Noted!)  
27 Elm Place  
Aberdeen  
United Kingdom  
AB2 3SN

### Registration

[  ] I wish to register my copy of Noted!. I enclose the registration fee of ten pounds sterling (UK £10.00) or equivalent.

### Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signed: \_\_\_\_\_

**registration payment**

Payment for registration through postal mail can be done in a number of ways:

- 1 United Kingdom bank cheque
- 2 Eurocheques
- 3 Postal Money Order, written in UK pounds sterling
- 4 UK pounds sterling currency
- 5 US dollars currency

I suggest that \$20.00 US is equivalent to £10.00. Regrettably, cheques in US Dollars cannot be accepted because of the cost of processing them.

Credit card payment cannot be accepted by postal mail to the author. All credit card orders must be handled by PsL.

## Credit Card Payment

Registration can be made by credit card to PsL (Public (software) Library).

You can register by MC, Visa, Amex or Discover.

When registering by credit card you must quote:

- Noted!
- Product ID **14188**
- credit card holder's name (as it appears on the credit card)
- credit card number and expiry date
- your postal address, telephone number and email address (where available).

Finally, to register do **one** of the following:

- |           |   |   |
|-----------|---|---|
| Telephone | • | 800-2424-PsL or 713-524-6394                          |
| Email     | • | 74777.3465@compuserve.com or 74777,3465 on CompuServe |
| FAX       | • | 713-524-6398  |
| Post      | • | PsL, PO Box 35705, Houston, TX 77235-5705.            |

Please note that the above addresses and numbers are for **credit card orders only**. The author of Noted! cannot be contacted at these numbers. Credit card companies do not allow me to process orders, so please do not send credit card details to me - only the above listed contacts can handle the credit cards.

Queries about shipment, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licences, and non-credit card orders must only be directed to the author personally.

To insure that you get the latest version, PsL will notify me the day of your order and I will process the registration within a day or two.

## How To...

The list below list shows some of the topics which describe how to go about using certain facilities that Noted! offers.

### How To...

[Change how the notes are \*\*displayed\*\* in the main window list](#)

[Change the \*\*icon\*\* used for a note](#)

[Change the \*\*time, date\*\* and other \*\*settings\*\* of the note](#)

[Change the way the \*\*alarm\*\* sounds](#)

[Change the way the notes are \*\*sorted\*\*](#)

[Create notes of different \*\*types\*\*](#)

[Give the Noted! file a \*\*title\*\*](#)

[Make Noted! \*\*remind\*\* you to check your notes before exiting](#)

[\*\*Password\*\* protect the notes](#)

[\*\*Print\*\* the notes](#)

[\*\*Search\*\* the notes](#)

[Set a Noted! file to \*\*load automatically\*\* when Noted! starts up](#)

### See Also

[Hints and Tips](#)

## Searching

Searching can be performed in a variety of ways. In the main window, the commands can be accessed through the following menu options:

| <b>Menu Option</b>                                       | <b>Description</b>  |
|--|---|
| Edit/Walk Through Search                                 | This command allows you to search the selected notes for some text. As the given text is found, the search is halted, and the note is opened - displaying the found text. The search can continue to look for the next instance of the text, or cancelled completely. This search option allows you to edit the text as you search.   |
| Edit/Selection Search/Title                              | This command allows you to search the selected notes for notes with certain titles, or for notes with titles containing certain text. The matching notes can then be selected, or deselected.   |
| Edit/Selection Search/Time<br>Edit/Selection Search/Date | These two commands search the selected notes for notes with times and dates within a given range (respectively). The matching notes can then be selected, or deselected.  |
| Edit/Selection Search/Priority                           | This command allows you to search the selected notes for notes which have certain priorities. The matching notes can then be selected, or deselected.   |
| Edit/Selection Search/Alarm                              | This command searches for notes that have alarms set. The matching notes can then be selected, or deselected.   |
| Edit/Selection Search/Done                               | This searches the selected notes for those notes that have a particular "done" settings. The Done flag can either be "completed", "incomplete" or "N/A". Some or all of these settings can be matches. The matching notes can then be selected, or deselected.  |
| Edit/Selection Search/Text                               | This command allows you to search the note text for keywords. Up to three keywords (or strings) can be specified. Options are available to determine whether OR or AND boolean logic is used to make matches. For example, the selected notes can be searched for notes with text containing "apples", "pears", or "bananas". Alternatively, the search could locate notes that containing both "bread" and "water" rather than just any one of the specified keywords. |

A simple "walk through search" equivalent is available in each note window. The menu commands Search/Find... and Search/Find Next allow the user to browse through instances of a given string within the open note window.

### See Also

[Search Title Dialog](#)  
[Search Time Dialog](#)  
[Search Date Dialog](#)  
[Search Priority Dialog](#)  
[Search Done Dialog](#)  
[Search Text Dialog](#)

## Main Window Menu Commands

### File Menu Commands

| Menu Command | Description                                       |
|--------------|---|
| New          | Creates a new Noted! (*.NTD) file.                |
| Open...      | Opens a Noted! file from disk.                    |
| Save...      | Saves the current notes to a Noted! (*.NTD) file. |
| Save As      | Saves the notes to disk under a new filename.     |
| Exit         | Quits Noted!.                                     |

### Edit Menu Commands

| Menu Command           | Description   |
|------------------------|---|
| New                    | Creates a new note. The type of note created can be chosen from the sub-menu.   |
| Edit                   | Opens the selected notes (the notes which are selected in the main window list) for editing/viewing.  |
| Delete                 | Deletes the selected notes.   |
| Print...               | <u>P</u> rints the notes.   |
| Select All             | Selects all of the notes in the main window list.   |
| Walk Through Search... | Cycles through the selected notes <u>s</u> earching for some text.  |
| Selection Search       | <u>S</u> earches the selected notes for titles, times, dates, priorities, alarms or done flags or text and selects or deselects the matching notes. |
| Settings...            | Opens the <u>s</u> ettings dialog for the selected notes.   |
| Copy To...             | Copies only the selected notes to create a new Noted! file.   |
| Paste From...          | Inserts notes from a Noted! file on disk.   |
| Save As Text...        | Saves the selected notes as a text file.  |
| Insert Text...         | Creates a new note, inserting text from a text file on disk.  |

### Options Menu Commands

| Menu Command       | Description  |
|--------------------|--|
| General Options... | Opens the <u>o</u> ptions dialog.  |
| Fonts              | Perform changes to either the font used to display the notes in the main window list, or the font used to display the notes in their note windows. |
| Note Types...      | Opens the <u>n</u> ote types dialog.   |
| Title...           | Allows you to set a <u>t</u> itle for the Noted! file.   |
| Password...        | Change the <u>p</u> assword for the Noted! file.   |



|            |  |
|------------|--|
| Sorting... | Change the way the notes are <u>sorted</u> in the main window list.    |
| Display... | Change the way the notes are <u>displayed</u> in the main window list. |

### **Window Menu Commands**

| <b>Menu Command</b> | <b>Description</b>   |
|---------------------|--|
| Minimize All        | Reduces all of the open note windows to icons on the desktop.      |
| Close All           | Closes all of the note windows. Changes to the notes are not lost. |

### **Help Menu Commands**

| <b>Menu Command</b>   | <b>Description</b>   |
|-----------------------|--|
| Contents              | Opens the help file at the contents page.  |
| Search for Help on... | Opens the help file, and allows the user to search for help on a keyword.                  |
| How to use Help       | Opens the Windows "Help" help file, allowing the user to learn how to use the help system. |
| About Noted!...       | Displays brief information about Noted!.   |

### **See Also**

[Note Window Menu Commands](#)

## Note Window Menu Commands

### Note Menu Commands

Note menu commands refer only to the the current note. No other notes are affected by the Note menu commands.

| <b>Menu Command</b> | <b>Description</b>                                     |
|---------------------|--|
| Delete              | Deletes the note.                                      |
| Print...            | <u>Prints</u> the note.                                |
| Settings...         | Opens the <u>settings dialog</u> for this note.        |
| Copy To...          | Saves only the current note as a separate Noted! file. |
| Save As Text...     | Save the current note as a text file.                  |
| Insert Text File... | Inserts a text file from disk.                         |
| Close               | Closes the note, updating any modifications.           |

### Edit Menu Commands

| <b>Menu Command</b> | <b>Description</b>   |
|---------------------|--|
| Undo                | Reverses the last edit action.                                     |
| Cut                 | Cuts the selected text to the clipboard.                           |
| Copy                | Copies the selected text to the clipboard.                         |
| Paste               | Inserts the text fromthe clipboard to the current insertion point. |
| Delete              | Deletes the selected text.   |
| Select All          | Selects all of the text in the note window.                        |

### Search Menu Commands

| <b>Menu Command</b> | <b>Description</b>  |
|---------------------|---|
| Find...             | Searches only the current note for some text.             |
| Find Next...        | Searches for the next occurrence of the text in the note. |

### See Also

[Main Window Menu Commands](#)

## Keyboard Shortcuts

There follows a list of keyboard shortcuts that can be used to speed up Noted! use.

| <b>Shortcut</b> | <b>Window</b> | <b>Action</b>                                     |
|-----------------|---------------|---|
| F1              | Main Window   | Opens the help file at the contents page.         |
| Ctrl+W          | Main Window   | Opens the <u>Change Password</u> dialog           |
| F5              | Main Window   | Edits the selected notes.                         |
| F6              | Main Window   | Deletes the selected notes.                       |
| F7              | Main Window   | Prints the selected notes.                        |
| Ctrl+Z          | Note Window   | Reverses the last edit action (Undo).             |
| Ctrl+X          | Note Window   | Cuts the selected text to the clipboard (Cut).    |
| Ctrl+C          | Note Window   | Copies the selected text to the clipboard (Copy). |
| Ctrl+V          | Note Window   | Inserts the clipboard text (Paste).               |

### **See Also**

[Hint and Tips](#)

## Settings Dialog

The settings dialog is used to change the various fields associated with each note.

To get to the settings dialog:

- Select the note in the main window list and select Settings... from the Edit menu, or
- Right-click on the note in the main window list, or
- Edit the note, and select Settings... from the Note menu, or
- Right-click on the toolbar in the note window, or
- Right-click on the text in the note window, or
- Select the Settings toolbar button in the note window toolbar.

The settings associated with a note are listed below:

| <b>Setting</b> | <b>Description</b>   |
|----------------|--|
| Title          | The title for a note can be edited in the settings dialog. This will be displayed in the note window's title bar. All note titles in the same Noted! file must be unique.  |
| Time           | The time setting can be edited using the small up/down arrows. The time format is 24-hour, in the hh:mm:ss format.   |
| Date           | The date setting is edited just like the time setting. The date format is based on the date format which is defined in the Control Panel International applette. In the US, this setting format is normally MM/DD/YY, but other settings are possible. The date will be formatted in the settings dialog in the appropriate way. |
| Alarm          | If the Alarm <u>checkbox</u> is checked, the alarm will go off. Alarm preferences can be set in the <u>Options dialog</u> . The alarm will go off at the time and date specified in the note.  |
| Done           | The Done setting is used to mark a note as "completed" or "incomplete". If the Done checkbox is checked, the note is "complete", if it is cleared, it is "incomplete". The Done checkbox can also be grayed, indicating that neither "complete" or "incomplete" is applicable.   |
| Always on Top  | Check this if you want the note to be a topmost window. If the note is a topmost window it will appear above all other windows on the screen.  |
| Priority       | Each note can have a priority assigned to it. This often signifies the importance of the note. Priority one is very important, whilst priority three is not important. A priority of "none" indicates that a priority is not applicable, or not required.  |
| Icon           | The <u>icon</u> associated with the note is used to represent the note when the note window is minimized. The note can use the default icon for the <u>note type</u> or a different icon. To select a different icon, click the Icon... button on the right. To revert back to the default icon, click the Default checkbox.     |

If any fields defined in the note type settings are not enabled, they will be grayed out in the the settings dialog and you will be unable to edit them. To modify the enabled/disabled fields, select you use the Note Type Fields dialog.



## Options Dialog

### Alarm Options

By selecting either None, Default Beep and WAV File you can set the noise made whenever an alarm is triggered. To choose the appropriate WAV file to be played, click on Browse... to select the file.

If you want a message box to also appear when the alarm is triggered, click on Pop-up Message.

If you set the noise to None, and do not want a message box to appear when the alarm is triggered, you will not know when the alarm goes off.

### Default File Options

This allows you to set a default file. Click on Browse... to select the NTD file.

### Remind on Exit

This option, when checked will set the Remind on Exit facility.

### Confirm Deletions

If you check this option, the computer will allow you to verify every deletion of a note. This prevents notes from being deleted by accident.

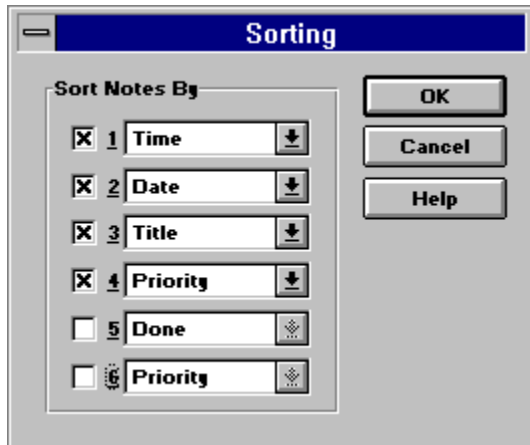
### Auto Save Option

This option saves the current NTD file to the temporary directory every five minutes. This minimises the risk of losing data. If you have a large NTD file open, you may wish to turn this option off because saving large files can be slow.

### Quick Note Icon

This option determines whether or not the Quick Note Icon is displayed.

## Sorting Settings



The Sorting dialog can be used to set how the notes in the Noted! file are sorted in the main window list. The notes can be sorted by up to 6 fields. You can sort the notes by their title (alphabetically), times and dates (earlier first), Alarms (set first), Done flag (Incomplete, complete then N/A), and Priority (One, Two, Three then None).

The above settings will sort all notes by time first. Notes with the same time will then be sorted by date. Notes with the same time and date will then be sorted by title. Notes with the same time, date and title will then be sorted by priority.

### See Also

[Display Settings](#)

## Display Settings

The display dialog can be used to determine which of the note's properties (or fields) are displayed in the main window notes list.

These settings can be different for various Noted! files, and thus each display settings is stored with the \*.NTD file.

For example, to display the notes' priorities in the main window list, check the Priorities checkbox. To display no priorities of any notes, clear the checkbox.

If a note is of a certain type that has a field disabled, that particular field will not be displayed regardless of the display dialog settings. For example, if the note titled "Phone Message#1" is a type of "Phone Message" note, and the display settings dialog has the Done checkbox checked, but the "Phone Message" note type has the Done field disabled, the Done field will not be displayed in the main window notes list.

At least one of the display options must be checked so that individual notes can be distinguished in the list.

### See Also

[Sorting Settings](#)



## **Note Types Dialog**

The Note Types dialog shows a list of the available types of note.

To create a new note type, click Add...

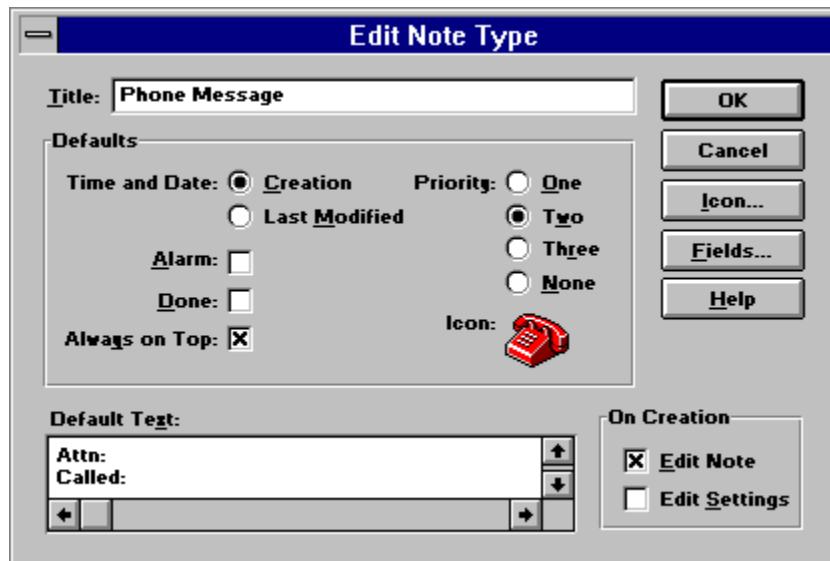
To edit an existing note type, select the name of the note type from the list, and click Edit...

To remove a note type, select the name of the note type from the list, and click Delete.... When you delete a note type, any notes previously created of that type will automatically become notes of the default type.

### **See Also**

[Note Types](#)

## Edit Note Type Dialog



The Edit Note Type dialog allows you to change various settings associate with each type of note.

The title of the note type, given above, is "Phone Message". This means that every note created of this type will have a default title of "Phone Message#1" and so on. All note types titles can be edited with the exception of the default note type.

### Time and Date

If this setting is Creation, then the default time and date will be the same as whenever the note was created. If the option is set to Last Modified, the time and date will be updated whenever the note changes.

### Alarm, Done and Always on Top

These settings will be the default values assigned to the note when it is created.

### Priority and Icon

The default priority of the note and the default icon of the note are shown. To select a different default icon, click on the Icon... button on the right of the dialog.

### Default Text

You may wish every note of this type to have a default text. This text will be inserted into the note whenever it is created.

### Fields Button

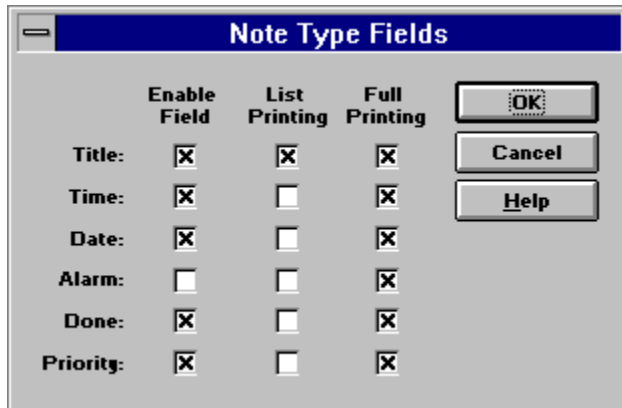
This button brings up the Note Type Fields dialog, allowing you to specify which fields are enabled and printed for this note type.

### On Creation

If you check the Edit Note checkbox, the note will be opened whenever it is created. Likewise, the note's

settings dialog will be opened when it is created if the Edit Settings checkbox is checked.

## Note Type Fields Dialog



|           | Enable Field                        | List Printing                       | Full Printing                       |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|
| Title:    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Time:     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Date:     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Alarm:    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Done:     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Priority: | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

The Note Type Fields dialog is used to determine which of the fields of a note are enabled and printed.

In the example dialog above, only the Alarm field is disabled. This means that alarms cannot be set for fields of this type.

If a field is not enabled (ie disabled) then that field will not appear in the main window list, regardless of the display settings. Fields must be enabled so that they can be modified/edited.

In the example above, only the title of each note will be printed in a list printing. However in a full printing, all of the fields will be printed. (Note that even though the alarm field is disabled, it can still be printed).

## **Search Title Dialog**

Enter the required text into the title edit box in the Search Title dialog box.

If you wish to search for notes whose title exactly matches the entered text, click on Exact Match. If you wish to search for notes that contain the entered text in their title, click on Contains.

If you wish the search to be case-sensitive, click on the case sensitive checkbox.

### **See Also**

[Searching](#)

## **Search Time Dialog**

Click Before if you wish to search for notes with times that are before a certain time (ie after 00:00:00 and before the given time). Click Between if you wish to specify a lower and upper limit for the times of matching notes. Click After if you wish to search for notes with a time after the given time (ie after the given time and before 23:59:59).

If either the Before or After options are selected, the appropriate time boxes will be greyed out and ignored.

If the Between option is used, the top time will determine the first time, and the bottom time will determine the last time within the range.

### **See Also**

[Searching](#)

[Search Date Dialog](#)

## **Search Date Dialog**

Click Before if you wish to search for notes with dates that are before a certain date. Click Between if you wish to specify a lower and upper limit for the dates of matching notes. Click After if you wish to search for notes with a date after the given date.

If either the Before or After options are selected, the appropriate date boxes will be greyed out and ignored.

If the Between option is used, the top time will determine the first date, and the bottom time will determine the last date within the range.

### **See Also**

[Searching](#)

[Search Time Dialog](#)

## Search Priority Dialog



Click on the checkboxes to choose which notes will be matched in the search.

For example, to search for the notes which have priorities one or two, clear the checkboxes labelled Three and None, and check the One and Two checkboxes, as shown above.

Clearing all four checkboxes will result in no notes matching the search criteria.

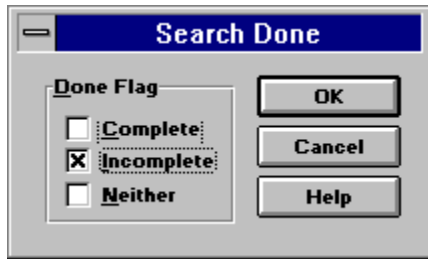
### See Also

[Searching](#)

[Search Done Dialog](#)



## Search Done Dialog



The Search Done dialog is used to search for notes by using the Done flag. The example above will find all of the notes (from within the selected notes) whose Done flag is not checked (ie cleared). This means that all "incomplete" notes will be found.

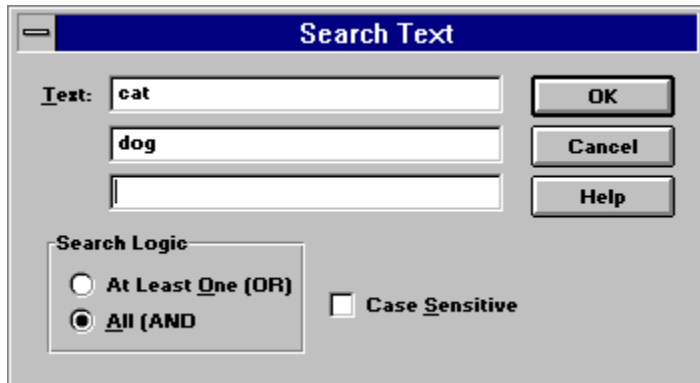
You can search for all incomplete and complete notes by checking the top two checkboxes. Naturally, checking all three checkboxes will result in all notes being "matched", and clearing all of the checkboxes will thus find no notes matching.

### See Also

[Searching](#)

[Search Priority Dialog](#)

## Search Text Dialog



The Search Text dialog is used to search the selected notes for some text(s).

Any number of the text boxes can be filled (here, two are filled with "cat" and "dog").

The Search Logic determines how to search is more than one text box is filled. In the example above, all notes containing both "cat" AND "dog" will be matched. Alternatively, if you check the OR Search Logic, all notes containing "cat" OR "dog" will be matched.

The Case Sensitive box is used as per normal.

### See Also

[Searching](#)

## Change Password Dialog

### To Set A New Password

By default, the Noted! file will not have a password. To set a password for the currently open Noted! file, you enter a password into both the password edit box and the verify edit box.

The password option in Noted! is case sensitive, so "Password", "password" and "passWORD" are all accepted as being different passwords.

To change the password, click OK. To forget about any changes, click Cancel.

### To Clear The Password

If you have set a password for the current Noted! file, you may then wish to clear the password at a later date. This will mean that whenever you open the file, you will not be prompted for a password.

To do this, delete all of the asterisks ("\*") from both the password and verify edit boxes in the Change Password dialog.

Click OK to make the change, or click Cancel to forget about clearing the password.

### See Also

[Password Protection](#)

## Note Types

Every note that is created is of a certain type. Every note type that is available has certain characteristics which define the way a note is.

Note types determine:

- 1 whether the time and date fields are used to show when the note was last modified.
- 2 the default settings for alarm, done, always of top, priority, icon, and text when the note is created; these settings can subsequently be changed for each individual note regardless of the default setting.
- 3 whether or not a note is opened automatically when it is created
- 4 whether or not a note's settings dialog is opened automatically when created
- 5 which fields are enabled; certain note types will never use alarms, for example, so the alarm field can be disabled
- 6 which fields are included in a list-style print
- 7 which fields are included in a full-style print.

Fields which are disabled cannot be edited in the settings dialog. Disabled fields will also never be displayed in the main window list, or included when the note is saved as a text file.

List style printing will not include the text of a note, whilst full printing does.

It is suggested that each note type be given a different default icon. This often makes it easier to identify a note when it is minimized on the desktop. A set of icons has been provided in the ICONS.DLL file.

### See Also

[Edit Note Types Dialog](#)

[Note Types Fields Dialog](#)

## Printing Notes

Printing the notes can be done in a number of ways:

- select the notes you wish to print, and choose Edit/Print... from the main window menu, or
- open the note you wish to print, and choose Note/Print... from the note window menu, or

The [note type](#) defines how each note will be printed.

Notes can be printed in two formats:

### List-Style and Full-Style Printing

List-style printing is useful if you want to simply print a list of your notes. List-style printing will print the chosen notes continuously on the page. Each note will only include those [fields](#) which have the List option checked in their note type dialog box. The text of the note will not be printed in the list-style print.

Full-style printing is much the same as list-style printing, but there are some significant differences. Again, each note will only include those fields which have the Full option checked in their note type dialog box. Also, each note will be printed on a separate page, and will include the note text.

Both styles of print will attempt to print the note in the same font that is used to display the note text in the note window on the screen.

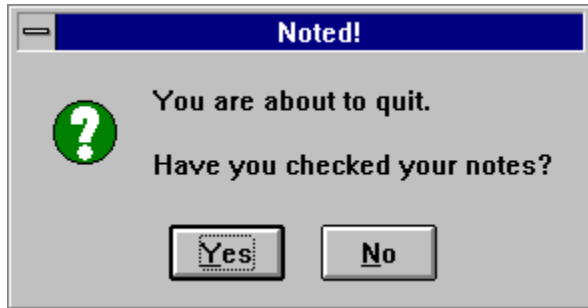
### See Also

[Note Types](#)

[Note Types Fields Dialog](#)

## Remind On Exit

If you use Noted! to store important reminders, you may find it beneficial for Noted! to remind you to check your notes before quitting Noted! or leaving Windows. This option can be set in the [Options](#) dialog. If set, a simple message box will appear on the screen asking you if you have checked your notes, just before the program terminates.



To exit, simply click on Yes. If, however, you do not want to quit Noted!, click on No.

## **Alarm Options**

Each note can be assigned an alarm (assuming that for that note type, the alarm field is enabled).

The note's alarm will be activated according to the time and date settings in the [Settings dialog](#).

The noise/action made when an alarm is activated is set in the [Options dialog](#). The alarm can either make no noise at all, make a standard beeping noise, or play a WAV file. In addition, the alarm can also produce a message box on the screen.

### **See Also**

[Options Dialog](#)

## **Default File**

If you use Noted! to run "in the background" of your Windows session, you may want to place Noted! in your StartUp group so that it loads automatically for every Windows session.

If you generally use Noted! with one main Noted! (\*.NTD) file, you may want to load this file automatically too. This can be achieved by using the default file option, which can be set in the [Options](#) dialog.

By setting this, Noted! will open this file automatically whenever Noted! itself loads.

## **See Also**

[Command Line](#)



## Password Protection

Noted! allows you to assign a password to each Noted! file (\*.ntd file). Whenever you attempt to open the file, you will have to enter the correct password.

If you set a password for a Noted! file, you must save the file so that the password will take effect.

To set a password for a Noted! file:

- 1 Open the appropriate Noted! file, or create a new Noted! file
- 2 Select Options/Password... from the main window menu, or press Ctrl+W
- 3 Modify the password, or enter a new password
- 4 Save the Noted! file.

The password can also be set as you save the notes. When prompted for a filename to save the notes, the dialog also shows a Password... button. This button can be used to set/clear/change the password.

### See Also

[Change Password Dialog](#)

## **Noted! File Titles**

Noted! allows you to assign a title to each Noted! file (\*.ntd file). This title will be displayed in the main window titlebar. Assigning a title to the Noted! file allows you to describe the contents of the file more clearly - an "8.3" style DOS filename can be quite obscure.

If you set a title for a Noted! file, you must save the file so that the password will take effect.

To set a title for a Noted! file:

- 1 Open the appropriate Noted! file, or create a new Noted! file
- 2 Select Options/Title... from the main window menu.
- 3 Modify the title, or enter a new title. To clear the title, delete the text.
- 4 Save the Noted! file.

## Hints and Tips

Assign a **title** to the Noted! file using the Title... command.

**Print a list** of notes

**Customise printing** using the Note Types Field dialog

Define the way an **alarm** goes off using the Options dialog

**Load** files automatically

**Save** Noted! files automatically every 5 minutes

Create notes quickly using the **Quick Note** icon

**Copy text** to a new note instantly

Change a note's **icon**

### And some more...

Drag text files onto note window to insert them.

Right-click on note windows to open the settings dialog.

Get pop-up help about each toolbar icon by holding the pointer steady over it.

Minimize the Noted! main window and select New Note... from the Control/System menu to create a new note.

### See Also

How To...

## Quick Note Icon

The Quick Note Icon can be used to create a note by a single click, and is useful for when Noted! is running in the background. The icon appears in the caption of the currently active window.

To create a new note (of the default type) just click on the "quick note" icon.

The Options dialog is used to turn the Quick Note Icon on and off.

Another method of creating a note quickly is by using the New Note... menu command in the system menu of the Noted! main window. This is often quite quick when Noted! is minimized, and this saves the bother of restoring the Noted! main window to normal size.

## Command Line

The Noted command line syntax is:

```
[path]\noted.exe [filename]
```

[filename] must be a valid Noted! file, including the extension (normally \*.ntd).

The [filename] is optional. If a default file is set, the [filename] file will be opened instead.

## **Noted! Glossary**

case sensitive

checkbox

field

shareware

toolbar



**case sensitive**

If two pieces of text are to be compared, the comparison can either be case sensitive or case insensitive. If, for example, when comparing "instructIIONS" and "instructions", the two words are equal if the comparison is case insensitive, but they are considered to be different if the comparison is case sensitive.





**shareware**

Programs and data distributed as shareware are not free. Shareware is a marketing method with allows the user to try out a piece of software before deciding to pay for it or not. There is often a specified evaluation period within which the user can use the software without charge (in this case 30 days). Once this period is finished, the user must register the software with the author if they intend to continue using it.



**toolbar**

A toolbar is a bar in an application's window that contains some buttons. These small buttons contain pictures which describe their function. Each button normally has a menu equivalent. Toolbars are useful to provide quick access to an application's functions.

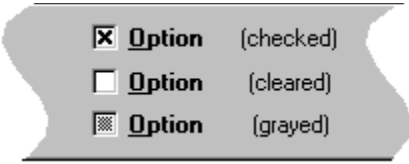
Example toolbar:





## checkbox

Checkboxes can look like this:





**icons.dll**

This file can be found in the Noted directory. It contains a number of icons that are particularly useful for assigning to note types. This file is needed by Noted! to run properly - you should not delete it! Other files may also be used to assign icons to notes and their note types. DLLs, ICO and Windows EXE files are supported.





**field**

Every note has a number of associated fields. These are

- 1 Title
- 2 Time and Date
- 3 Alarm setting (On/Off)
- 4 Done setting (Complete/Incomplete/Not Applicable)
- 5 Priority (One, Two, Three or None)
- 6 Icon (Used to display the note as an icon)

They can be changed using the settings dialog.



