KeyNote User's Guide

Tabbed Notebook for Microsoft Windows 95/98/NT/2000/XP

Tranglos Software

Preliminary Draft

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Welcome to Keynote

Welcome to KeyNote

Warning: This Help file is outdated and incomplete; however, it is in the process of being updated. For up-to-date details, please see the file "history.txt" included with KeyNote, and the FAQ section on the website:

<http://www.tranglos.com/>

Keynote is a flexible, multi-featured tabbed notebook, based on Windows standard Richedit control. It's always accessible with a single keypress, even if you work in another application. It's certainly more fun to use than pen and paper! A large number of text formatting functions allows you to create very readable, clear, and well-organized notes.

The basic idea in KeyNote is that you can have many separate notes within a single file. This means that you do not need to open several files - for most purposes it is enough to create only one file and several notes inside it. With the addition of the **tree-type notes**, you now have a three-dimensional notebook: many notes within one file and a multi-level, nested pages within a single note. See "KeyNote files" on page 21.

Optionally, **KeyNote can encrypt your data securely** using the **Blowfish** or **Idea** algorithms. KeyNote's interface and behavior are extremely configurable.

KeyNote is as simple to use as any text editor, but if you want, you can use many advanced functions that KeyNote offers, such as **sending notes via E-mail, glossary, hyperlinks, macros, styles, plugins, virtual nodes**, and much more.

KeyNote is free, and will always remain so. Do not pay for it!

For more information, see the following topics:

- "Keynote is Open-Source" on page 1
- "Quick Start" on page 5
- "Features Overview" on page 8
- "Tips and Tricks" on page 9
- "Frequently Asked Questions" on page 14

Note: This Help file is a work in progress. It is not yet complete.

The concept of KeyNote is based on a similar tabbed notebook application I have been using for several years: Dart Notes, by Andre v.d. Merwe. KeyNote can open and save files in Dart Notes format. See "Information for DaRT Notes Users" on page 32 if you have used Dart Notes before.

Keynote is Open-Source

As of version 1.0, KeyNote has become an Open-Source project. You can download full source code for KeyNote from the author's website. See "KeyNote on the Web" on page 3.

KeyNote - the binary file and the source code - are licensed to you on the conditions set forth in Mozilla Public License (MPL). See "End-User License Agreement (EULA)" on page 2. You can only use KeyNote and its source code if you agree to and abide by the conditions of this license.

A special, separate project has been established for the purpose of open-source development of KeyNote. If you'd like to join the team, point your browser to:

<http://keynote.sourceforge.net>

What's New

KeyNote is updated very often - more often that this Help file. A very detailed list of changes and additions in the latest release is contained in the file called "History.txt". The file is located in the "\doc" subdirectory, below the directory where KeyNote is installed.

You can also view the latest version of the Release History file on the Web:

<http://www.tranglos.com>

End-User License Agreement (EULA)

KEYNOTE: MOZILLA PUBLIC LICENSE STATEMENT

Released: 30 June 2001

The contents of this package ("KeyNote") are subject to the Mozilla Public License Version 1.1 (the "License"); you may not use this package except in compliance with the License. You may obtain a copy of the License at <http://www.mozilla.org/MPL/>.

Software distributed under the License is distributed on an "AS IS" basis, WITHOUT WARRANTY OF ANY KIND, either express or implied. See the License for the specific language governing rights and limitations under the License.

The Original Code is KeyNote 1.0.

The Initial Developer of the Original Code is Marek Jedlinski <marekjed@pobox.com> (Poland). Portions created by Marek Jedlinski are Copyright (C) 2000, 2001, 2002. All Rights Reserved.

Acknowledgments

KeyNote uses several freeware libraries and components, without which writing the program would have been immensely more difficult. The authors of those libraries provide fantastic free code to the Delphi community. Thank you all!

Tip: If a link in the following list doesn't work, most or all these components can be found on <http://www.torry.net> or by using Google search <http://www.google.com/>.

In particular, I'd like to thank the following:

• Brad Stowers for several wonderfully useful components he wrote and is giving away

for free: TdfsBrowseDirectoryDlg, TdfsMRUFileList, TdfsStatusBar. The components needed are distributed with KeyNote's source code, and can also be found on <http://www.torry.net>.

- The authors of the RX Library <http://sourceforge.net/projects/rxlib/>.
- Ryan J. Mills, for his TPage95Control, a vast improvement over the standard Delhi 3 page control.
- Wim Coetzee, for the cool TGFXListBox with checkboxes and icons.
- Jordan Russell, for his absolutely amazing Toolbar97 control (the MS-Office-like toolbar): <http://www.jordanr.dhs.org/>.
- Mike Lischke <http://www.lischke-online.de/> for the advanced TreeNT component, which adds lots of features and fixes that Borland and Microsoft just happened to omit …
- David Barton for his Delphi cryptographic components package, DCPCrypt <http://www.cityinthesky.co.uk/cryptography.html>.
- The BitSoft team for the TMathParser component <http://www.bitsoft.com>.
- Antony Lewis for the TFreeWordWeb, the WordWeb integration component.
- Francois Piette, for his Internet Component Suite <http://www.overbyte.be/>.
- Gerrit Wolsink for the TRichPrinter component.
- Enzo Costantini, for the supercool MS Office 2000-like Color Picker button.
- John Biederman, for reformatting and updating portions of the help file to KeyNote version 1.6.1.

And, most of all, thanks to Andre v.d. Merwe for his original Dart Notes program, and for inspiration.

KeyNote on the Web

General Frenetics freeware - Homepage:

<http://www.tranglos.com>

Please see the above URL for links to download sites, up-to-date list of new features and known bugs. You can also search the Internet for the combination of "KeyNote" and "Tranglos". There's also a FAQ page which answers some of the frequently asked questions, as well as a list of planned additions to the program.

<http://www.tranglos.com/free/keynote_faq.html#FAQ0>

A special, separate project has been established for the purpose of open-source development of KeyNote. If you'd like to join the team, point your browser to:

<http://keynote.sourceforge.net>

Erisian Warez: wicked Discordian tools:

<http://come.to/fnord>

Email to author:

<marekjed@pobox.com>

Before emailing, please make sure you've read the FAQ on the website:

<http://www.tranglos.com>

- When you send me email, please always specify which **version of the program you are using (as detailed as possible, e.g. KeyNote 1.01 A) as well as the operating system** you are running it on. The OS version is very important, because certain features do behave differently on Windows NT or WIndows 2000.
- Positively NO HTML-formatted email, please! HTML-encoded email will not be answered and may be bounced back to sender.
- For an up-to-date information, please see the file "contact.html" distributed with the program. The file is located in the "\doc" subdirectory.

Note: Since my ISP's connectivity is rather slow, I am always looking for mirror sites. If you have a web or FTP server with 10 MB to spare, I would greatly appreciate your help. **Thank you!**

Other Freeware from General Frenetics, Discorp.

No ads, no nags! All applications from General Frenetics, Discorp. are 100% freeware. Some applications are distributed with full Delphi source code. Go to:

<http://www.tranglos.com>

PhoneDeck

Flexible, configurable phone- and address-book with phone dialer.

Oubliette

Password manager with strong encryption. Includes source code.

KookieJar

Easily the best signature generator and randomizer for Windows!

InjectURL

Insert URL link into documents saved from the browser

VisitURL

Flexible, lightweight bookmark manager

GUIDClean

Strip the privacy-breaching Global Unique ID strings in MS Office documents (includes source code)

…And more!

These applications work with MS Windows 95/98/NT 4.0/2000/XP

Getting Started

KeyNote Screen

The KeyNote screen consists of the familiar MS Windows elements.
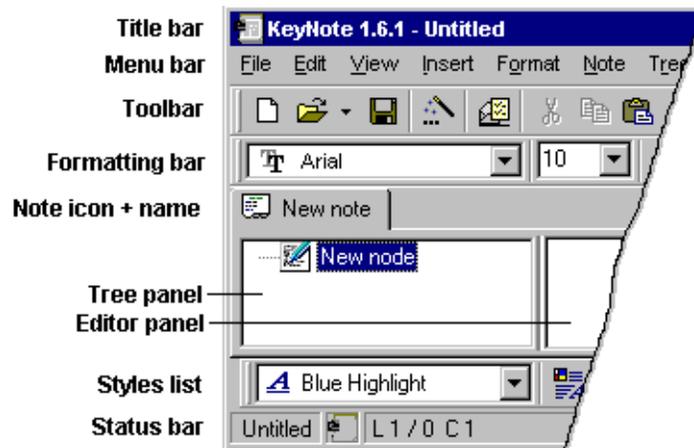
The Note name, Tree panel, and Editor panel are explained in "Quick Start" on page 5.

Quick Start

The steps in this procedure show you how to create a new KeyNote file, rename a note, create nodes to hold information in a note, and create a new note. First some definitions:

•   A **KeyNote file** can contain one or more notes.

•   A **Tree-type note** can contain one or more nodes, arranged in a hierarchical tree (like the left-hand pane of the Windows File Manager).

•   A **node** can contain text, formatted text, links to files, and other information. A node can also have one or more **child nodes** descending from that node.

Start KeyNote

The first time you start KeyNote, you'll see the Sample.knt file. This file contains additional information, tips and examples of KeyNote's capabilities. If you have upgraded Key-Note to a newer version, I recommend that you have a look at this file. If this is the first time you have installed KeyNote, the sample file will be opened for you automatically.

Create a new KeyNote file

1. From the **File** menu, choose the **New** command.

2. KeyNote asks if you want to save the new file by giving it a name.

3. Click **Yes**, then navigate to the directory for the KeyNote file, then enter a name. (e.g.

`mynotes`).

4. Click **Save**. The name of the note appears in the KeyNote title bar.

Working with KeyNote

The KeyNote program has the usual MS Windows-style title bar, menu bar, tool bar, and formatting bar. Below the formatting bar is a tab labeled "New note". This is the name of the first note for the new KeyNote file. The left-hand panel shows only one node, labeled "New node".

Tip: The left-hand panel is called the Tree panel. The right-hand panel is called the Node or Editor panel.

Start by renaming the note

1. Right-click on the New note tab and choose **Rename Note**.

2. Enter a name for the note: `My Lists.`

3. You can also change the note's icon by selecting an icon from the **Icon** drop-down list.

4. Click **OK**.

Then rename the node

1. Click on the name of the node (New node). KeyNote highlights the name, which tells you that you can type in a new name.

2. Press Enter to save the new name: `To do list.`

Tip: You can also press **Esc** to keep the old name.

Let's create two nodes under the "To do list" node; one for home and one for work.

1. Click in the Tree panel. The "To do list" node should be highlighted.

2. Press **Enter**. This creates a new node at the same level as the highlighted node.

3. Type in the name for the new node: `Home` and press **Enter**.

4. Press **Shift+Right arrow key** to move the new node under the "To do list" node. This makes the new node a child of the "To do list" node.

5. Press **Enter** again to create another node at the same level as the "Home" node.

6. Type in the name for the node: `Work` and press **Enter**.

You now have one note called "My Lists". The note has three nodes: "To do list", "Home" and "Work". Let's enter some tasks for the "Home" node.

1. Click the "Home" node in the Tree panel.

2. Click in the right-hand panel (the Node panel).

Tip: You can also press **Tab** to move to the Node panel. **Shift+Tab** moves back to the Tree panel.

3. Enter the following list of tasks to do at home:

`Clean out cupboard`

```
Laundry
Grocery shopping
Water plants
```

Now let's enter some tasks to do at work.

4. Click the "Work" node in the Tree panel.

5. Click in the right-hand panel (the Node panel).

6. Enter the following list of tasks to do at work:

```
Report for end of quarter
Schedule new candidate interviews
Discuss old projects with boss
```

So now you have created two "To do" lists: one for home, and one for work. You can add additional nodes, and move nodes around by pressing **Shift+arrow keys**. You can even make new child nodes under the Home and Work nodes. KeyNote allows you to have many levels in a Tree.

Let's add a second note. Notes allow you to organize information into categories.

7. Right-click the "My Lists" tab and choose **New Note**.

8. Enter a new name: `Bowling Team`.

9. Select an icon, then click **OK**.

KeyNote creates the new note, displaying a second tab at the top of the panels. The Bowling Team note has one node (New node).

Tip: You can switch between the "Bowling Team" and the "My Lists" note by clicking the tabs to select the active note.

There are many other things you can do in KeyNote:

• Format the text in a node by changing color, font, size.

• Make bulleted or numbered lists.

• Copy and paste text, nodes, or notes.

• Securely encrypt your KeyNote file with a password.

• Import text, RTF, and other files into KeyNote.

• Export KeyNote nodes, notes, and files.

For these, and many other functions, please see the rest of this KeyNote online help file. You might start with the following topics to learn more about Keynote's capabilities:

• "Features Overview" on page 8

• "Tips and Tricks" on page 9

• "Frequently Asked Questions" on page 14. You can find additional information in the history.txt file (from the **Help** menu, choose **What's New**).

Features

Features Overview

- **Richtext enabled editor**, with many text formatting functions. See "KeyNote editor" on page 77.
- **Store many separate notes within one file;** each note is displayed on its own, easily accessible tab. This is a much more convenient solution than opening several files on disk. Each note has independent font, color and editor settings.
- Choose between two types of notes: a simpler, editor-only note, or a **tree-type note, which is a multi-level hierarchy of "branches"**, each with its own independent note. The two types of notes can be mixed freely within one file. See "Tree-type Notes" on page 77.
- Tree type notes can be arranged **horizontally** (tree panel to the left of editor) or **vertically** (tree panel above the editor)
- Ability to create **user-defined styles** for text and paragraph properties ("Styles" on page 96)
- Convenient **keyboard shortcuts** for all editing and file management commands
- Option to minimize to **system tray**
- Configurable **activation hotkey** to bring the program window to front after it was minimized to the system tray
- You can **protect your data files with secure encryption** using a strong cipher: Blowfish or IDEA ("Encrypting KeyNote files" on page 92)
- **Integration with WordWeb**, a freeware dictionary/thesaurus program (see `<http://wordweb.co.uk/free>`) ("Integration with WordWeb thesaurus" on page 98)
- Many uses can **share KeyNote on one computer**, with the ability to have independent personalized settings for each user ("Sharing KeyNote on a multi-user system" on page 82)
- **Clickable URLs** in the editor; users can configure what happens when an URL is clicked
- Simple **file manager** to quickly open often-used files ("File Manager" on page 116)
- **Export and import** files (as plain text or RTF)
- Ability to **merge** two KeyNote files
- Extremely configurable interface
- Ability to create **"virtual nodes"** in the tree (nodes which are dynamically linked to external text or RTF files)
- Ability to **print** notes
- Ability to **send notes via E-mail**, including a simple address book and signature handling ("Sending KeyNote files by E-mail" on page 95)

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- Ability to **change icons** that are assigned to notes (user-defined icons can be extracted from .ICO, .BMP, .EXE and .DLL files)
- **"Clipboard capture"** feature, enabling you to automatically capture and store any text that was copied to Clipboard in another Windows application ("Clipboard Capture" on page 116)
- **Expression evaluation** ("Expression Evaluation" on page 116)
- **Text highlighting**
- **Glossary** function to automatically replace a piece of text with another ("Expand text")
- Function to **insert special characters**
- A **"match bracket"** function
- **ROT-13**, reverse text, repeat last edit command, join and sort lines…
- Support for **drag-and-drop file operations** (including the ability to drag files from Windows Explorer)
- **Find** and **Replace** commands, with a single note or global scope
- Clickable **hyperlinks** to Internet addresses, local files and location in KeyNote notes ("Hyperlinks in KeyNote" on page 99)
- Dockable toolbars
- Text statistics
- Simple **bookmarks**
- **Plugin support**, for extending the functionality of the program ("Plugins" on page 111)
- **Macro support**, including macros automatically executed on creating a new file or adding a note ("Macros in KeyNote" on page 103)
- Configurable ability to minimize program or automatically close current file **after a predefined period of inactivity**
- Ability to specify **default properties for all newly created notes**, or selectively for notes added to a particular file ("Note Properties and defaults" on page 85)
- Import and export files in the format used by **other freeware notebook-type programs**: **DartNotes** and **TreePad**
- **Unlimited number of notes** that can be stored in a single file or a single tree-type note
- Automatic installer and uninstaller

Tips and Tricks

- You can resize the program window if it is too small or too big by dragging an edge of the window with the mouse.
- You can use the Formatting toolbar above to change the appearance of the text. You can change the `font` face, size, color and style attributes such as **bold**, *italic*, under-

line, or ~~strikethrough~~. You can even highlight the text by pressing **Ctrl+H.**

- The Format menu contains additional formatting functions. You can set the alignment of the text (left, right or centered), change the spacing between lines, or change the colors of background and text.

- The program supports all standard Windows text editing commands. Press **Ctrl+C** to copy text to clipboard, **Ctrl+X** to cut text, **Ctrl+V** to paste text from clipboard, **Ctrl+A** to select all text in a note.

- Press **Ctrl+N** to create a new note in current file.

- Press **F2** to rename the current note or choose a different icon for the note.

- Press **F4** to customize the look of the current note. See "Note Properties and defaults" on page 85.

- Press **Ctrl+O** to open a Note file that already exists on your disk.

- Press **Ctrl+Shift+P** to print the note that is currently displayed.

- Press **Ctrl+Shift+E** to send the current note to someone via email. See "Sending Key-Note files by E-mail" on page 95.

- By default, you can minimize the program just by pressing the **Esc** key. This is much faster than finding the tiny Minimize button with the mouse. However, if you find that you often minimize the program accidentally, you can turn this feature off in Options (press **F5**, click the "Miscellaneous" tab, and choose the desired action for **Esc** key in the "Escape key" field.

- After you minimize the program, see how it responds to the hotkey (see "Options: General settings" on page 56). Click the Minimize button, and then press the default hotkey combination: **Ctrl+Shift+F12**. This should cause the program to pop up to front, so you don't have to always use the mouse!

- Press **F4** to change the properties of the note you are reading, such as its name, the icon that is displayed on the tab, default font and color and other options. Press **F6** to use the same dialog box to change default properties for all new notes you create.

- If you just want to rename the note, press **F2** or double-click the tab where the name of the note is shown.

- Press **Ctrl+F** to search for text in this note, or in all notes in the current file. Press **F3** to repeat the last search.

- Press **F5** to open the Options dialog box (see "Configuring KeyNote Overview" on page 85). There are many configuration settings you can change. For instance, you can specify whether your Notes file should be saved automatically; what file should be opened when you start the program; the hotkey used to bring the program window to front when it is minimized; whether the program should place its icon in the system tray… and many others!

- The "Recent files" command ("File" menu) contains names of several Note files that you opened or saved recently. Just click the menu item to open the file you want.

- The list of recently used files is also available as a drop-down menu right next to the "Open" button on the toolbar.

- If users are sharing KeyNote on one computer, each user can have personal settings by specifying an alternate INI file name in the shortcut used to start KeyNote. Example: "c:\programs\keynote.exe c:\users\jim\keynote.ini"

- Sometimes you may want to prevent others (or yourself!) from accidentally changing information in a note. You can give a specific note the "Read-only" attribute by choosing "Read Only" from the Tab menu, or pressing **Ctrl+Shift+R**.

- You can change the order of notes (tabs) in the file. Just click a tab with the mouse and drag it left or right. Alternatively, you can choose the **View/Shift Active Tab** command, and then click **Shift left** or **Shift right** on the submenu.

- You can also prevent all changes to a Notes file by clicking the **Open as Read-only** checkbox when opening the file.

- Some toolbar buttons and menu commands behave differently when **Shift** or **Ctrl** keys are held down. This is described in detail in the file "keyboard.txt".

- KeyNote supports macros and plugins. They are located on the Resource Panel (press **F9** to show).

- Certain macros can run automatically whenever a new file or a new note is created. See "Auto-run macros" in file "macros.txt" for details.

- To access the Style drop-down list without the mouse, hold down Ctrl key and press the ***** key on the numeric keypad. Then select a style, and press **Enter** to apply it.

- Many dialog boxes in KeyNote are resizeable, and will remember their previous size and position when displayed.

- In **File/Properties** dialog box, you can specify a custom system tray icon for the current file. This is useful if you run several instances of KeyNote at the same time.

- You can specify that the file should only use built-in tab icon images. This is useful when giving the file to someone who may be using a different, customized set of tab images.

- You can insert hyperlinks to jump to another place in your KeyNote file (a note or a tree node). See file "LINKING.TXT" for details.

- You can insert .BMP and .GIF images into the note text: select "Picture" from the "Insert" menu.

- You can create URL-style links to files on local disk: choose the **Insert/Link to file** command. Clicking the link will open the document or program.

- To specify all paragraph properties at one time, press **Ctrl+P** to open the Paragraph dialog box.

- To quickly insert often used chunks of text, use the Glossary feature. Add shortcuts and their full forms to glossary; then press **F7** to expand a shortcut.

- Most editing and formatting commands can be repeated by pressing **Ctrl+/**. The name

of the command to be repeated is shown in the context menu of the editor.

• KeyNote features simple bookmarks. Press **Shift+Alt+digit** to set a bookmark, then press **Alt+digit** to jump to it. (Digits are 0 through 9, naturally.)

• You can insert special characters into the note by pressing **Ctrl+Shift+C**.

• To quickly find a matching bracket, press **Ctrl+M**.

• You can export a single tree node. Right-click the node and select the "Export" command.

• KeyNote can play a sound while capturing text from clipboard. You can replace the default sound (clip.wav) with a .wav file of your choice.

• You can move or copy subtrees between tree notes and between files. See file "tree.txt" for details.

• You can copy a subtree from one note to another by clicking it and dropping on another tab.

• Tree notes can have a vertical layout (tree above the editor). This is configurable through Note Properties (**F4**).

• You can highlight text in a note. Press **Ctrl+H**, or hold down Shift and click the Color button on the toolbar.

• You can drag files from Windows Explorer onto KeyNote's window to open or import them.

• Several new font and paragraph properties have been added. See the new functions under the **Format** menu.

• The new "Virtual nodes" feature allows you to link an external text or RTF file to a node in a tree. Create a new node, then right-click it and choose the **Virtual node** command.

• To create a virtual node, you can also drag a text or RTF file from Windows Explorer onto the tree.

• To quickly rename a note, press **F2** or double-click the tab where the note name is displayed.

• You can choose what happens when you click an URL in a note. See Options (**F5**), **Misc** tab.

• KeyNote can automatically minimize or close your file after a predefined period of inactivity. See Options (**F5**), **Actions** tab.

• Toolbars can also be docked at the bottom of the note window.

• This is BETA software. Handle with care. Please report bugs to the author. The **Help->About** command displays email and website information.

• Your KeyNote file can be securely encrypted. See file "Encrypt.txt" for details.

• You can create two types notes: simple or tree-type notes. Press **Ctrl+N**, and choose the type in the **Kind** drop-down box.

- You can quickly change the background color of ALL NODES in a tree: hold down the **Shift** key and click the **Background color** button on the toolbar.

- KeyNote can evaluate mathematical expressions. Type an expression (e.g. **2 + 2**), select it, then press **Ctrl+=**. The result will be copied to clipboard.

- You can set default note properties for the current file (rather than all files): In the **Note Defaults** dialog box, click the **Special** button and click **Save as default for…**.

- KeyNote has a simple file manager which allows you to quickly open a file you have used previously. Press **F12** to open the file manager window.

- KeyNote is integrated with a dictionary/thesaurus program called WordWeb. Press **Ctrl+F11** to look up current word in the thesaurus. See file "wordweb.txt" for details.

- You can import notes from another KeyNote file to the file which is currently open. Choose the **Tools/Merge with File** command.

- If users are sharing KeyNote on one computer, each user can have personal settings by specifying an alternate INI file name in the shortcut used to start KeyNote.

- Keynote can automatically capture text copied to Clipboard in any Windows application: choose the **Note/Clipboard capture** command.

- The program is highly configurable. Press **F5** to open the Options dialog box and customize the settings.

- To create a new note, press **Ctrl+N**. To create a new KeyNote file, press **Ctrl+Shift+N**.

- To edit the properties of the selected note, press **F4**. To quickly rename a note, press **F2**.

- Click the right mouse button over different areas of the main window to display additional menu commands.

- If you have used a similar note program called DaRT Notes before, KeyNote can open and save files created by that program. See file "DART.TXT' for details.

- Please check the program's website for FAQ, a list of known issues, and upgrade information. See Help->About.

- When the program is minimized or hidden behind other windows, it can be brought to the front by pressing **Ctrl+Shift+F12**. (You can customize the hotkey.)

- Some RTF-related features may not work well on Windows NT or Windows 2000 systems that have version 3 of riched32.dll library installed.

- Keynote is and will remain free. If you enjoy using it, please consider making a small donation to an animal shelter in your area. Thank you!

- You can export notes from KeyNote and import plain text or RTF files into KeyNote. See Tools->Import and Tools->Export menu items.

- You can specify default attributes that will be assigned to each new note you create (such as font style, colors, icon, and others). See Tools->Defaults.

- Most editing functions have keyboard shortcuts assigned to them. You can look them

up in the main menu.

- The file SAMPLE.KNT distributed with the program contains many additional hints and tips.
- You can move the toolbars by clicking and dragging them to a new location. Toolbars will remember the new position.
- If the note tabs take too much space and don't all fit on one line, you can shrink them by turning off their icons. See Options (**F5**), **Chrome** tab.
- This program will always be distributed as Freeware. If you paid for it, you were cheated.
- It is the author's very strong opinion that advertising sponsored programs are NOT free. This program will never use such a scheme.
- You can send E-mail directly from Keynote: choose the **Note/Email note** command.
- You can change the default icons displayed next to note names: See the **Tools/Con-figuration Options** command, **Tab Icons**.
- You can switch between notes by using your own hotkeys! Put the "&" character in front of a letter in a note name; then press **Alt+letter** to switch to that note.
- If the file attached to a virtual node has been modified by another application, right-click the node and choose **Refresh** to update the contents of the node.

Frequently Asked Questions

The FAQ included in this Help file is out of date. Please see KeyNote website for the latest version of the FAQ file:

<http://www.tranglos.com/free/keynote_faq.html#FAQ0>

(update topic with this file)

Q: Does KeyNote have a spell checker?

A: No, and it's unlikely to get one. There are commercial spell checking components available, but they are costly, while KeyNote is free. I don't have the time to start writing my own - let alone compile a dictionary! At the moment I'm investigating several freeware options, and there's a chance that one of them will be suitable; but I can't promise any particular implementation yet. Also - remember that KeyNote is designed as a program for taking little (or not so little) personal notes; adding a full spell checking capability sounds like overkill. I'm only looking into this because it's the number one request I've been receiving :-)

Update 1: No spell check yet, but KeyNote now features integration with WordWeb (<http://wordweb.co.uk/free>) a freeware dictionary and thesaurus. Please see the file "wordweb.txt" (installed with KeyNote) for details.

Update 2: As of version 0.999, a spell checker could be implemented as a plugin module. If you are a software developer and would like to try your hand at it, please download the plugin development kit to see how plugins work in KeyNote.

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Q: Can I print only 1 page (or a few selected pages) instead of printing the whole note?

A: Unfortunately, you can't, because the standard RichEdit control does not support this. It's easy to notice that the editor doesn't have a notion of page breaks - hence, no page selection for printing. It is possible to implement such a feature, but it would really take more effort than it's worth. Instead, you may:

Select the part of the text you want to print; copy it to clipboard, then choose the **Edit/ Paste Into New** command. This will create a new, default note and paste the selected text into it automatically. Then print that new note and delete it afterwards.

Export the note from which you wish to print to an .RTF file, and load the file into Word or any other RTF-enabled editor which does support selecting pages, and print from there.

Q: Every time I start KeyNote, the "Register KeyNote file type" screen comes up.

A: What happens is that Keynote tries to create a file type association for .KNT files, but fails. When you start the program again, KeyNote sees the file extension still isn't properly associated so it tries again… and again. I don't understand why it fails on some systems; I'm using a very standard way of associating a file type with an application. Anyway, for now, you can just turn the whole feature off: it's in the Options dialog, "Main" tab: the "Auto register file type" and "Prompt before registering" checkboxes. You can turn off prompting, so Keynote will still be trying to make the association, but will not display the confirmation dialog. Or you can turn the "Auto register" option too and, if you like, create the association manually via Windows Explorer.

Q: Can I encrypt the Notes file?

A: Yes! Starting with version 0.90, KeyNote supports secure encryption of the notes file. Before you start using encryption, you absolutely must read the file called "encrypt.txt" included with KeyNote (in the "\doc" subdirectory). Remember that if you forget the passphrase you used to encrypt the file, you will not be able to access the text in the file - that, after all, is the whole point of encryption.

Q: Every time I change the font style, size or color to my preferences, all the changes are gone when I close the file and open it again later.

A: This is not so much a bug, as a gross incompatibility that Microsoft introduced with version 3.0 of the RichEdit control (riched2.dll). Most Windows NT systems, many Windows 98 systems and all Windows ME and Windows 2000 systems will experience this problem. The differences are such that some behaviors of the editor become difficult to predict. To make matters worse, I have no access to Windows NT or 2000 systems, so I can't test and debug this issue personally.

Update: As of version 0.89 of KeyNote, most of these incompatibilities are worked around. Font styles and colors are now correctly retained. A few minor problems remain, and they will be eliminated in a later release. Thanks muchly to Marek "Anglik" Cieslik for fearless debugging!

You may also observe this problem when changing certain properties of the note tabs,

such as tab location (top or bottom). Please see file "bugs.txt" for details. (This file is installed in KeyNote's "\dic" subdirectory.)

One other possible solution: Microsoft prohibits software authors from distributing the riched2.dll file (and for a good reason, because each system has its own version) - but if you can find a Windows machine with a compatible riched2.dll version 2.0 (not 3.0), you can just copy it to KEYNOTE's DIRECTORY (not to the system directory) and KeyNote will use it instead. Despite MS's ban, you should be able to find copies riched2.dll on the internet, but because different versions have the same file name, it may be hard to figure out if any particular copy is right for your system. but if you managed that, the whole problem would immediately go away (and other applications would still be using the 3.0 version if they need it).

Q: Can I create links to local documents on my computer?

A: Yes! It's already possible (from version 0.91 upwards). This only works with tree-type notes (see "Tree-type Notes" on page 77). Create a new node in a tree, then right-click it, and choose "Virtual node" from the context menu. This "links" an external file to that node - the file will remain on disk, and you will be editing the original file, not a copy. The file contents are not imported into the .KNT file (only the filename is stored). This makes Key-Note behave just like any old text editor, of course :) You can link only text and RTF files this way. (The keynote.ini file has a setting to define which file extensions are to be interpreted as text files). Note that if the file is a text file (not RTF), then you still can modify the font styles in KeyNote, but they will be lost when the file is saved back to disk. RTF files will retain all text formatting made in KeyNote. Also note that in this way you cannot attach files on removable media (a network drive, a diskette, a CD-ROM drive) and that if you move your KeyNote file to another computer, the virtual nodes may become "orphaned" if the files they were linked to no longer exist.

Q: Will KeyNote ever support bookmarks?

A: Not really. I've added a very basic bookmark support (version 0.974 upwards). But these bookmarks are dumb - they only mark an absolute location in the editor ("the 520th character from the start"), not a part of the actual text. If you add or remove text BEFORE a bookmark, the bookmark will stay in place and won't point to the original text anymore. There is absolutely no practical way this could be done any better - because to have real bookmarks, KeyNote would have to recalculate the positions of all bookmarks each time you press a key (add a letter, press the Delete key, paste or cut text, etc.). This is possible in theory, but in practice it would result in horribly complex and SLOW code.

Also, the RTF editor doesn't have the concept of a gutter, so there's no space in which to display the bookmarks - they're invisible.

As a matter of comparison, MS Word solves the problem neatly - by inserting a character into the text at the bookmark position. However, (a) Word's bookmarks aren't automatically numbered (you have to give them a name, which makes the whole thing too time-consuming to use frequently), and (b) the bookmark pointer is inserted in the space BETWEEN normal characters - Word can do this, but the standard richedit control cannot. Basically, to recreate Word's functionality, you can just add strings such as "{1}", "{2}",

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etc. into the text, and then use the Find function to search for these. It won't be any worse than what I could do with a specialized dialog box.

Q: Will you add support for hyperlinks to notes or tree nodes?

A: Done. As of version 0.985 beta, KeyNote supports hyperlinks which jump to another note or tree node. Please read the file "linking.txt" installed with the program to find out how to use this feature. The old answer to this FAQ is retained, below, because it contains some background information which is still relevant.

This could be useful: clicking a hyperlink would take you to a location in another note, or another node in a tree. It's possible, but there's one catch. As defined by Internet standards, URLs cannot contain spaces. When they do, spaces have to be encoded as octal numbers (%20 for space; other codes are used too). The richedit control does not (and should not) support spaces in URLs, either.

This becomes a problem when you have a note with a space in the name - how do you link to a note that's called "Black and white"?

link://thisfile/black and white

… is NOT going to work - the editor breaks the hyperlink at the first space. (Try it with any `<http://>` URL.)

It does work if you encode the spaces properly:

`link://thisfile/black%20and%20white` and this is how such hyperlinks have been implemented in KeyNote.

Q: Can I export notes to an HTML file?

A: No, not with a true RTF-to-HTML conversion. This is on the To-Do list, but it's hard to do well. Conversion between plain text and HTML is easy, but true RTF conversion isn't. Commercial converters exist, but are rather expensive to purchase. Of the two freeware converters I have found, one produces absolutely hideous HTML which in no way reflects the original RTF formatting; the other is much better, but still buggy. If I can fix the problems with it, I'll incorporate it into KeyNote - but it's not going to happen very soon.

Q: Does KeyNote support templates for creating new notes?

A: Yes. This is already possible, it just isn't called templates! Create a new .KNT file where you will keep the template notes. Then, while you work in another file and want to create a note based on one of your templates, use the "Merge" function under the "Tools" menu. Click the "Merge notes from file" command, select the file which contains your templates, and then select the template to use.

The only thing missing from this scenario is the ability to export a note as a template. There is a rather silly limitation in the way I designed KeyNote that prevents me from implementing such a feature. It will be done eventually, but you can already use templates.

Q: Why can't I use the "&" character as part of the note name?

A: You can, but there's a catch. When you place a single "&" character in the name of a

the same application.

Please see also the next two answers.

Q: Why are KeyNote data files so large? Could KeyNote compress them on the fly?

A: No. First of all, compressing files on the fly would make KeyNote much slower. Try zipping a 30 MB file with WinZip or any other compression program - that takes several seconds even on fast computers. KeyNote would have to do the same every time it saves (or opens) a file. This sort of delay is out of the question in a "quick notes" type of application.

But more importantly: file size as such isn't really a problem. Disk space is relatively cheap today; hard disk sizes begin at 20 GB. The problem is memory and system resources - especially on Windows 95 and 98 systems, which still are limited in this respect. A zipped file would be small on disk, but it would have to be unpacked for editing, and would still take a huge amount of RAM and resources.

Normally, KeyNote files are not large. They will only grow to huge sizes if you insert pictures or objects in them. I added this ability because many users requested it; but KeyNote (or any RTF editor) is not a suitable program for this task. Rich Text Format files have their own way of storing graphics as uncompressed bitmaps converted to text (view the source of an RTF file to see what I mean). This is inefficient, slow, and results in huge file sizes. Even HTML is much better suited for this, because you can use GIF and JPEG files, which are internally compressed. With RTF, no matter what format of an image file you insert, it is automatically converted into an uncompressed bitmap. Note that the situation is identical when you insert images in a Word or a WordPad document.

Finally, I designed the file format for KeyNote on purpose - it's a plain text file (with embedded chunks of RTF code). In case of any problem, you can open the file in a text editor and edit it. For instance, if someone uses an earlier version of KeyNote which didn't support trees, it would be quite easy to modify a .KNT file manually so that it can be opened in the older version of KeyNote. This is of course helpful not only in emergencies, but also it allows other programmers to import and export files in KeyNote format easily (the way KeyNote can read and write Treepad files). If the file is compressed, this becomes impossible, or at least very difficult to do, and in case of any problem, you could not modify the file.

Q: Can KeyNote be run from a floppy disk?

A: Yes, but. Currently (version 0.985) KeyNote just about fits on a 1.44 MB diskette. Do not install KeyNote onto a floppy disk, but install it to your hard drive and then just copy "keynote.exe" to the floppy. You do not need to copy any of the supplementary files (*.tip, *.wav, *.adr, *.sig, *.kns); KeyNote will work fine without them, but they are small so you might as well include them if you want. KeyNote will create its own configuration files, though, so make sure some space is left on the floppy. Also, as KeyNote grows in size, there may be little or no room for the actual data file(s).

If KeyNote and its associated files do not fit on a diskette, you can use an "executable compressor" program (like the ones I berate in the answer above ;) to compress KeyNote's executable file. I recommend that you use the UPX (Universal Packer for Executa-

bles) program (<http://sourceforge.net/projects/upx/>). It is freeware, it is Open Source, and it yields a really impressive compression ratio: it compresses KeyNote.exe from 1.37 MB to 476 kilobytes! Please see UPX homepage for download links. UPX is a command-line application, but there are GUI front-ends available (such as Win-UPX).

Q: Why can't I create numbered lists or tables in KeyNote? (They can be pasted from Word, but cannot be created inside KeyNote)

A: The standard richedit control (which displays and "drives" and rich text editor) does not support tables. It doesn't support many other formatting elements which MS Word has, e.g. numbered lists, footnotes, tables of content, even simples things like page numbers and page formatting. Word is *not* based on the standard richedit control, it's a completely separate implementation.

If you have one of the latest versions of Windows installed (or perhaps MS Office 2000), then you will have the very latest version of the richedit control installed on your system (version 3.0 of the file riched20.dll). You can read more about it in the FAQ and in the "bugs.txt" file distributed with KeyNote.

Version 3.0 of the richedit control introduced support for a few new formatting elements: numbered lists and, indeed, tables. That's why you can paste a table from Word. (I *cannot*, on my system, because I run Windows 95 and I have an older version of the richedit control.) You should also be able to paste a numbered list. However, you cannot create them inside KeyNote, because the improved richedit control (3.0) is not supported by Borland Delphi, which I used to create KeyNote. Simply put, Delphi does not know about the added capabilities.

I don't even know, at this point, if Borland have added this to the latest version of Delphi (6.0) which was released around June 2001. If they have, then a later version of KeyNote could allow you to create tables, but first I would have to purchase the latest Borland Delphi, which I can not currently afford.

I have now released version 1.0 of KeyNote, and, as promised, I have also released full source code under Mozilla Public License. Any programmer can now download KeyNote source and improve it, so perhaps someone else will do all that, eventually.

Q: Will KeyNote ever be able to display alarms, reminders or to-do lists?

A: Maybe. I realize that it would be an extremely useful addition: a new kind of note which would store and display a list of to-do items, alarms, periodic reminders, etc. I am seriously considering something like this for version 2.0 of KeyNote. However, this type of functionality raises a terribly difficult design problem, if the alarms were to be stored inside KeyNote files.

When you use a reminder program, you expect to rely on it; once you enter an alarm or a to-do item, you expect that the program will display an appropriate alarm or show a message when necessary. The program must not fail to do so.

But if you had your reminders stored in a .KNT file, they would only be active as long as that particular .KNT file was opened in KeyNote. The moment you opened a different

.KNT file, the reminders would not be working anymore, which makes the whole function useless.

Perhaps most users typically work with a single file only; but KeyNote was designed to allow you to create many .KNT files and quickly switch from one to another. For the purpose of displaying reminders, alarms, etc., this is completely unsuitable. For instance, I use over 10 separate .KNT files for different kinds of information, so if my reminders were kept in one of these files, they would almost never be actually displayed. KeyNote doesn't seem to be the right kind of program for this type of functionality.

Now, reminders could be stored in a separate file, not in the .KNT file where you have all your notes. That separate "reminder file" would always stay open, regardless of what .KNT file you are working with. But this solution also has its problems. For instance, if you wanted to make a backup, you would have to remember to back up two files, instead of just one. And if several people shared KeyNote on one computer, they would have to share the "reminder file" as well, because there would only be one! This, again, is not a satisfactory solution.

If I ever figure out how to implement such functionality correctly, I will include it in version 2.0 of KeyNote. If you have an idea, please let me know!

KeyNote files

Keynote is not a "normal" editor for text or rich text format files. KeyNote is based around the concept of having many notes stored in a single file on disk. This means that you can organize information in a more orderly way, and make it easier to keep related information in one place, instead of having it scattered over many files in different places. A KeyNote file is a collection of notes in RTF format. One Keynote file may include the contents of many single text or RTF files.

Such a concept requires using a special file format. KeyNote creates its own files with the .KNT extension (or .KNE, for encrypted files). A KNT file stores all notes, with their formatted text and configuration settings (such as the name of the note, the icon associated with it, background color, etc.). While you can view KNT files with a text editor, such as NotePad, you will not be able to edit them easily. You will certainly not be able to open KNT files using an RTF editor (such as WordPad). Files with the .KNE extension are binary, encrypted files, and can only be opened by KeyNote.

What all this means is that KeyNote cannot be used as a replacement for NotePad or WordPad. KeyNote is not designed that way; it is not meant as a simple editor for text or RTF files. KeyNote cannot open such files directly. (If you try that, KeyNote will display an error message: **"Invalid file header. This is not a Keynote file"**.

Text (.txt) or rich text (.rtf) files can be imported into KeyNote files, with the **Tools/Import** command ("Importing Files as Notes" on page 116). Imported files will become notes in the currently open .KNT file; the original files will be left on disk, untouched. (You can also import files by dragging them from Windows Explorer and dropping them on KeyNote's toolbar or status bar area.)

Another way of editing text or rich text format files in KeyNote is by using the so-called

"Virtual nodes" (see "Virtual nodes" on page 81). This allows you to use KeyNote as if it were a simple editor for text and rtf files: you will be editing the actual files on disk, without importing them into the .KNT file. The easiest way to create a virtual node is to drag a file from Windows Explorer and drop it onto the tree panel in a tree-type note.

Keyboard Reference

This topic contains a list of keyboard shortcuts used in KeyNote. Most shortcuts are visible and can easily be discovered by inspecting the menu items; a few other key combinations are not visible in the program interface. All these shortcuts are listed here.

Some menu commands or toolbar buttons behave differently if the **Shift** or **Ctrl** key is held down while the command or button is clicked. See bottom of this file for a list of these special cases.

Note: as of version 1.5, keyboard shortcuts are configurable. The topics below show the default key bindings (some may be omitted).

See these topics:

"General Shortcut Keys" on page 22

"Editor shortcut keys" on page 24

"Tree Shortcut Keys" on page 27

"Other Shortcut Keys" on page 28

General Shortcut Keys

File-related commands

Ctrl+Shift+N	Create a new KeyNote file
Ctrl+O	Open an existing KeyNote file
Ctrl+S	Save current KeyNote file
Ctrl+Q	Close currently open KeyNote file
F12	Open the File Manager window
Alt+Enter	Edit properties of currently open KeyNote file. Note that this command allows you to change the format of the file as well as specify whether the file should be encrypted)

Note-related shortcuts

Ctrl+N	Create a new Note
F2	Rename current Note (or change icon)

F3	Repeat last Find command ("Find next")
F4	Edit all properties of current note
Ctrl+F	Find text in note ("Find" dialog box)
Ctrl+F3	Replace text in note ("Replace" dialog box)
Ctrl+Shift+F	Find tree node by name (tree-type notes only)
F11	Use current note for clipboard capture (Does not work for Tree-type notes)
Ctrl+Shift+P	Print current Note
Ctrl+Shift+R	Set current note as Read-Only
Ctrl+Alt+Shift +E	Send current Note via email
Tab or gray *	Switch focus from tree panel to editor
Shift+Tab	Switch focus from editor to tree panel
Ctrl+	Toggle focus between editor and tree panel
Ctrl+Tab or **Ctrl+Page-Down**	Switch to the next note (tab)
Ctrl+Shift+Tab or **Ctrl+PageUp**	Switch to the previous note (tab)

Other shortcuts

F5	Edit program configuration options
F6	Edit default properties for new notes
F7	Expand term from Glossary definition
Shift+F7	Add new term to the Glossary
F8	Keep program window on top of all other application windows
F9	Show or hide the Resource Panel (alternative: double-click the status bar)

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Esc	Depends on settings in Options dialog box, "Action" tab. (Minimize KeyNote, Exit KeyNote, do nothing). If the Find command is in progress, **Esc** key aborts the search. If the Replace command is in progress, **Esc** key aborts it. If the font name combo box or the font size box on the Format toolbar are focused, **Esc** key exits them and switches focus to the editor. If a macro is being recorded, stops recording the macro. If a macro is being replayed, stops replaying the macro.

Editor shortcut keys

The Editor panel must be active.

Ctrl+A	Select all text in the editor
Ctrl+B	Toggle BOLD font style
Ctrl+C or **Ctrl+Insert**	Copy selected text to clipboard
Ctrl+D	Select background color
Ctrl+E	Toggle BULLETS style for selected paragraph(s)
Ctrl+G	Go to specific line in the editor
Ctrl+H	Apply current highlight color to selected text
Ctrl+I	Toggle ITALIC font style
Ctrl+J	Join selected lines (reformat lines into a single para-graph)
Ctrl+K	Toggle STRIKEOUT font style
Ctrl+L	Toggle DISABLED font style
Ctrl+M	Jump to matching bracket
Ctrl+P	Select paragraph properties for selected para-graph(s)
Ctrl+R	Select font color for selected text
Ctrl+T	Select font properties for selected text
Ctrl+U	Toggle UNDERLINE font style
Ctrl+V or **Shift+Insert**	Paste text or image from clipboard

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Ctrl+W	Toggle the Word-Wrap option
Ctrl+X or **Shift+Delete**	Cut selected text to clipboard
Ctrl+Y	Delete selected line
Ctrl+0	Clear font attributes for selected text
Ctrl+1	Select SINGLE line spacing for selected paragraph(s)
Ctrl+2	Select DOUBLE line spacing for selected paragraph(s)
Ctrl+5	Select ONE AND A HALF line spacing for selected paragraph(s)
Insert	Toggle INSERT / OVERWRITE mode for the editor
Ctrl+=	Evaluate expression
Alt+Insert	Paste result of last evaluated expression
Ctrl+-	Toggle SUPERSCRIPT font style
Ctrl+Shift+-	Toggle SUBSCRIPT font style
Ctrl+[	Shrink (decrease) font size for selected text
Ctrl+]	Grow (increase) font size for selected text
Ctrl+,	Increase space before paragraph
Ctrl+.	Increase space after paragraph
Ctrl+Shift+,	Decrease space before paragraph
Ctrl+Shift+.	Decrease space after paragraph
Ctrl+Alt+Left	Left-align selected text
Ctrl+Alt+Right	Right-align selected text
Ctrl+Alt+Up	Center selected text
Ctrl+Shift+C	Insert special character
Ctrl+Shift+D	Insert current date
Ctrl+Shift+E	Toggle NUMBERS style for selected paragraph(s)
Ctrl+Shift+H	Remove highlighting from selected text
Ctrl+Shift+I	Invert case of selected text (This -> tHIS)

Ctrl+Shift+L	Change selected text to lowercase
Ctrl+Shift+M	Change selected text to Mixed Case
Ctrl+Shift+S	Sort selected lines
Ctrl+Shift+T	Insert current time
Ctrl+Shift+U	Change selected text to UPPERCASE
Ctrl+Shift+Y	Insert hyperlink
Ctrl+Shift+0	Clear paragraph attributes
Ctrl+Shift+3	Apply Rot-13 to selected text
Ctrl+Shift+4	Reverse selected text
Ctrl+Shift+Ins	Paste as text (paste without any formatting)
Alt+Backspace	Undo (Multiple Undo is supported. Changes cannot be undone after the file has been saved)
Ctrl+Enter	Redo (i.e.: Undo the last "Undo" operation)
Ctrl+/	Repeat last command (the name of the command which will be repeated is displayed in the editor's context menu)
Shift+F4	Apply selected style to text (Style toolbar MUST be visible)
Ctrl+F8	Copy current font attributes
Shift+F8	Paste font attributes ("format paint")
Ctrl+F9	Copy current paragraph attributes
Shift+F9	Paste paragraph attributes ("format paint")
Ctrl+;	Increase first line indent
Ctrl+Shift+;	Decrease first line indent
Alt+;	Increase left indent
Shift+Alt+;	Decrease left indent
Ctrl+'	Increase RIGHT indent
Ctrl+Shift+'	Decrease RIGHT indent
Ctrl+Alt+W	Select current word in editor
Alt+Left	In a tree note, navigate BACKWARD in history

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Alt+Right	In a tree note, navigate FORWEARD in history
Alt+Down	In a tree note, switch to NEXT node
Alt+Up	In a tree note, switch to PREVIOUS node
Shift+Alt+Left	In a tree note, move LEFT in the tree
Shift+Alt+Right	In a tree note, move RIGHT in the tree
Ctrl+Grey *	Switch focus to the Style combo box. (Select a style, then press **Enter** to apply it or **Esc** to cancel.) The Style toolbar must be visible.
Ctrl+Grey /	Switch focus to the Macro combo box. (Select a macro, then press **Enter** to run it or **Esc** to cancel.) The Macro toolbar must be visible.

Tree Shortcut Keys

The Tree panel must be active.

Enter	Add new node
Space	Rename selected node
Shift+Enter	Add new node as child of current node
Ctrl+Enter	Add new node immediately after current node
Insert	Insert new node before current
Delete	Delete selected node (optionally, delete all children too)
Shift+Delete	Delete all children of the selected node
Shift+Insert	Rename node by pasting text from clipboard
Shift+F11	Hide or show tree panel
Grey +	Expand all nodes in tree
Grey -	Collapse all nodes in tree
Grey *	Switch from tree panel to editor
Shift+Down	Move selected node down
Shift+Left	Move selected node left (promote in hierarchy)
Shift+Right	Move selected node right (demote in hierarchy)
Shift+Up	Move selected node up

Ctrl+B	Mark selected node Bold
Ctrl+C	Copy selected node's name to clipboard
Ctrl+D	Reset selected node colors (font and background) to default
Ctrl+E	Insert full path of selected node in editor
Ctrl+G	"Graft" (paste) a subtree previously lifted with **Ctrl+Y**
Ctrl+P	Copy selected node's path to clipboard
Ctrl+R	Refresh virtual node (reload file from disk)
Ctrl+T	Copy full text of selected node to clipboard
Ctrl+V	Make selected node virtual
Ctrl+X	Export selected node
Ctrl+Y	"Lift" a subtree (prepare subtree for pasting with **Ctrl+G**)
Ctrl+Shift+S	Sort entire tree
Ctrl+Shift+U	Sort selected subtree
Ctrl+`	Check/uncheck selected node
Alt+D	Rename node using current date
Alt+T	Rename node using current time
Shift+Alt+D	Rename node using current date and time
Alt+F11	Create a new tree node from text selected in current node

Note: Another way of moving nodes is by dragging them and dropping in a new place. More tree commands are available from the tree context menu.

Other Shortcut Keys

Alt+0 to **Alt+9**	Jump to bookmark number 0 through 9 (bookmark must be set)
Shift+Alt+0 to **Shift+Alt+9**	Set bookmark number 0 through 9
Shift+F5	Execute selected macro (if Resource panel visible)
Ctrl+F5	Run the most recently executed macro

Shift+F6	Insert internal KeyNote link
Ctrl+F6	Mark location for internal KeyNote link
Shift+F12	Run selected plugin (if Resource panel visible)
Ctrl+F12	Run the most recently executed plugin

Alternate Shift or Ctrl Commands

The following commands behave differently if the **Shift**, **Ctrl** or **Alt** key is held down while the command is executed by pressing a toolbar button, clicking a menu option, or performing other mouse action (drag and drop, double-click, etc.).

Save (**File** menu or toolbar button)

- with **Shift**, the **Save As** command is executed instead

Paste (**Edit** menu or toolbar button)

- with **Shift**, text is pasted as plain text
- with **Ctrl**, the **Paste into new** command is executed instead.
- with Alt, the **Paste special** command is executed instead.

Paste into new (**Edit** menu)

- with **Shift**, text is pasted into a new note as plain text

Plugins (**Tools** menu)

- with **Shift**, KeyNote will re-initialize the list of installed plugins. This is useful if you have added or removed a plugin while KeyNote is running.

When double-clicking on the note tab:

- with **Shift**, the Note Properties dialog box is opened (normally, the simpler Rename note dialog box is opened)

When clicking an URL in the editor:

- depending on the setting in Options dialog box, "Misc" tab, pressing the **Shift** key may be required for the URL to be activated.
- with **Ctrl**, the URL is opened in a new browser window, regardless of the "URL action" option setting. (This only affects `<http://>` URLs.)

Background color (**Format** menu)

- with **Shift**, if current note is a tree-type note, the new background color will be applied to ALL NODES in the tree (normally, the command only affects the currently displayed node). After you select a color, a confirmation dialog box is displayed. **Shift** has no effect if the note is not a tree-type note.

Increase indent, Decrease indent (toolbar buttons)

- with **Shift**, the RIGHT indent gets increased or decreased, rather than the left indent.

WordWeb lookup (Insert menu, editor context menu, toolbar button)

- with **Shift**, you will be prompted to enter a word to look up in the WordWeb thesaurus. (Normally, KeyNote automatically picks the current word in the editor and looks it up.)

When dropping a tree node onto another node in the tree:

- with **Shift**, the Insert command is executed for the dragged node, meaning that the node will be inserted before the node onto which it was dropped. Normally, the dragged node is added as a child of the node onto which it was dropped.
- with **Ctrl**, the dragged node is inserted as the FIRST node in the tree (it becomes the top, or root, node).

Copy node name (tree panel context menu)

- with **Shift**, the whole text of the current node is copied to clipboard, in addition to the name of the node. The text is copied without formatting.
- Check/uncheck tree node, make node text bold or select node color:
- with **Shift**, the same command is also applied to all children of the selected node (i.e. all child nodes receive the same format or state as the current node).

Command Line Reference

When launching KeyNote from the command-line (**Start->Run**…) or from a shortcut, you can specify one or more command-line arguments. These arguments are equivalent to some configuration options and change certain aspects of the program behavior.

usage: keynote.exe [filename[.knt]] [-option [-option…]]

Note: If a command-line argument is a file, just enter the full path and filename. Command-line arguments that are options must be preceded by a dash (-) or a slash (/), which is the usual convention for MS-DOS and MS Windows programs.

Command-line options may be typed in lowercase or UPPERCASE, and may be specified in any order.

Following is a list of command-line options KeyNote supports.

Filenames

You can specify one or more filenames on the command-line to alter the default behavior of the program. KeyNote relies on the file extension (file type) in interpreting the meaning of the option.

If you specify a… Keynote will…

.KNT file - open this file on startup

.INI file - use it as the configuration file instead of the default "keynote.ini") Note that this enables many users to share KeyNote on one computer and have their own, separate preferences.

.DEF file - read from this file default settings for newly created notes (instead of the default keynote.def)

.MGR file - use this file to fill the File Manager dialog box (instead of the default key-note.mgr)

Options

-min (minimize on startup)

The main program window will be automatically minimized when KeyNote is started. Note that you can achieve the same effect by opening the shortcut Properties window and specifying "Minimized" in the appropriate setting on the Shortcut tab. If this option is not specified, KeyNote will restore the previous size and position of the main window.

-debug (save some debug info)

Turns ON debugging. This option is only honored if the program was built with debug code; otherwise it is ignored and has no effect on the program execution. When debugging is on, KeyNote periodically saves to disk a log file containing some runtime information and any error messages that may have been issued.

-nso (do not save options)

If this option is specified, KeyNote will not save any configuration options you may change inside the program. You can still open the Options dialog box and change settings, but the changes you make will be lost after you close and restart the program. This option may be useful when running KeyNote from a floppy disk.

-nro (do not read options, IMPLIES 'nso')

If this option is specified, KeyNote will not read its configuration file (keynote.ini). All options will be reset to factory defaults. If this option is specified, KeyNote ALSO assumed the -nso option (see above), so it will neither read nor save any changes in configuration.

Note: The simplest way to restore factory default configuration is to delete the file "keynote.ini" which resides in the directory where you installed KeyNote.

-reg (register data file extension)

If this option is specified, KeyNote will try to register its default document extension (.knt) with itself. You can also perform this manually in Windows Explorer using the Options command in the View menu.

-nodef (do not read or write default entry settings)

If this option is specified, KeyNote will not load the default settings for new notes that you create (keynote.def) and will use factory defaults instead. If you wish to restore factory default settings for newly created notes, just delete the file "keynote.def" which resides in the directory where you installed KeyNote.

-saveicn (save factory default icons to bitmap file)

For the programmer only; not useful for the users. Saves the default icon set to a bitmap file.

-noicn (do NOT load user icons from external .ICN file)

If this option is specified, KeyNote will not load the custom icons (keynote.icn) file at startup, and will use factory default icons instead. This option also disables the Icons tab in the Options dialog box, preventing the user from changing icons.

-oldfmt (use old, pre-0.85, file format)

See relevant note in the file "history.txt". This is only useful if you need to exchange your KeyNote file with someone who still uses a much older version of KeyNote. This setting is ignored if your current file contains tree-type notes, because the older versions of KeyNote will not be able to open such notes anyway.

-noreg (do NOT store information in registry)

Do not store window size and position and the recently used file list in the registry. Instead, this information is stored in a file with the ".mru" extension.

Information for DaRT Notes Users

The concept of KeyNote is based on a similar tabbed notebook application I have been using for several years: DaRT Notes, by Andrew v.d. Merwe. The URL for DaRT Notes is

<http://users.iafrica.com/d/da/dart/DaRT/Software/Notes/Notes.html>

DaRT Notes is an excellent and free program. I have gotten used to it so much that I never, literally never use pen and paper anymore. The author was very responsive to all comments, and for a long time the program grew in features and functionality.

However, the development of DaRT Notes ultimately stopped. I have finally decided to create a similar program, one that would have most of the original DaRT Notes features, and then some more. Hence KeyNote.

KeyNote is NOT a "clone" of DaRT Notes, though. It is similar, but not a one-to-one equivalent. It is a bit slower :) but more featureful, I hope.

Important Note to DaRT Notes Users

KeyNote can read and save files in the format used by DaRT Notes. Since KeyNote has some additional functionality, certain features or properties will not be preserved across sessions. For instance, DaRT Notes has no tab icons, so whatever icons you specify for the tabs in the file, will be lost after you save and reopen the file in the DaRT Notes format. However, if you would like to try out KeyNote without having to transfer all your notes, you can. If you open a DaRT Notes file, it will be automatically saved in that format, too. If you wish to change the format in which the file will be saved, open the File properties dialog box ("KeyNote File properties" on page 82) and in the "Format" list choose **"Keynote native"**. Note that the file extension will be automatically changed depending on the format in which the file is being saved, so there is no danger of accidentally overwriting your DaRT Notes file.

If you are using a version of KeyNote later than 0.90, please note that KeyNote now supports two major features which Dart Notes doesn't have: encryption and tree-type notes. A file which uses these features (e.g. a file which contains at least one tree-type note)

CANNOT be saved in Dart Notes format.

Many thanks to the author of DaRT Notes, Andre v.d. Merwe, for providing a very reliable and useful application, and for inspiration. Also, many thanks for documenting the file format used by DaRT Notes.

Known problems and bugs

KeyNote is updated very often - more often that this Help file. A detailed list of known problems and unfixed bugs is contained in the file called "Bugs.txt". The file is located in the "\doc" subdirectory, below the directory where KeyNote is installed.

You can also view the latest version of the Release History file on the Web:

<http://www.tranglos.com>

Information contained in this Help topic was current at the time when version 1.5 of KeyNote was released (June 2002).

Problems with printing

Originally, there was a problem with printing from the richedit control via the page setup dialog: you'd always get two or three additional blank pages at the end of the printout. I had no idea how to fix that and why it was happening.

There is now a "Safe print" option which you can turn on in the Options dialog, "Advanced" page. With "Safe print" OFF, the rich text is first filtered through the older version of the richedit control, which fixes the problem with surplus pages, but causes loss of certain formatting attributes which the older richedit version did not support (e.g. highlighting, paragraph spacing, the "disabled"-looking font style and a few others).

With Safe Print turned ON, the printing is done directly from the richedit control, so you get all the "advanced" formatting attributes, but the page setup dialog is simply bypassed, and all settings you make there are ignored. For now, this is the best I can do.

- When working with files from network drives, you may receive the following message while saving the .KNT file: Folder monitoring has been disabled due to the following error: Win32 error. Code: 2." The file, however, is saved correctly and no obvious error in fact occurs. If you encounter this problem, open the Options dialog box, click the "Advanced" tab, and CHECK the "Disable folder monitor" checkbox. The folder monitoring function is used to detect if another application has modified the file which is currently open in KeyNote (in such a case, KeyNote prompts you to reload the file from disk). However, folder monitoring only works with files on the local disk, not across a network. Disabling it will eliminate the faux error message, but KeyNote will no longer be able to detect file changes.

- When changing the default color of the tree nodes in "Note Properties" dialog box, the color change takes effect after the file has been closed and reopened (or after KeyNote has been restarted). All other font properties take effect immediately. (This does not apply when setting a color for a specific tree node using the tree panel's context menu.)

- When KeyNote is set to remain "always on top" (**View** menu), the font selection drop-down box becomes inaccessible (disabled) on some systems. I cannot reproduce this problem on Windows 95 or 2000, and I have really no idea why it happens.

- When a note uses a character set other than the system default, it may not be possible to use the Find and Replace functions, because the text in the Find and Replace dialog boxes is not displayed correctly. Since specifying the character set for the dialog boxes does NOT solve the problem, I have currently no idea what to do about this.

- If you add (or possibly move) some nodes in the tree, and then change the tree layout (from horizontal to vertical, or the other way around), then the new nodes lose their original position. This does not affect the nodes that were created earlier. The problem does not occur if the file was saved and closed/reopened.

- Workaround: When you want to change the layout, save the file first *and reload it*. Just close the file and reopen it, or simply select the file from the "Recent files" menu. After you have reloaded the file, change the tree layout. This way, all nodes should stay where they were. You should probably save the file at this point and reload it again, at least if you intend to make any further changes to the tree.

- On some systems you may receive an "Error code: 2" message while saving the .KNT file. (The message can also report: "Win32 Error. Code 2. The system cannot find the file specified".) The file, however, is saved correctly and no obvious error in fact occurs. If you encounter this problem, open the Options dialog box, click the "Advanced" tab, and CHECK the "Disable folder monitor" checkbox. The folder monitoring function is used to detect if another application has modified the file which is currently open in KeyNote (in such a case, KeyNote prompts you to reload the file from disk). Apparently, the folder monitoring is incompatible with some versions or configurations of Windows, and it certainly does not work across a network. Disabling it will eliminate the faux error message, but KeyNote will no longer be able to detect file changes.

- When using clipboard capture with some applications (such as Acrobat Reader), more than 1 copy of the text gets pasted in KeyNote. This was originally a problem with MS Word, which was fixed, but the issue remains with other applications. If you encounter this problem, please let me know which application you are copying text from. (In version 1.5 or later, try increasing the "SleepTime" value in keynote.ini, [ClipOptions] section.)

- In a tree node, if you change font color to black using the color button on the toolbar, then click another node and return to the one in which you changed font color, the text that should be black will now be white (this only occurs under some specific conditions). I have no fix for this problem (KeyNote *does* set the color to black, of course!) The workaround is to click the color button and use the "Default color" function, instead of "Black". This solution is only valid if you have chosen black as default font color for the current note (in Note Properties dialog box, **F4**).

Limitations

- It is not possible to indent the first line of a paragraph; use TAB instead. (The "First line indent" creates a hanging indent, which is the opposite to what many users expect.)

- Importing files: It is not possible to import files if no file is open, or if the current file does not contain any notes. Please make sure you have a file open and that the file contains at least one note before importing files.

- When a non-modal dialog box is open (Find or Replace), the **Alt+Down arrow** keyboard shortcut does not work in the drop-down list. Instead, the shortcut is handled by KeyNote itself. This is _normal_, given how non-modal dialog boxes work in Windows, but it's still annoying. I hope to be able to work around this in version 2.0.

- In Favorites, it is not possible to specify command-line arguments for program shortcuts. However, command-line arguments may be added by manually editing the "keynote.fvr" file.

- Exporting notes in HTML format seems to do nothing: When exporting notes as HTML files, KeyNote uses a Microsoft HTML conversion library, "html32.cnv". If this file is not installed on your system, or not properly registered, the export procedure will fail without displaying any error messages. This will be fixed in version 2.0.

- When setting (or unsetting) the "Plain text" property of a tree-type note (in "Note Properties" dialog box), each node has to be manually edited (or at least clicked) before its contents will be updated according to the "Plain text" option setting. Nodes will display properly, but they will retain all text in the previously active format (RTF or plain text) until they have been clicked and selected for editing.

- When using the "Find all words" or "Find any word" search type on the Resource panel, the "Search tree nodes" option is ignored, i.e. tree nodes are NOT searched. Tree nodes are only searched when you select the "Exact phrase" setting.

- Saving the notes file clears the Undo buffer; operations cannot be undone after the file was saved (manually or automatically). This is not done by design, but it's a "feature" of the RichEdit control. At this time, I have no idea how to work around it.

- Simple (non-tree) notes cannot be moved by drag-and-drop to tree notes, or "upgraded" to trees.

- The search and replace commands do not support metacharacters, so it's not possible to search for tabs or line breaks.

- There is no way to activate a hyperlink using keyboard - only a mouse click will do. This issue is internal to the richedit library and I have no fix for this.

- There are MANY commands which cannot be used in macros. Usually, there is no warning about it. Some information regarding this is included in the Help file ("Macros" topic). This is a design limitation; macros will be much more robust in version 2.0, but have to stay the way they are in 1.x.

- When sending a note by email, the text of the note is not wrapped.

- When a non-modal dialog box is open (Find, Replace), you cannot use **Alt+Up arrow** and **Alt+Down arrow** key combinations in the dialog, if they are assigned to com-

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mands in KeyNote's main window. (By default, these key combinations are assigned to move one node up or down.) This is due to how non-modal dialog boxes work in Windows programs; the only workaround is to remove these key assignments using the "Customize keyboard" command.

• Icons are associated with notes by their index number. Therefore, if you delete an existing icon (Options dialog box, "Tab icons" section), icons following it will be shifted one slot backwards. This will change icons displayed with some notes. For instance, if you have 10 icons and you delete icon number 3, the icons that were originally numbered 4-10 will now be numbered 3-9. Any note that displayed icon number 3 will now display the icon originally numbered 4, etc. Notes which used to display icon number 10 will not display not icon (because there are only 9). If this is a problem, you should only add icons to the end of the list, and not delete any existing icons. (Note also that you can use a separate icon file for each KNT file you have, so a change in one set of icons need not affect other files.)

• When editing node icons, only one icon can be added at a time. (You cannot select more than one icon in the dialog box and add them all.)

Auxiliary Files

This topic describes the purpose of various files installed with KeyNote or created by the program.

Note: KeyNote creates several auxiliary files as you use the program. These files will not be deleted by the Setup program when you uninstall KeyNote. You will need to delete these files manually after uninstalling.

.KNT

KeyNote file: These are the files that contain you notes. File **"sample.knt"** is installed with KeyNote, but you should create your own. The sample.knt file will be overwritten when you upgrade KeyNote.

.KNE

Encrypted KeyNote file

.BAK

Backup file: Note that you can change the backup extension in the Options dialog box, so your backup files may be using a different extension. These files may be safely deleted. They are created automatically by KeyNote each time your KNT/KNE file is saved, unless you turn OFF the Backup option.

.INI

Main KeyNote configuration file: This file may be safely deleted, but Keynote will recreate this file automatically. Note that some plugins may create INI files of their own, in the "plugins" subdirectory.

.MGR

File manager storage: This file contains a list of all KeyNote files you have used. Missing files are automatically removed. In KeyNote, you can press **F12** to open the File Manager and quickly select one of the remembered files in order to open it. This file may be safely deleted, but Keynote will recreate this file automatically.

.TIP

Tip of the Day file: This file contains a list of the "Tip-of-the-Day's" which KeyNote displays at startup (optionally). This file may be safely deleted.

.MRU

This file contains information about the most recently used files (hence the extension), as well as information about the size and position of several dialog boxes. When these dialog boxes are opened, their previous position and/or size are restored. Delete this file to reset the state of all dialog boxes to factory defaults. This file may be safely deleted, but Keynote will recreate this file automatically.

.DEF

Default editor and tree settings for newly created notes: These are the options which you change with the "Default settings" command (under the "Tools" menu; or press **F6**). Note that you can have separate default settings for each KNT/KNE file, hence more than one .DEF file. This file may be safely deleted, but you will then have to select your preferred default settings again.

.ADR

Address book for sending notes via email: Each line in this file should contain one email address. When emailing a note, the contents of this file are loaded into the "To" and "Cc" drop-down boxes, so that you can easily select an email address. You can edit this file in a text editor. This file may be safely deleted.

.SIG

Signature file for sending notes via email: This file is automatically appended to every email message sent from KeyNote. You can edit it in a text editor. This file may be safely deleted.

.KNS

Style definition file: All styles available in KeyNote are stored in this file. This file may be safely deleted, but Keynote will recreate this file automatically whenever you create or edit styles.

.EXP

Glossary expansion file: This file may be safely deleted, but Keynote will recreate this file automatically whenever you add a term to the Glossary.

.KEY

Keyboard customization file: This file is created by the "funckey.knl" plugin which you can use to assign macros, plugins and styles to function key combinations. This file may be

safely deleted.

.KNL

KeyNote plugin: A few plugins are installed with KeyNote; others may be downloaded from KeyNote website. It is also possible that you have downloaded and installed Key-Note plugins from third-party vendors. You should not delete plugins unless you definitely want to get rid of them :)

.KNM

KeyNote macro file: Each macro you create is saved to disk as a .KNM file. You can delete a .KNM file to remove an unneeded macro. This can also be achieved from inside KeyNote.

.ICN

Tab icons storage: When you customize (add, remove) the icons which KeyNote displays on note tabs, your custom icons are saved in an .ICN file. Note that it is possible to have more than one .ICN file, because you can assign a different .ICN file to each KNT/KNE file. If you delete this file, KeyNote will use its default, built-in tab icons.

.HLP

KeyNote Help file

.WAV

Clipboard capture notification sound: KeyNote is distributed with a single wave file, "clip.wav". This file is optionally played whenever text is captured from clipboard. You can safely delete this file or replace it with another .WAV file to play a different sound. The file must be named "clip.wav".

.DAT

Uninstaller file: DO NOT DELETE this file, or you will not be able to uninstall KeyNote automatically. See "Menu Commands Overview" on page 38

Menu Commands

Menu Commands Overview

The sections below describe each command available through the **main menu** in Key-Note.

Tip: A great number of KeyNote menu commands have keyboard shortcuts which invoke these commands. The shortcuts are displayed next to the command names. See "Keyboard Reference" on page 22.

Tip: Many areas of the main KeyNote window contain additional context menus. They are often easier to use and quicker to access than the main menu. To open a **context menu**, click the right mouse button. For instance, you can right-click the editor area, the tree panel and the note tabs to open context menus associated with them.

File Menu

New command

Where is the command?

Choose **File/New** or click: ☐

Creates a new KeyNote file. If the Auto-Save option is enabled, KeyNote prompts you to give the new file a name and save it (see "Options: KeyNote files" on page 60). Note that the Auto Save option cannot work until you have saved the new KeyNote file for the first time.

Open command

Where is the command?

Choose **File/Open** or click: 📂

Opens a KeyNote file on your disk.

Tip: There are several ways to open a file in KeyNote. You can select a recently used file from the "Recent files" menu (see below), you can drag a KeyNote file from Windows Explorer and drop it onto any area of the main KeyNote window (excluding the editor), or you open a file via the "File Manager" dialog box (see below).

Tip: KeyNote can open and save files with the .KNT, .KNE and .N_TEXT extensions. Files of other types can be imported. See "Importing Files as Notes" on page 116.

Tip: Occasionally, KeyNote may open your file in Read-Only mode. For instance, files on CD-ROM drives cannot be modified, so they will be opened as Read-Only. The Options dialog box allows you to configure which other files should be opened in Read-Only mode (see "Options: File options" on page 61). When a file is opened in Read-Only mode, you can still modify it, but you will not be allowed to save it unless you change the name and/or location of the file.

Save command

Saves the current KeyNote file to disk.

Save As command

Saves the current KeyNote file to disk with a new name. You can change the name of the file, and its location (drive and/or directory).

Close command

Closes the current KeyNote file. Note that most KeyNote commands and tools are not available when no file is open.

Recent Files command

Displays a submenu (optionally) listing the names of files you have recently opened or saved in KeyNote. This is a very quick way to open a recently used file. The Options dialog box allows you to configure several settings related to the Recent Files menu (see "Options: File options" on page 61).

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Note: If you use the **Clear MRU List** command, the **Recent Files** command disappears.

Clear MRU List command

Clears the most recently used files list.

Remove Obsolete command

Removes files from the MRU list that no longer exist.

Auto Save command

Toggles the Auto Save option. When the option is enabled, KeyNote will save your file automatically. When the option is disabled, KeyNote will prompt to save the changes when necessary. The Options dialog box allows you to configure several settings related to the Auto Save option (see "Options: KeyNote files" on page 60).

Properties command

Displays the File properties dialog box ("KeyNote File properties" on page 82). Among other functions, this dialog box allows you to securely encrypt your KeyNote file, to protect it against unauthorized access (see "File properties: Security" on page 84).

File Manager command

Displays the File Manager dialog box (see "File Manager" on page 116), which allows you to quickly open one of the files you have used in KeyNote previously. The File Manager dialog box also displays descriptions and comments associated with your KeyNote files, so that you can easily identify them.

Import command

Allows you to select one or more files to import into KeyNote. You can import KNT, RTF, TXT, TreePad, and HTML files. Depending on the file name extension, you can:

- Import as a new note
- Create a hyperlink to the file
- Import as tree node or nodes
- Import as virtual tree node or nodes
- Open or Merge the file with the currently open KeyNote file (KeyNote files only)

Tip: You can also import files by dragging and dropping them into KeyNote. Dropping a file into the Tree panel creates a new note or node. Dropping a file into the Editor panel embeds the file as an OLE object. You can also drop the file onto some other part of the KeyNote program window (toolbar, status bar, …), which is helpful when using a simple note.

Export command

Allows you to export part of all of the open KeyNote file to a separate file (TXT, RTF, HTML, or TreePad).

Page Setup command

Displays the standard Windows "Page Setup" dialog box, which allows you to configure

certain aspects of how your notes will be printed. Note that the settings made in the Page Setup dialog box are ignored if you enable the "Safe print" option (see "Options: Advanced" on page 67).

Copy To command

Opens the standard Windows "Navigate to folder" dialog box, which allows you to select a folder (directory) to which you want to copy the currently open file. This is a quick way to make a backup copy of the file, e.g. on diskette. The dialog box will remember the last folder you chose, and automatically open with that folder preselected.

Exit command

Closes the program.

Edit Menu

Undo command

Undoes (cancels) the most recent editing operation you performed. The Options dialog box allows you to specify the "Undo level", i.e. the number of editing operations that can be undone (see "Options: Rich Text editor" on page 58). Note that you will not be able to undo operations after a file has been saved.

Redo command

Reverses the last Undo command.

Repeat Last command

Repeats the last editing command. Next to the menu command, KeyNote displays the command which will be repeated, e.g. "Repeat Bold", "Repeat Paragraph" or "Repeat Paste". This is especially useful when the command you want to repeat is buried deeper in the menu structure. You can also press **Ctrl+/** to repeat the last editing command.

Cut command

Cuts selected text and places it on the Clipboard.

Copy command

Copies selected text and places it on the Clipboard.

Paste command

Pastes data from clipboard. Note that you can not only paste text, but also other data formats which the Windows Clipboard can contain, e.g. pictures.

Paste Other command

Displays a submenu of commands for pasting into KeyNote from the Clipboard.

Paste As Text command

Pastes text from clipboard as plain text (without any formatting)

Paste Special command

Displays the Windows standard "Paste special" dialog box, which allows you to select the

format which should be used to paste clipboard data.

Paste Into New Note command

Creates a new standard note and pastes clipboard data into it.

Paste Into New Node command

Creates a new node in the current note and pastes clipboard data into it. The title of the new node is the same as the pasted text.

Delete command

Deletes selected text.

Lines command

Displays a submenu with commands for working with lines of text.

Delete Line command

Delete the currently cursored line.

Sort Lines command

Sort the currently selected lines in alphanumeric order.

Join Lines command

Remove carriage returns in the selected lines, joining them into a single line.

Change Case command

Displays a submenu with commands to change the case of selected text.

To UPPERCASE command

Change the selected text to all uppercase letters.

To lowercase command

Change the selected text to all lowercase letters.

To Mixed Case command

Change the selected text to mixed case letters (first letter of each word is uppercase, other letters lowercase). KeyNote becomes Keynote.

Invert Case command

Swap upper and lowercase letters (KeyNote becomes kEYnOTE).

Cycle Case command

Selecting this command repeatedly cycles through changing selected text to uppercase, then lowercase, then mixed case.

White Space command

Displays a submenu with command to edit whitespace (spaces and tabs) in the selected lines, or the whole node if no text is selected.

Trim Left command

Remove whitespace to the left of the first letter in the selected lines, or the whole node if

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no text is selected.

Trim Right command

Remove whitespace to the right of the last letter in the selected lines, or the whole node if no text is selected.

Trim Both command

Remove whitespace to the left of the first letter, and the right of the last letter, in the selected lines, or the whole node if no text is selected.

Compress White Space command

Compress all whitespace to a single space (or tab if there are tabs but no spaces) in the selected lines, or the whole node if no text is selected.

Transform command

Displays a submenu with commands for transforming text.

Apply Rot-13 command

Transform the text using the ROT-13. This is an old technique of obfuscating text, dating back to early days of Usenet. It is NOT encryption. You can use it to disguise text so that whoever is viewing the text has to apply the ROT-13 transformation again to read the text. See <http://catb.org/~esr/jargon/html/entry/rot13.html> for more information.

Reverse Text command

Reverse the order of the selected text. If you select multiple lines, the order of the lines is also reversed.

Decimal to Roman command

Convert the selected decimal number to Roman numerals. 12 becomes XII. If no number is selected, a dialog box appears so you can enter the decimal number.

Roman to Decimal command

Convert the selected Roman numerals to a decimal number. XII becomes 12. If no number is selected, a dialog box appears so you can enter the decimal number.

Expression command

Displays a submenu with commands for evaluating expressions.

Evaluate command

Evaluate the selected numeric expression, appending the result at the end of the selected text. If no expression is selected, evaluate the expression on the cursored line and append the result.

Paste Last Result command

Paste the result of the last expression evaluation at the cursor.

Select Word command

Selects the cursored word. Either the Tree or Editor panel may be active.

Copy All command

Selects all text in active note and copies it to clipboard. Either the Tree or Editor panel may be active.

Select All command

Selects all text in active note. Either the Tree or Editor panel may be active.

View Menu

Always on Top command

Toggles the "Always on top" option. WHen the option is enabled, KeyNote's main window will stay on top, i.e. will not be covered by any other window.

Resource Panel command

Display or hide the Resource panel. The Resource panel has several tabs that allow you to quickly access useful KeyNote features. Right-click one of the tabs to display a menu of commands for the Resource panel itself. Right-click in the panel for the selected tab to display a menu of commands for that tab.

- **Find tab** - Quickly find all nodes containing text that matches a word or phrase.
- **Scratch tab** - A simple RTF scratchpad, automatically loaded and saved. You can easily drag and drop text from notes to the scratchpad and back.
- **Macros tab** - Display all KeyNote macros you have created or installed. Press **Enter** or double-click a macro to execute it. Includes the Macro toolbar for recording and playing macros. A red icon next to a macro indicates an "Auto-run" macro; a blue icon indicates a normal macro.
- **Templates tab** - Display all templates you have created. Press **Enter** or double-click a template to insert it in the current note. Press **Insert** to create a new template. A blue "A" icon next to a template indicates a Rich Text template (a template which includes text formatting); a black "A" icon indicates a plain-text template.
- **Plugins tab** - Display all KeyNote plugins you have installed. Press **Enter** or double-click a plugin to execute it. There is a small toolbar here with the basic commands. A red icon next to a plugin indicates a "resident" plugin (a plugin which can run in the background alongside KeyNote); a blue icon indicates a normal, modal plugin (which you have to close to return to KeyNote).
- **Favorites tab** - Display the names of your favorite locations (in KeyNote), as well as links to external documents and programs.

Toolbars command

Displays a submenu of commands which allow you to selectively turn ON or OFF the KeyNote toolbars.

Show Main Toolbar command

Display/hide the toolbar for the most used KeyNote commands.

Show Format Toolbar command

Display/hide the toolbar for formatting text in a node or note.

Show Style Toolbar command

Display/hide the toolbar for applying a defined format to the selected text.

Show Tree Toolbar command

Display/hide the toolbar for adding/deleting nodes in a tree-type note; includes the navigation buttons that move the highlight back to nodes you previously displayed.

Show Insert Toolbar command

Display/hide the toobar for inserting the date, time, or a symbol.

Show All Toolbars command

Display all the toolbars.

Hide All Toolbars command

Hide all the toolbars.

Refresh Configuration command

Refresh the toolbar configuration from the toolbar.ini file. See "Customizing the toolbars" on page 120.

Save Configuration command

Save the current toolbar configuration to the toolbar.ini file. See "Customizing the toolbars" on page 120.

Tip: KeyNote toolbars can be dragged and docked in various positions (on top, on the bottom, and against the left edge). The can also be dragged to any other position and "float" there. When a toolbar is floating, it can be closed. You can also double-click a floating toolbar to dock it automatically (without having to drag it into position). The next time you start KeyNote, all toolbars will remember and restore their state, size, and position.

Status Bar command

Show/hide the KeyNote Status bar.

Tab Icons command

Show/hide the icons on the note tabs. This command is unavailable if you have disabled showing icons for a particular file with the File/Properties command (see "File properties: File icons" on page 84).

Tree Panel command

Show/hide the Tree panel.

Tip: If the Tree panel is hidden, you can still navigate around the nodes in the tree by pressing **Alt+arrow keys** or using the **Tree/Navigate** command.

Standard Tree Icons command

Show/hide the standard icons for nodes in the Tree panel.

Custom Tree Icons command

Show/hide custom icons for nodes in the Tree panel. Chose this command, then right-click a node and choose **Custom Icon** to select a custom icon for the node

Tree Checkboxes command

Show/hide checkboxes for the nodes in the Tree panel.

Zoom In command

Enlarge the view in the Editor panel by 10%.

Tip: You can use the Zoom button on the Main toolbar to directly enter a zoom level.

Zoom Out command

Reduce the view in the Editor panel by 10%.

Tip: You can use the Zoom button on the Main toolbar to directly enter a zoom level.

Show Formatting command

Displays a submenu of commands which allows you to choose the formatting information to display in the status bar:

Show Font Formatting command

Display font style information in the status bar

Show Paragraph Formatting command

Display paragraph style information in the status bar

Show All Formatting command

Display both font and paragraph style information in the status bar

Hide Formatting command

Do not display formatting information in the status bar.

Tip: You may be able to improve KeyNote's performance by hiding the formatting display.

Alphabetize Tabs command

Arrange all note tabs alphabetically, by name.

Shift Active Tab command

Display a submenu of commands which allow you to move the active tab

Shift Tab Left command

Move the active tab to the left.

Shift Tab Right command

Move the active tab to the right.

Tip: You can also move note tabs by dragging them with the mouse.

Insert Menu

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Insert Date command

Insert the current date into the Editor panel at the cursor. Use **Tools/Configuration Options** command, **Formats** setting to set the default date format. See the "dateformats.txt" file for information on how to customize the date.

Insert Time command

Insert the current time into the Editor panel at the cursor. Use **Tools/Configuration Options** command, **Formats** setting to set the default time format. See the "timeformats.txt" file for information on how to customize the time.

Character command

Insert a selected character into Editor panel at the cursor.

File Contents command

Insert the contents of the selected file into the Editor panel at the cursor.

URL command

Display a dialog box that allows you to enter a URL (Internet link) into the Editor panel at the cursor.

Note: If you copy and paste a URL into the Editor panel, it will only be text: it will not be a link to the URL.

Link to File command

Display a dialog box that allows you to select a file. KeyNote creates a link to the file in the Editor panel at the cursor.

Mark KeyNote Location command

Use this command to temporarily mark the current node or note. You can then move to a different node or note and use the **Insert/Insert KeyNote Link** command to insert a link back to the marked location.

Insert KeyNote Link command

Insert a link to the previous location in a note or node, marked with the **Insert/Mark Keynote Location** command.

Picture command

Display a dialog box that allows you to insert the selected graphic file into the Editor panel at the cursor. The graphic appears as a picture in the Editor panel.

Object command

Display a dialog that allows you to insert an OLE object into the Editor panel at the cursor.

Expand Term command

Expand a glossary shortcut term. KeyNote expands the term if the characters are selected in the Editor panel, or are to the left of the cursor.

WordWeb command

Look up the selected word in the WordWeb dictionary/thesaurus. See "Integration with WordWeb thesaurus" on page 98 for more information.

Format Menu

Font command

Select the font, font size, and other font properties for the selected text.

Paragraph command

Select the alignment, indents, and other paragraph properties for the selected line or lines.

Language command

Set the language for the selected text. This property is used to select the proper dictionary for the spell-checker. It does not change the language of the text or the language of the KeyNote program.

Font Style command

Displays a submenu that allows you to select among the following font styles:

Bold command

Make the selected text **boldface**.

Italics command

Make the selected text *italic*.

Underline command

Make the selected text underlined.

Strikeout command

Make the selected text ~~strikeout~~.

Disabled

Make the selected text disabled (gray outline font).

Superscript

Make the selected text superscript.

Subscript

Make the selected text superscript.

Clear Font Attributes command

Return the selected text to the original font.

Font Size command

Displays a submenu that allows you to change the font size in one point increments.

Increase Font Size command

Increase the font size of the selected text in increments. The amount of increment is con-

trolled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Decrease Font Size command

Decrease the font size of the selected text in increments. The amount of increment is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Alignment command

Displays a submenu that allows you to change the paragraph alignment.

Align Left command

Left-align the selected paragraphs.

Align Center command

Center-align the selected paragraphs.

Align Right command

Right-align the selected paragraphs.

Justify command

Space the words in the selected paragraphs so that the paragraph extends to both left and right margins.

Line Spacing command

Displays a submenu that allows you to change the line spacing.

Line Spacing Single command

Use single line spacing between lines in a paragraph and between paragraphs.

Line Spacing 1.5 command

Use 1-1/2 line spacing between lines in a paragraph and between paragraphs.

Line Spacing Double command

Use double line spacing between lines in a paragraph and between paragraphs.

Paragraph Style command

Displays a submenu that allows you to change the paragraph formatting.

Bullets command

Change the selected paragraphs to a bulleted list.

Numbers command

Change the selected paragraphs to a numbered list.

Increase First Indent command

Increase the left-indent of the first line of the selected paragraphs. The indent is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Decrease First Indent command

Decrease the left-indent of the first line of the selected paragraphs. The indent is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Increase Left Indent command

Increase the left-indent of the selected paragraphs. The indent is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Decrease Left Indent command

Decrease the left-indent of the selected paragraphs. The indent is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Increase Right Indent command

Increase the right-indent of the selected paragraphs. The indent is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Decrease Right Indent command

Decrease the right-indent of the selected paragraphs. The indent is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Increase Space Before command

Increase the space above the selected paragraphs. The spacing is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Decrease Space Before command

Decrease the space above the selected paragraphs. The spacing is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Increase Space After command

Increase the space after the selected paragraphs. The spacing is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Decrease Space After command

Decrease the space after the selected paragraphs. The spacing is controlled with the **Tools/Configuration Options** command, **Rich Text Editor** setting.

Clear Paragraph Attributes command

Return the selected paragraphs to the original paragraph style.

Text Color command

Change the selected text color to the color selected on the formatting bar. Choose **Tools/Configuration Options** command, **Advanced** setting, and select Old style color selection dialogs to display a color selection dialog when you choose the **Text Color** command.

Background Color command

Select a different color for the background of the current node or note (Editor panel). Choose **Tools/Configuration Options** command, **Advanced** setting, and select Old style color selection dialogs to display a color selection dialog when you choose the **Background Color** command.

Apply Highlight command

Change the highlight for the selected text to the color selected on the formatting bar. Choose **Tools/Configuration Options** command, **Advanced** setting, and select Old style color selection dialogs to display a color selection dialog when you choose the **Apply Highlight** command.

No Highlight command

Remove the highlight color for the selected text.

Apply Selected Style command

Apply the selected style (the style displayed in the style toolbar) to the selected text.

Copy Format command

Displays a submenu with the following commands:

Copy Font Attributes command

Copy the font attributes (font, size, color, …) of the selected text. You can paste the font attributes with the **Format/Paste Font Attributes** command.

Copy Paragraph Attributes command

Copy the paragraph attributes of the current paragraph. You can paste the paragraph attributes with the **Format/Paste Paragraph Attributes** command.

Paste Format command

Displays a submenu with the following commands:

Paste Font Attributes command

Copy the font attributes (font, size, color, …) to the selected text. The font attributes are selected with the **Format/Copy Font Attributes** command.

Paste Paragraph Attributes command

Copy the paragraph attributes to the selected paragraphs. The paragraph attributes are selected with the **Format/Copy Paragraph Attributes** command.

Word Wrap command

Toggle text wrapping at the end of the line. If Word Wrap is on, lines that are longer than the Editor panel wrap to the next line.

Note Menu

New Note command

Create a new note. The note can be either a simple note or a tree-type note.

Rename Note command

Rename the active note.

Note Properties command

View and change most properties for the active note. You cannot change a simple note into a tree-type note, or vice versa.

Remove Note command

Delete the active note.

Warning: Once you delete a note, you cannot bring it back!

Print Note command

Print the active note. For a tree-type note, you can print the entire note, or just the current node.

Email Note command

Send the current note, or all notes in the active KeyNote file, in an email.

Note: You must specify your SMTP settings on the SMTP Server tab before sending an email.

Clipboard Capture command

Paste everything copied to the Windows clipboard into the current note. This includes both text and images. KeyNote highlights the tab for the capturing note.

- For a simple note, each time you copy something to the clipboard, it is pasted into the note on a separate line.
- For a tree-type note, each time you copy something to the clipboard, it is pasted into a new node in the note.

You can modify this function with **Tools/Configuration Options**, **Clipboard capture** functions. For example, you can capture to a single node in a tree-type note, instead of to separate nodes.

Tip: This command stays active until you choose the command again to turn it off. The target note for clipboard capture must be the active not to turn capturing off.

Check Spelling command

Check the spelling of all the text in the Editor panel. You must have one of the following installed on your computer:

- Microsoft Word 97 or later
- WordWeb dictionary (see "Integration with WordWeb thesaurus" on page 98)

Read Only command

Toggle the note between "read-only" and "writeable". A read-only note prevent others (or yourself!) from accidentally changing information in a note.

Tip: This note stays read-only until you choose the command again to make it writeable.

Tree Menu

Add Tree Node command

Display a submenu with the commands for adding a node to a tree-type note.

Insert Node command

Add a new node above selected node in a tree-type note.

Add Node command

Add a new node at the same level as the selected node in a tree-type note, but below any sibling nodes.

Add Child command

Add a new child node below the selected node to a tree-type note.

Add Sibling command

Add a new sibling node at the same level as the selected node in a tree-type note, immediately below the selected node.

Move node command

Display a submenu that allows you to move the selected node to a different location in a tree-type note.

Up command

Move the selected node up in a tree-type note.

Down command

Move the selected node down in a tree-type note.

Left command

Move the selected node to the left in a tree-type note.

Right command

Move the selected node to the right in a tree-type note.

Go Back command

Move back in the history of nodes you visited in a tree-type note.

Go Forward command

This command is the opposite of the **Tree/Go Back** command. Move forward in the history of nodes you visited in a tree-type note.

Navigate command

Display a submenu of commands to move to a different node in a tree-type note.

Go Up command

Move up one node in a tree-type note.

Go Down command

Move down one node in a tree-type note.

Go Left command

Move left one node in a tree-type note.

Go Right command

Move right one node in a tree-type note.

Create Master Node command

Add a new node at the top of a tree-type note. The existing tree becomes a child of the new master node.

New Node From Selection command

Create a new sibling node immediately below the current node in a tree-type note. The name and contents of the new node are the same as the selected text in the current node.

Delete Node command

Delete the current node in a tree-type note.

Warning: Once you delete a node, you cannot bring it back!

Delete Child nodes command

Delete all child nodes for the current node in a tree-type note.

Warning: This command can delete multiple nodes. Once you delete a node, you cannot bring it back!

Rename Node command

Rename the current node in a tree-type note.

Paste Node Name command

Display a submenu with commands for renaming a node in a tree-type note.

From Clipboard command

Rename the current node in a tree-type note with the contents of the clipboard.

As Date command

Rename the current node in a tree-type note with the current date. Use **Tools/Configuration Options** command, **Formats** setting to set the default date format. See the "dateformats.txt" file for information on how to customize the date.

As Time command

Rename the current node in a tree-type note with the current time. Use **Tools/Configuration Options** command, **Formats** setting to set the default time format. See the "dateformats.txt" file for information on how to customize the time.

As Date and Time command

Rename the current node in a tree-type note with the current date and time. Use **Tools/Configuration Options** command, **Formats** setting to set the default date/time format.

From Selected Text command

Rename the current node in a tree-type note with the selected text in the Editor panel.

Save to File command

Save the structure of a tree-type note in a text file. The text file contains only the names and relative positions of the node; it does not include the contents of the nodes.

Sort command

Display a submenu of commands for sorting the nodes in a tree-type note.

Sort Subtree command

Sort the child nodes belonging to the selected node in a tree-type note (alphanumeric sort).

Tip: This only sorts the first level of nodes descending from the selected node. It does not sort any grandchild nodes (nodes that descend from a child node).

Warning: You cannot undo a Sort command.

Sort Full Tree command

Sort all the nodes in a tree-type note (alphanumeric sort).

Warning: You cannot undo a Sort command.

Outline Numbering command

Add or remove outline-style numbering to the names of nodes in a tree-type note.

Expand Tree command

Expand any collapsed branches in a tree-type note.

Collapse Tree command

Collapse the entire tree in a tree-type note.

Search Menu

Find command

Search the current simple note, the current node, or all nodes in a tree-type note for a text string.

Tip: If you want to search for the name of a node, use the **Search/Find Node** command.

Find Next command

Repeat the previous search for the same text string as you used in the **Search/Find** command.

Replace command

Search the current simple note, the current node, or all nodes in a tree-type note for a text string. If found, replace the text string with the **Replace with** text.

Replace Next command

Repeat the previous search and replace for the same text strings as you used in the **Search/Replace** command.

Set Bookmark command

Display a submenu that allows you to insert a bookmark labeled with an integer from 0 to 9. You can use the **Search/Jump to Bookmark** command to go to a bookmark.

Note: Bookmarks only exist until you close the KeyNote file. When you reopen the file, there will be no bookmarks.

Jump to Bookmark command

Display a submenu that allows you to jump to a bookmark set using the **Search/Set Bookmark** command.

Match Bracket command

Jump to the matching curly brace, parenthesis, square bracket, or angle bracket for the selected bracket. The status bar displays a message telling you if the matching bracket has been found.

Tip: The cursor can also be to the left of the bracket.

Go To Line command

Move the cursor to the desired line.

- If you enter a number, the cursor moves to that line ("5" for the fifth line in the Editor panel).
- If you enter a "+" sign an a number, the cursor moves down that many lines in the Editor panel ("+3" moves the cursor down 3 lines).
- If you enter a "-" sign an a number, the cursor moves up that many lines in the Editor panel ("-2" moves the cursor up 2 lines).

Find Node command

Search for a text string in the name of a node in a tree-type note.

Tip: If you want to search for the contents of a node, use the **Search/Find** command.

Find Next Node command

Repeat the previous search for the same text string as you used in the **Search/Find Node** command.

Tools Menu

Configuration Options command

Display a dialog box that allows you to control many of the default actions in KeyNote. Select an item in the tree control on the left side of the dialog box to see the options. Click **Help** to display the help topic for the selected tree item.

Options: General settings

Minimize to system tray

- If enabled, KeyNote will place its icon in the system tray area (next to the clock in the right hand corner of the screen) when minimized.
- If disabled, KeyNote will minimize itself to the normal button on the taskbar.

Note: When KeyNote is minimized, you can quickly bring it up by clicking the system tray icon, or by pressing the Activation Hotkey combination (**Ctrl+Shift+F12** by default)

Default: YES

Start program minimized

- If enabled, KeyNote will automatically minimize itself on startup.
- If disabled, KeyNote will start up in a normal window.

Note: You can also force KeyNote to minimize at startup by adding the "-min" switch to the command line in the shortcut you use to launch KeyNote.

Default: NO

Do not close; minimize instead

- If enabled, KeyNote will minimize itself, instead of exiting, when you click the right-most [x] button in the top-right corner of the window.
- If disabled, clicking the [x] will cause KeyNote to exit (this is the standard behavior)

Note: If this box is enabled, you can still exit KeyNote normally by choosing the **File/Exit** command, or right-clicking the icon in the system tray and choosing the **Exit** command.

Default: NO

Show tooltip hints

- If enabled, brief information messages will be shown whenever you move the mouse cursor over various elements of KeyNote interface.
- If disabled, the tooltips will not be shown. However, the same information is still displayed in the Status bar (even if another dialog box is opened)

Default: YES

Allow only one instance

- If enabled, you will only be able to start KeyNote once. If you start KeyNote while it is already running, the already-running instance will be activated instead.
- If disabled, you will be able to run many instances of KeyNote side by side.

Warning: If you run several instances of KeyNote, remember that you should not be editing the same file in more than one instance. KeyNote has some built-in protection against this, but it may still be unhealthy.

Default: YES

On Escape key

Choose what should happen when you press the **Esc** key. Available options are: Do nothing, MInimize KeyNote, Exit Keynote.

Default: Minimize KeyNote

Activation Hotkey

Click this box and press **Backspace** to delete the existing hotkey. Next, press the new hotkey which you want to use to bring KeyNote to front when it is minimized or hidden behind other application windows.

Note: The hotkey you specify here is system-wide. This means that no other application will be able to use this key combination (it is overridden by KeyNote).

Also, if you run multiple instances of KeyNote, only the first instance will be able to use this hotkey.

If you do not want to use any hotkey, leave this field blank.

Default: **Ctrl+Shift+F12**

Warn when cannot assign activation hotkey

- If enabled, KeyNote will display a warning message when it cannot assign the hotkey. Hotkey assignment may fail if another application was started before KeyNote and it uses the same hotkey. Note that the warning will not be shown when you start more than one instance of KeyNote, because obviously only the first instance will be able to register the hotkey for itself

- If disabled, KeyNote will never show the warning about having failed to register the hotkey.

Options: Rich Text editor

Automatically select whole words

- If enabled, KeyNote selects the entire word and the space after it when you drag over a word.

- If disabled, KeyNote selects letters, not words, when you drag over a word.

Show caret position in status bar

If enabled, disables **Show word count in status bar**.

- If enabled, show line number and the number of characters from the left margin to the cursor.

- If disabled, do not show cursor position.

Show word count in status bar

If enabled, disables **Show caret position in status bar**.

- If enabled, show the number of selected words (or all words in a node or simple note if none are selected) and the page count.

- If disabled, do not show the word count.

Tip: A page is considered to be a certain number of words, defined by the **WordsPer-Page** keyword under [EditorOptions] in the keynote.ini file.

Save and restore caret position

- If enabled, save the cursor position in the Editor window. When you return to this node, restore the cursor position.

- If disabled, do not store the cursor position.

Auto indent lines

- If enabled, use the same indent for a new line when you press **Enter**.

- If disabled, start the new line at the default indent for the paragraph format.

Undo buffer limit

Set the number of editing operations that can be undone. Increasing the buffer size can affect the performance of KeyNote.

Increment indents by

Set the amount of indent for a paragraph when you use indent commands on the **Format/ Paragraph Style** commands and the corresponding button on the Format toolbar. The increment is in points.

Increment font size by

Set the amount of increase/decrease in font size when you use the **Format/Font Size** commands. The increment is in points.

Increment para space by

Set the amount of space before/after a paragraph when you use the space commands on the **Format/Paragraph Style** commands. The increment is in points.

Options: Tree panel

Initial tree expand mode

Select the state of the tree in tree-type notes when you start KeyNote.

After creating a new node, switch to edit mode

- If enabled, KeyNote selects the name of the new node in a tree-type note so that you can type in a new name.
- If disabled, you must press **Space** to select the name before you can type in a new name.

Edit nodes "in place" (no dialog box)

- If enabled, you can rename a node in a tree-type note by pressing **Space** then typing in the name.
- If disabled, a dialog box appears when you rename a node.

Automatically name nodes where possible

- If enabled, use the linked file name when creating a virtual node by dragging a file into the tree for a tree-type note.
- If disabled, use "New Node" as the name for the new virtual node.

Inherit BG color from active node

- If enabled, a new node in a tree-type note uses the same background color in the Editor panel as the active node.
- If disabled, the new node uses the default background color (**Tools/Default Settings**).

Inherit properties from active node

- If enabled, a new node in a tree-type note uses the same checked, bold, and color state as the active node.

- If disabled, the new node uses the default state (**Tools/Default Settings**).

Hot track tree nodes

- If enabled, the selection in the Tree panel follows the mouse pointer.
- If disabled, the selection in the Tree panel does not follow the mouse pointer.

Auto scroll tree on mouse movement

- If enabled, scroll the tree when the mouse pointer reaches the edge of the Tree panel.
- If disabled, use the arrow keys or scroll bars to scroll the tree.

Show tooltips in tree

- If enabled, moving the mouse pointer over a node shows the partly-hidden node name as a tooltip.
- If disabled, does not show the node name as a tooltip.

Show full node path in status bar

- If enabled, shows the full path for the branch to the active node.
- If disabled, shows only the name of the node in the status bar.

Reverse order

- If enabled, and **Show full node path in status bar** is enabled, reverse the path (node name first).
- If disabled, the node name appears last in the path.

Show full node path in search results

This option affects the display in the Find tab of the Resource panel.

- If enabled, show the full path from the note name to the node name.
- If disabled, show only the note and node name.

Options: KeyNote files

Load last-used file

- If enabled, KeyNote automatically starts with the file that was last open before you closed KeyNote.
- If disabled, KeyNote will not try to automatically open the last-used file.

Tip: If both **Load last-used file** and **Load specific file** are disabled, KeyNote creates a new blank file when starting. You can still KeyNote open files automatically by double-clicking a KeyNote file (a file with the .KNT extension) in Windows Explorer.

Default: YES

Load specific file:

- If enabled, KeyNote loads the specified file.
- If disabled, KeyNote does not open a specified file.

Default: NO

Automatically save changes in KeyNote file

• If enabled, KeyNote automatically saves your file if the file has been modified.

• If disabled, KeyNote does not save the file automatically. If the file has been modified, KeyNote displays a prompt, asking you whether the file should be saved before closing the file.

Note: If enabled, KeyNote saves the file when you close the file, create a new file, or open an existing file. See the "On focus change" and "Every … minutes" checkboxes for additional settings related to the AutoSave function.

Default: YES

When you switch to another application

• If enabled, and **Automatically save changes in KeyNote file** is enabled, KeyNote automatically saves the file when you switch to another application. This is recommended to ensures that your file is saved frequently. Saving the file does not delay your work because it happens when you switch to another application.

• If disabled, KeyNote does not automatically save the file when you switch to another application.

Default: YES

Every [n] minutes

• If enabled, and **Automatically save changes in KeyNote file** is enabled, KeyNote saves the file at the timer interval that you specify (in minutes).

• If disabled, KeyNote does not automatically save the file.

Default: NO

Tip: If **Automatically save changes in KeyNote file** is enabled, but both **When you switch to another application** and **Every [n] minutes** are disabled, KeyNote saves the file only when absolutely necessary: when you exit KeyNote, open or create another file, or whenever you invoke a command that would cause a loss of data if the file was not saved first.

Do not prompt to save new files

• If enabled, KeyNote prompts you to save a new KeyNote file when you create the file.

• If disabled, KeyNote only prompts you to save a new file when you close the file.

Options: File options

Remember recently used files

• If enabled, KeyNote remember the last-used files, and displays the list of them in the **File/Recent Files** menu. Also specify the number of files that KeyNote should remember.

• If disabled, KeyNote does not display the **Recent Files** menu.

Note: The list of recently used files can be accessed even faster by clicking the down

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arrow next to the **Open** button on the main toolbar.

Default: YES

Display as Submenu

- If enabled, the list of recently used files appears as a submenu under the **File** menu.

- If disabled, the list of recently used files appears in the **File** menu.

Note: Remember recently used files must be enabled.

Default: YES

Show Full path in MRU menu

- If enabled, the menu of recently used files displays full file names (with paths).

- If disabled, the menu of recently used files displays only the file names.

Note: Remember recently used files must be enabled.

Default: YES

Open in Read-Only mode

If **Files on floppy disks** and / or **Files on network drives** enabled, KeyNote opens such files for viewing only. Files opened in Read-Only mode can be edited, but you will have to save them with a different name (using the **File/Save As** command) or close them without saving the changes.

Note: In some other cases, files will be opened as Read-Only automatically. For instance, files that already have the Read-Only attribute set, or files located on CD-ROM discs will always be opened in this mode.

Warn when opening file in Read-Only mode

- If enabled, KeyNote displays a message when opening a file in Read-Only mode.

- If disabled, KeyNote will not display the read-only message.

Tip: For files opened in Read-Only mode, KeyNote displays a a bright red X in the status bar.

Auto register file type (associate .KNT files with KeyNote)

- If enabled, KeyNote tries to register its file type (.KNT) in Windows, so that you will be able to open KeyNote files by double-clicking them in the WIndows Explorer.

- If disabled, KeyNote does not try to register its file type at startup. You can still register the .KNT file extension manually with **View/Options/File types** in Windows Explorer.

Tip: The registration check delays program startup slightly.

Default: NO

Prompt before creating file association

- If enabled, KeyNote asks you before registering its file type (.KNT)

- If disabled, KeyNote automatically registers its file type without asking.

Note: Auto register file type must be enabled.

Default: YES

Use alternate extension (.KNE) for encrypted files

• If enabled, KeyNote saves encrypted files with a different extension (KNE).

• If disabled, KeyNote uses the same extension (KNT) for encrypted and non-encrypted files.

Default: NO

Options: Backup options

Backup original file when saving changes

• If enabled, KeyNote creates a backup of your file when saving.

• If disabled, KeyNote does not create backup files.

Default: YES

Append extension to the original filename

• If enabled, KeyNote adds the backup extension (.BAK, by default) to the name of the original file (myfile.knt becomes myfile.knt.bak).

• If disabled, the backup extension replaces the original file extension (myfile.knt becomes myfile.bak).

Default: YES

Backup file extension

Enter the extension that will be used for creating backup files.

Note: Several standard KeyNote extensions are reserved and cannot be used for the backup files. For instance, ".KNT", ".KNE" and ".n_text" cannot be used as extensions for backup files.

Default: .BAK

Also backup virtual node files

• If enabled, KeyNote also makes a backup copy of for each file linked as virtual node using the same backup file extension as for the KeyNote file.

• If disabled, Keynote does not backup files linked as virtual nodes.

Directory for backup files

Select either **Original file's directory** or **Separate directory** (and choose the directory) for storing KeyNote backup files.

Note: Backup original file when saving changes must be enabled.

Max backup level

Enter the number of backup files that KeyNote keeps for each KeyNote file.

Options: Actions

Minimize KeyNote after [n] minutes idle

- If enabled, KeyNote minimizes itself after the specified number of minutes idle.
- If disabled, KeyNote remains open.

Close Notes file after [n] minutes idle

- If enabled, KeyNote closes the open KeyNote file after the specified number of minutes idle.
- If disabled, the KeyNote file remains open.

Auto-close only encrypted files

- If enabled, KeyNote closes an open encrypted KeyNote file after the specified number of minutes idle.
- If disabled, the encrypted KeyNote file remains open.

Note: Requires **Close Notes file after [n] minutes idle** be enabled.

If any dialog boxes are open, close them

- If enabled, KeyNote closes any open dialog boxes, without saving changes (equivalent to pressing **Esc** to close the dialog).
- If disabled, KeyNote cannot close the file or minimize itself.

Reopen auto-closed files on restore (encrypted only)

- If enabled, KeyNote prompts for the password for an auto-closed password when you restore the program.
- If disabled, KeyNote does not open the auto-closed file.

On URL click

Select the action for KeyNote when you click on a URL.

Shift key must be held down when URL is clicked

- If enabled, KeyNote responds to clicking a URL only if you hold down the **Shift** key.
- If disabled, KeyNote responds when you click a URL.

Minimize KeyNote on URL launch

- If enabled, KeyNote minimizes itself when you open a URL.
- If disabled, KeyNote remains open when you open a URL.

Launch "file://" URLs without prompting

- If enabled, KeyNote never prompts you for confirmation before opening a URL for a file.
- If disabled, KeyNote prompts you for confirmation if **On URL click** is set to **Prompt**.

Options: Confirmations

Confirm closing KeyNote

- If enabled, KeyNote prompts for confirmation before exiting.

- If disabled, KeyNote exits without prompting.

Note: KeyNote never prompts for exit confirmation if it detects that Windows is being shut down.

Default: NO

Confirm deleting notes

- If enabled, KeyNote prompts for confirmation before deleting a note.
- If disabled, KeyNote deletes the note without prompting.

Warning: Deleting a note cannot be undone.

Default: YES

Confirm deleting tree nodes

- If enabled, KeyNote prompts for confirmation before deleting a node from a tree-type note.
- If disabled, KeyNote deletes the node without prompting.

Warning: Deleting a node cannot be undone.

Default: YES

Confirm pasting tree nodes

- If enabled, KeyNote prompts for confirmation when you drag and drop tree nodes onto another note, or when you use the **Edit/Paste Other/Paste into New Node** command.
- If disabled, KeyNote accepts drag and drop and paste tree nodes without prompting.

Default: YES

Confirm refreshing virtual nodes

- If enabled, KeyNote prompts for confirmation before refreshing tree-type notes. This gives you a chance to save the node if it has been modified within KeyNote. If you click **OK**, any changes made in KeyNote since last save will be lost, and the node will reload the original file from disk. If you click **Cancel**, the node will retain the changes you made to in within KeyNote
- If disabled, KeyNote refreshes the node without prompting.

Confirm starting clipboard capture in tree-type notes

- If enabled, KeyNote prompts for confirmation before saving anything copied to the Windows clipboard.
- If disabled, KeyNote saves the clipboard contents without prompting.

Automatically paste expression evaluation results

- If enabled, KeyNote inserts the result of the **Edit/Expression/Evaluate** into the note text.
- If disabled, KeyNote does not insert the result.

Note: In both cases, KeyNote remembers the result of the last expression evaluation per-
formed. You can paste the result at any time by pressing **Alt+Insert**.

Default: YES

Automatically insert text from plugins

- If enabled, KeyNote prompts for confirmation before inserting text generated by a plu-
gin.
- If disabled, KeyNote inserts such text automatically, after the plugin has shut down.

Confirm before transferring nodes

- If enabled, KeyNote prompts for confirmation before copying nodes from one tree-type
note to another.
- If disabled, KeyNote copies the nodes without prompting.

Move nodes (delete from the original tree)

- If enabled, KeyNote moves nodes, instead of copying them, when you drag them from
one tree-type note to another. The nodes are deleted from the original note.
- If disabled, KeyNote copies the nodes. The nodes remain in the original tree-type note,
as well as the new copies in the other note.

Options: Chrome

Settings for Active tab and Inactive tabs

- Select **Active tab**, then click the **Font** or **Color** button to set font and tab color for the
active note tab. Click **Reset** to return to the default.
- Select **Inactive tab** to set font and tab color for all inactive tabs.

Show icons on tabs

- If enabled, KeyNote displays icons on note tabs.
- If disabled, no icons appear on note tabs.

Note: Alternatively, you can turn icons On or OFF separately for each file with the **File/
Properties** command.

Default: YES

Hot track in tabs

- If enabled, note tabs become highlighted when you move mouse cursor over them.
- If disabled, note tabs do not respond to mouse movements.

Tab position

Select the location for note tabs in the KeyNote program window.

Multiline tabs (arrange in rows when cannot fit)

- If enabled, KeyNote arranges note tabs in multiple rows if they don't fit in the KeyNote
window.

• If disabled, scroll arrows appear so you can scroll to view hidden note tabs.

Options: Tab Icons

This tab allows you to customize the icons used for the note tabs.

Add

Open a file selection dialog box, and adds the icon you select to the end of the list.

Insert

Open a file selection dialog box, and inserts the icon you select at the current position in list.

Warning: Inserting an icon moves all subsequent icons forward. As a result, existing notes will now display different icons.

Delete

Delete the selected icon from list.

Warning: Deleting an icon moves all subsequent icons backward. As a result, existing notes will now display different icons.

Reset button

Reloads the built-in set of icons, undoing any change you have made to the list of icons.

Options: Advanced

Disable folder monitor

• If enabled, Keynote detects if another application has modified the file which is currently open in KeyNote. In such a case, KeyNote prompts you to reload the file from disk. However, folder monitoring only works with files on the local disk, not across a network.

• If disabled, KeyNote does not monitor for changes in open files.

Show font samples in Font combo box

• If enabled, KeyNote displays font names in the font list on the Format bar using the actual font.

• If disabled, Keynote displays the names using a default font.

Longer drop-down lists on toolbars

• If enabled, KeyNote displays slightly wider drop-down lists on toolbars. For example, this shows the entire font name in the font list on the Format toolbar.

• If disabled, KeyNote displays slightly narrower lists.

Tip: You can also change the number of items with the **ComboDropDownCount** keyword in the [KeyOptions] section of the keynote.ini file.

Enable Rich Edit version 3.0 fixes

• If enabled, it prevents formatting loss when using version 3.0 of riched20.dll.

• If disabled, you may lose some formatting information when using version 3.0 of

riched20.dll (default for Windows 95 systems).

Tip: If you have version 4.0 or later of riched20.dll, you can disable this option and possibly improve the performance of KeyNote.

Old style color selection dialogs

- If enabled, display the color selector dialog box when you choose the **Format/Text Color** or **Format/Apply Highlight** commands.

- If disabled, choosing the command uses the color selected for the text color or highlight color button on the Format toolbar.

Allow Auto-run macros

- If enabled, auto-run macros run automatically whenever a new file or a new note is created. See "Auto-Run Macros" on page 106 for more on auto-run macros.

- If disabled, auto-run macros must be run manually.

Safe print mode

- If enabled, the RTF text is first filtered through the older version of the richedit control, which fixes the problem with surplus pages, but causes loss of certain formatting attributes which the older richedit version did not support (e.g. highlighting, paragraph spacing, the "disabled"-looking font style and a few others).

- If disabled, use the full printing features of the richedit control. You may experience extra blank pages when printing.

Fix scroll bars in tree-type notes

- If enabled, KeyNote updates scroll bars in a tree-type note, which can cause some flickering.

- If disabled, KeyNote may not update the screen and scroll bars correctly. This can result in what appears to be garbled text when the Editor panel. Scrolling the page up or down may correct the appearance of the text.

Do not save window settings to registry

- If enabled, window size, position and the recently used files list is stored in the keynote.mru file.

- If disabled, this information is stored in the Windows registry.

Do not display upgrade information

- If enabled, KeyNote does not prompt you to view the history.txt file or turn the Tip of The Day dialog the first time after you update KeyNote to a new version.

- If disabled, KeyNote asks if you want to view the history.txt file, and shows the Tip of The Day dialog when you start KeyNote.

Load Resource panel data only when necessary

- If enabled, KeyNote only loads Resource panel data (contents of the scratch pad, macros, …) when you display the Resource panel and select the tab. When you close

the Resource panel, this data is saved and removed from memory.

- If disabled, Resource panel data is loaded when starting KeyNote. This uses more memory, but may be faster when you open the Resource panel.

Options: Formats

Date format

Enter the date format to be used for the **Insert/Insert date** command.

Tip: You can experiment with this format. A sample result is displayed below the edit box.

Default: The default is the one used in Control Panel, Regional Settings, Long Date Format on your system.

Time format

Enter the time format to be used for the "Insert time" command.

Tip: You can experiment with this format. A sample result is displayed below the edit box.

Default: The format is the one used in Control Panel, Regional Settings, Time Format on your system.

Use last format selected in drop-down menu

- If enabled, use the last date and time formats selected from the lists on the Insert toolbar.
- If disabled, use the date and time formats set in this dialog.

Default to current text font

- If enabled, display current text font in the **Insert/Character** command dialog box.
- If disabled, display the last font selected in the **Insert/Character** dialog box.

Close dialog box on insert

- If enabled, close the **Insert/Character** dialog box after inserting a character.
- If disabled, leave the dialog box open.

Options: Clipboard Capture

Divider string placed before captured text:

Select the text string or number of lines between each clipboard capture.

Ignore clips from Keynote

- If enabled, do not use clipboard capture when copying within KeyNote.
- If disabled, use clipboard capture when copying within KeyNote.

Ignore duplicate clips

- If enabled, do not capture exact copies of the most recently captured text.
- If disabled, capture duplicate clips.

Paste as plain text

- If enabled, paste captured text without any formatting.
- If disabled, paste text with formatting.

Limit size of captured text to:

Select a maximum size for captured text.

Note: Requires that **Paste as plain text** be enabled.

When capturing into a tree-type note

Select either **Paste into currently selected note** or **Create a new node and paste into it** when capturing into a tree-type note.

New node name

Select the name for a new node for **Create a new node and paste into it**.

Play sound on capture (clip.wav)

- If enabled, play clip.wav (in the KeyNote program directory) with each capture.
- If disabled, do not play clip.wav.

Remember Capture note across program sessions

- If enabled, clipboard capture remains enabled when you close and reopen KeyNote.
- If disabled, you must choose the **Note/Clipboard Capture** command when you reopen KeyNote.

Options: File Types

Text file extensions

This is the list of file name extensions that KeyNote recognizes as equal to plain text (.txt) files. This allows KeyNote to recognize the file as plain text when importing it as a note or node.

- Click **Add** to add another text file extension.
- Click **Delete** to delete the selected file extension.
- Click **Reset** to return to the default set of extensions.

Options: Other

Automatically select font language

- If enabled, it selects font script automatically depending on the system language the richedit control thinks is being used. This may be necessary for non-Latin languages.
- If disabled, the font language remains unchanged.

Tip: Leave this option disabled unless you are experiencing difficulty using KeyNote with a non-Latin language.

Automatically select keyboard

- If enabled, it selects the keyboard layout automatically depending on the system language the richedit control thinks is being used. This may be necessary for non-Latin

languages.

- If disabled, the keyboard language remains unchanged.

Tip: Leave this option disabled unless you are experiencing difficulty using KeyNote with a non-Latin language.

Search for word at cursor

- If enabled, the currently cursored word appears as the **Text to find** in the **Find** dialog box.
- If disabled, the most recently used search text appears in the **Text to find** field.

Automatically close Find dialog box

- If enabled, KeyNote closes the **Find** dialog box after you click **Find**. You can press F3 to find the same search text again.
- If disabled, the **Find** dialog box remains open until you close it.

Default Settings command

This command allows you to set the default properties for any new note that you later create in KeyNote.

Default Settings: Note settings

On this tab you can specify note and editor-related settings for either the active note, or for all notes you later create.

- **Active note,** if you have opened the dialog box by pressing **F4** or using the right-click **Note properties** command, or
- **All notes that you will later create** in this or any other KeyNote file, if you have opened this dialog box by pressing **F6** or using the **Tools/Default settings** command.

Note name

- For active note: enter a new name to rename the active note.
- As default: enter name that will be used as default for newly created notes.

Note icon

- For active note: choose the icon that you want to be shown on the tab, next to the note name.
- As default: choose icon that will be preselected as default for newly created notes.

Wrap long lines

- For active note: toggles wrapping lines that are too long to fit in the width of the editor panel. This is equivalent to selecting the **Format/Word wrap** command.
- As default: preselects the option for all newly created notes.

Detect and highlight URLs in editor

- For active note: specifies whether hyperlinks (URls) should be highlighted and "click-able" in the editor. Note a change in this setting will take effect after you have

reopened the current file.

- As default: preselects the option for all newly created notes.

Use Tab character

- For active note: specifies whether KeyNote inserts a Tab character or a number of spaces when you press the TAB key. If you disable this option, KeyNote will insert the number of spaces specified in the **Tab size** field.

- As default: preselects the option for all newly created notes.

Tab size

- For active note: If the **Use Tab character** option is disabled, specifies the number of spaces KeyNote will insert when you press the TAB key. The default value is 4 spaces.

- As default: preselects the option for all newly created notes.

Language

Set the language for the note text. This property is used to select the proper dictionary for the spell-checker. It does not change the language of the text or the language of the Key-Note program.

Font button

- For active note: selects initial font style for active note. Does not affect already existing text!

- As default: selects initial font style for all newly created notes.

BG Color button

- For active note: changes the background color for the active note.

- As default: selects initial background color for all newly created notes.

Reset button

- For active note: resets initial font style and background color for the active note. Does not affect already existing text!

- As default: resets initial font style and background color for all newly created notes.

See also: "About initial fonts and colors in KeyNote" on page 120.

Default Settings command: Tree settings

On this tab you can specify node and editor-related settings for either the active tree-type note, or for all tree-type notes you later create.

- **Active tree-type note,** if you have opened the dialog box by pressing **F4** or using the right-click **Note properties** command, or

- **All tree-type notes that you will later create** in this or any other KeyNote file, if you have opened this dialog box by pressing **F6** or using the **Tools/Default settings** command.

When editing properties for a simple note, this tab will not be visible.

Default name for new tree nodes

- For active note: specifies the default name for all new tree nodes you will add to the tree in active note

- As default: specifies default name for all new tree nodes you will add to trees in all newly created notes

Tip: The string can contain special "tokens" which KeyNote will automatically replace with values. This allows you to partly automate the naming of nodes. For instance, current date or time can be automatically added as part of the node name when creating the node. Click the [?] button to display a dialog box listing available tokens and their meanings.

Add sequential number to names of new nodes

- For active note: if enabled, whenever you add a new node to the tree in active note, the number of the node will be appended to its name. For instance, if the tree already has 5 nodes, the next node you create will be automatically named "New node 6" (assuming that you specified **New node** in the **Default name for new tree nodes** field, above.)

- As default: preselects the option for trees in all newly created notes.

Vertical layout

- For active note: specifies the layout for active note. If the option is enabled, the tree will be shown above the editor. If the option is disabled, the tree will be shown to the left of the editor (horizontal layout). By default, this option is disabled.

- As default: preselects the option for all newly created tree-type notes.

Show checkboxes in tree

- For active note: if the option is enabled, a checkbox appears next to every node in the tree. If the option is disabled, no checkboxes appear. By default, this option is disabled.

- As default: preselects the option for all newly created tree-type notes.

Image icons in tree

- For active note: displays or hides node icons in the active note tree.

- As default: preselects the option for trees in all newly created notes.

Tip: You can quickly show or hide tree icons by selecting the **View/Standard Tree Icons** or **View/Custom Tree Icons** command.

Font button

- For active note: selects font style for the tree in active note

- As default: selects initial font style for trees in all newly created tree-type notes

BG Color button

- For active note: selects background color for the tree in active note

- As default: selects background color for trees in all newly created tree-type notes

Reset button

- For active note: resets font style and background color for the tree in the active note.

- As default: resets font style and background color for trees in all newly created notes.

Default Settings command: Advanced

This tab sheet is only visible if you have opened the dialog box by pressing **F6** or selecting the **Tools/Default settings** command.

When editing default settings for a new note, you can choose to apply these settings not just to all notes that you will later create (the normal behavior), but **to all notes that you will add to the current file only**. That way you can have different default settings for each individual file. For example, you may normally want a white background for new notes, but for one special file you may want a black background instead. To save note properties as defaults for current file only, click the **Advanced** tab, and make sure the **Save as default for <filename>** option is selected.

Customize Keyboard command

Customize the keyboard shortcuts in KeyNote. See "Customizing keyboard shortcuts" on page 121.

Run Macro command

Runs the currently selected macro in the **Macro** tab of the Resource panel. See "Macros in KeyNote" on page 103 for more information.

Note: The Resource panel must be displayed in order to use this command. It is not necessary to select the **Macro** tab. Press **F9** to display the Resource panel.

Run Last Macro command

Runs the last macro that you executed. See "Macros in KeyNote" on page 103 for more information.

Note: The Resource panel does not have to be displayed to run the last macro again.

Select Macro command

Select and run a macro. See "Macros in KeyNote" on page 103 for more information.

Tip: You can also drag a macro file onto the KeyNote window to execute it.

Note: The Resource panel does not have to be displayed to select and run a macro.

Run Plugin command

Runs the currently selected plugin in the **Plugin** tab of the Resource panel. See "Plugins" on page 111 for more information.

Note: The Resource panel must be displayed in order to use this command. It is not necessary to select the **Plugin** tab. Press **F9** to display the Resource panel.

Run Last Plugin command

Runs the last plugin that you executed. See "Plugins" on page 111 for more information.

Note: The Resource panel does not have to be displayed to run the last plugin again.

Add Glossary Term command

Add a glossary term to the glossary. See "Word Expansion Glossary" on page 115 for more information.

Tip: KeyNote uses the selected or cursored text string as the default glossary term in the dialog box.

Edit Glossary command

Edit a glossary term in the glossary. See "Word Expansion Glossary" on page 115 for more information.

Merge Notes command

Import one or more notes from a KeyNote file into the current file. This command opens a dialog box, allowing you to select the notes you want to merge into the current file. The merged notes appear as separate notes in the current file.

Note: When navigating to a different directory in the Select File to Merge dialog box, do not try to change directories by double-clicking a folder shortcut. If you do, Key-Note attempts to merge the shortcut itself.

Templates command

Displays a submenu with template commands.

Create Template command

Create a new template to use in KeyNote. The contents of the template can be:
- The currently selected text/graphics in the Editor panel.
- The entire contents of the simple note or node if the Editor panel is active.
- The entire contents of the selected node in a tree-type note if the Tree panel is active.

See "Templates" on page 116 for more information.

Insert Template command

Insert a template into the current simple note or node of a tree-type note at the cursor. See "Templates" on page 116 for more information.

UAS Integration command

Activates integration with UltimaShell Autocompletion Server (UAS). UAS is an application that provides sophisticated autocompletion functions; it even learns new words as you type. Please see <http://www.flashpeak.com/ushell/ushell.htm> for details.

Warning: UAS defines several default hotkeys, some of which will conflict with KeyNote's keyboard shortcuts. You may want to change the UAS hotkeys to suit your preferences and avoid conflicts.

Text Statistics command

Displays the number of characters, words, and other statistics for the current note. It also shows the number of nodes in a tree-type note.

• If no text is selected in the Editor panel, the statistics are for the contents of the Editor panel.

• If text is selected in the Editor panel, the statistics are for the selected text.

Activate URL command

Activates a hyperlink in KeyNote without having to click on it. To activate the hyperlink, put the cursor within the hyperlink text, then choose this command.

Help Menu

Tip of the Day command

Displays a hint to help you use KeyNote more effectively, and point out features that you may have missed.

Help Contents command

Displays the Help Contents for the KeyNote online help file.

General Help command

Displays the "Welcome to KeyNote" on page 1 topic in the online help file.

Keyboard Reference command

Displays the main "Keyboard Reference" on page 22 topic in the online help file.

What's New command

Displays the history.txt file, detailing the changes in KeyNote, including those in the current version.

Visit Website command

KeyNote prompts you for permission to start your default Internet Browser and display the KeyNote website, where you can:

• Download the latest version of KeyNote

• Read the latest information about KeyNote

• Find out about KeyNote user and developer groups

• Find out about other software from Tranglos Software.

Email to Author command

KeyNote prompts you for permission to start a new Email note to the author of KeyNote. You can use this to ask a question, report a bug, or request a feature in the next version of KeyNote.

About KeyNote command

Display information about KeyNote, including the version number, contact information,

and the version of the Microsoft riched20.dll on your computer.

Note: Microsoft standard richedit control, version at least 2.0 (riched20.dll) is a required component for KeyNote. For Windows 95 and 98, you may need to install version 4.01 of Microsoft common controls, if it is not yet present on your system. This version is installed with Microsoft Internet Explorer 3.01 or later. At the time this text was written, a separate update was available from `<ftp://ftp.microsoft.com/softlib/mslfiles/40comupd.exe>`.

Using Keynote

KeyNote editor

<This section needs writing>

Refer to `<http://www.tranglos.com/free/keynote_faq.html#FAQ0>`.

Simple Notes

<needs text>

Tree-type Notes

General Information

Note: As of version 0.90, KeyNote now supports a new kind of notes: a tree-type note. These notes come in addition to the original simple note, which are still available.

The tree-type notes are more efficient, they load faster when you open the file, and allow you to organize information better. You can freely mix the old-style "plain" editor notes and tree-type notes within one file.

There is no limit to the number of nodes (i.e. separate notes, or "branches") in the tree. There is also no limit to the length of text that each note, or each tree "branch" can contain.

If you have used previous versions of KeyNote, please note that files containing tree-type notes cannot be opened in older versions of KeyNote. This is important if you want to exchange .KNT files with another KeyNote user. Ask them to upgrade! :)

Creating Tree-Type Nodes

To create a tree-type note, do what you normally do to add a new note to the file: press **Ctrl+N**, or choose the **Note/New note** command. In the **New Note** dialog box, click the **Type** drop-down list, and select **Multi-level tree**. Selecting **Simple Rich Text Editor** will create an old-style note without the tree.

If you like, you can also click the **Properties** button to open a dialog box where you can specify many options for the note you are creating. (For instance, you can specify the font and background color for the tree text.) After you have finished configuring the properties, click **OK** to close the Properties dialog box.

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Click **OK** to close the New Note dialog box and create the new note.

A new note will be created. The note will contain a tree with one node. You can add nodes to the tree, edit them and drag in the tree. See below for information about tree functions and keyboard shortcuts.

To switch from the editor to the tree, or from the tree back to the editor, press **Ctrl+** or press the ***** (asterisk) on the numeric keypad.

Once you have created a plain or a tree-type note, you cannot change its type. You can, however, edit all properties of the note at any time by pressing **F4**.

Tree Functions

- You can add an unlimited number of branches to the tree
- There is no limit to how deep you can nest tree branches.
- You can drag and drop branches in the tree.
- You can sort the whole tree or a selected branch
- You can specify all font properties for the tree text (**F4**)
- You can change the background color of the tree (**F4**)
- You can move nodes Up, Down, Left or Right (**Shift+arrow key**)
- You can rename nodes, or paste a node name from clipboard
- You can show or hide the branch icons in the tree
- You can save the tree structure to a file
- You can export the contents of a single node in the tree.
- The tree panel can be arranged horizontally (to the left of the editor) or vertically (on top of the editor)
- You can drag a tree node and drop it in a new location. You can also drag a node onto another note, to move the node there
- You can select a custom icon for each tree node
- You can select a custom font color and background color for each tree node
- Each node can be individually exported to a text, RTF or HTML file See also "Virtual nodes" on page 81.

All these functions are accessible via the right-click context menu in the tree, or via the **Tree** main menu. Most functions have keyboard shortcuts assigned to them.

Copying or Moving between Notes

You can now copy or move an entire subtrees from one tree note to another, or even from one file to another. Start by right-clicking the tree and selecting **Transfer**, and then **Copy Subtree** from the context menu. Next, move to the tree where you want to add the copied nodes. You can also open another KeyNote file (the nodes you have copied are retained in memory).

In the target tree, click the node below which you wish to add the copied subtree, and in the tree context menu select **Transfer**, and then **Paste Subtree Here**.

Note that the target tree must already have at least one node; otherwise you will not be able to paste nodes into it.

You can achieve the same result by clicking a subtree and dragging it to another tab; but of course this will only allow you to transfer nodes within a file.

To move nodes rather then copying them, you need to manually delete the original sub-tree after you have copied it.

CONFIGURING TREE SETTINGS

Some tree-related options can be specified separately for each tree. To do this, press **F4** (or choose the **Note/Properties** command), then click the **Tree settings** tab. On this tab you can specify, for instance, the font and color properties for the tree, as well as the default name that will be used when creating new branches.

Many other tree-related settings are global, that is, they apply to ALL notes that contain trees, in all files. To edit these global settings, press **F6** (or choose the **Tools/Default settings** command), then click the **General settings** tab. There are many configuration options which enable to you tailor the behavior of the tree (and the editor) to your preferences.

Keyboard Shortcuts for Tree-Related Commands:

To add a node to the tree:	**Enter**
To insert a node above current node:	**Ins**
To add a child to selected node:	**Shift+Enter**
To rename selected node:	**Space** or **Shift+F2**
To delete selected node:	**Del**
To delete all children of selected node:	**Shift+Del**
To move selected node: (e.g. Shift+Down arrow to move node down)	**Shift+arrow key**
To switch focus from Note editor to tree:	**Ctrl+** or **Shift+Tab**
To switch focus from Note tree to editor:	**Ctrl+** or **Tab**

See "Keyboard Reference" on page 22 for a complete list of keyboard shortcuts.

Tree Limitations and Differences between Tree-Type and Plain Notes

Editing and editor settings:

- Each node ("branch") in the tree has its own formatted text and its own background color. All other editor settings are global FOR THE GIVEN NOTE. For instance, if you

turn on the Word-Wrap function, all nodes in the tree will be word-wrapped. You cannot turn the word-wrap feature ON for some nodes, and OFF for other nodes. This shouldn't be a problem: in fact, since trees can contain even hundreds of nodes, it would be very confusing if each node had independent editor settings.

Export and Email functions:

• When exporting a tree-type note as plain text, contents of the whole tree are saved to a single text file. When exporting a tree-type note as RTF (Rich Text Format) file, each node is saved to a separate .RTF document. These documents are named automatically, using the names of the original tree nodes.

• When sending a tree-type note as email, you can only send it as plain text. Unlike plain, old-style notes, you cannot send a tree-type note as a single RTF attachment.

• In general, it is impossible to create a single RTF file which contains text from all nodes in a tree. It is only possible to create a plain text (*.TXT) file that way.

Clipboard capture:

• Tree-type notes CANNOT be used for clipboard capture. You must create a plain note for this purpose.

Undo feature of the editor:

• After making some editing changes in node A, and then clicking another node (B) in the tree, you will not be able to Undo the changes in node A. This limitation is imposed by the editor itself, and a workaround is unlikely.

Drag-and-drop operations in the tree:

• Each node in the tree can be dragged and dropped in a new position.

• Dragging a node onto another node adds it as a child of this node,

• If you hold down the Shift key while dropping a node, the node is inserted on the SAME LEVEL as the node onto which you have dropped it (rather than becoming a child node).

• If you hold down the Ctrl key while dropping a node onto a top-level (root) node, the node will be placed as the FIRST TOP NODE in the tree.

• Dragging a node or a subtree to another tab copies it to that tab (provided that the tab holds a tree-type note, of course)

• If you drag a text or an RTF file from Windows Explorer onto the tree, the file will be added to the tree as a Virtual Node.

Miscellaneous Notes

• You can turn off the tree node icons for each tree independently. The icons cannot be changed and there will be no such possibility.

• All nodes can contain text. There is no concept of a "folder" node as separate from an actual note. There is also no concept of a "root node", i.e. you can have as many 0-level nodes as you want. I think this approach is better than having separate "folder"

and "note" branches, because a folder is merely an empty branch in the tree. KeyNote can put text in ANY branch, so each node in the tree can be a note AND a folder at the same time.

- As you know from the previous versions of KeyNote, the program can remember the position of the caret in each note, and restore it when you open the file. The same is now true for trees: KeyNote can optionally remember which node in the tree was selected, and automatically jump to this node when you open the file later on.

- You can make the tree wider or narrower by dragging the vertical "splitter" bar which divides the tree from the editor. Each note retains the tree width independently of other notes, and the width of the tree is always restored when you open a previously saved file. (If the size of the main KeyNote window is too small to make the tree as wide as it was previously, the tree is automatically narrowed to fit.)

- Nodes in the tree can be moved with the keyboard. Hold down Shift while you click the arrows keys. You can move nodes UP/DOWN (within the list of siblings) or LEFT/RIGHT (Left: promotes the node 1 level Up; Right: demotes the node 1 level down.) By combining these moves, a node can be relocated to ANY possible position in the tree.

- New nodes that you add to the tree can be named automatically. In the Note Properties dialog box, click the [?] button to see what is possible (see "Default Settings command: Tree settings" on page 72). For instance, when you create a new node in the tree, this node's number can be added to the name.

Virtual nodes

Virtual nodes are nodes in the tree which behave in a special way. A virtual node does not contain its own text in KeyNote, like normal nodes do. Instead, a **virtual node is linked to a file on your disk**. The text of that file is displayed in KeyNote and may be edited in exactly the same way as any normal note. However, when KeyNote saves the file, the text in the virtual node is saved back to the original file on disk, rather than being saved in the KeyNote file itself.

This allows you to keep certain files separate and be edit them in other applications (such as NotePad or WordPad), and at the same time to edit these files inside KeyNote.

Note: If you copy the KeyNote file to a diskette or move it to another computer, the virtual nodes may become "orphaned", because their linked files will remain in their original location on your hard disk.

You can only link text (*.txt) or Rich text (*.rtf) files to a virtual node. If the file on disk is a plain text file, any formatting styles that you apply to this file's virtual node will be lost, because the file will be saved in its original, plain text format.

Tip: If a file you want to link as a virtual node does not have the ".txt" extension, but it really is a plain text file, you can add that extension to the list of file extensions that KeyNote recognizes. See "Options: File Types" on page 70.

To create a virtual node: Add a normal node to the tree the way you always do. Do not type anything in the node's editor window. Right-click the node with your mouse, and from

the context menu select the "Virtual node" command. A standard "File open" dialog box will be displayed, allowing you to choose the file on disk which you want to link to the node. Select the file and click OK.

Important: If you encrypt a file containing virtual nodes, the text in the disk files will not be encrypted. See "Encrypting KeyNote files" on page 92.

Additional notes

- A virtual node can be reverted to a "normal" node. If you click the "Virtual node" command in the tree context menu on a node that already is virtual, you will be given an option to revert the node to normal. The contents of the linked file will be retained, but the link with the file will be broken, and the text will now be stored in the .KNT file. This enables you to import RTF and text files directly into tree nodes, although in a somewhat roundabout way.

- You can also create virtual nodes by dragging files from Windows Explorer and dropping them on the tree panel in KeyNote.

See also: "Importing Files as Notes" on page 116.

Sharing KeyNote on a multi-user system

Note: KeyNote files are not designed to be shared and updated concurrently by more than one user. Attempting to do so will result in corrupting the file and data loss.

KeyNote can read and write files over a network. However, if the currently open file is updated by another user, Keynote will be able to detect this only if the file resides on local computer. KeyNote cannot detect external file modifications when the file is located on a network drive.

A single installation of KeyNote may, however, be shared by several users. Each user can create his or her configuration settings. To do so, each user must copy the main configuration file (keynote.ini) to a separate directory. Next, the user needs to create a shortcut to keynote.exe, and pass the full path to the custom location of the copied keynote.ini file (in the Shortcut Properties dialog box). This will cause KeyNote to read the custom .ini file. Most other configuration files (e.g. keyboard customization, default formatting properties, etc.) will be automatically stored in the same directory in which the custom keynote.ini file resides.

KeyNote File properties

File Properties is a small group of settings related to the whole .KNT file, rather than particular notes inside it. For example, you can specify the format in which the file should be saved, choose whether the file should be encrypted (and specify the access passphrase required to open the file), add a description which will make it easier to identify the file, etc.

To change File Properties for the currently open file, press **Alt+Enter**, or choose the **File/Properties** command. The dialog box contains four tab sheets (of which only three are visible if your KeyNote file is not encrypted). Click the links below for details about set-

tings available on each tab.

"File properties: Information" on page 83

"File properties: Settings" on page 83

"File properties: File icons" on page 84

"File properties: Security" on page 84

File properties: Information

On this tab you can view or change general information about the current KeyNote file.

Filename: Displays the full name of the currently open file. This information is for display only. To change the name of the file, close the File properties dialog box, then select the **File/Save As**" command, and save the file with a new name.

Description: This is a short description text that will make it easier for you to identify the file. This text is displayed in the File manager dialog box. See "File Manager" on page 116.

Comment: Just like the Description field, the Comment field provides additional space for describing the file. This text is also displayed in the File manager dialog box.

Note: When you encrypt the file, both the Description and the Comment fields **are not encrypted**, and are still displayed in the File manager dialog box. See "File properties: Security" on page 84.

Format: This drop-down list allows you to choose the format in which the KeyNote file should be saved:

KeyNote native	Default, basic format
KeyNote encrypted	Choose this format if you want to encrypt the file, and then click the Security tab.
Dart Notes	This format is provided for compatibility with the Dart Notes program. Choose this format if you want to save the file in a format which can be read by the Dart Notes program. Note that if your file contains tree-type notes, it cannot be saved in Dart Notes format.

Below, more information is displayed about the currently open file, including the date the file was created, the size of the file and the number of notes which the file contains.

System button: Click this button to open the standard Windows "File properties" dialog box. This is the same dialog box that is displayed when you right-click a file in Windows Explorer and select the **Properties** command from the menu.

File properties: Settings

On this tab you can view or change settings for the current KeyNote file.

Open this file in Read-Only Mode: If this option is enabled, the next time you open the file in KeyNote, the file will be opened as Read-Only. You will still be able to modify the file, but you will not be able to save it. In order to save the file, you will have to use the **File/Save As** command.

File properties: File icons

On this tab you can view or change icons used for current KeyNote file.

Show icon images on tabs: If this option is enabled, icons will be displayed on the tabs next to the name of each note. If this option is disabled, icons will not be displayed on tabs. Use this command to permanently enable or disable tab icons for the current file.

Tip: To quickly show or hide tab icons while working with KeyNote, press **F9** or select the **View/Show icons on tabs** command. This command will be disabled (inactive) if the **Show icon images on tabs** option on the **File icons** tab is disabled.

Default: Default icons will be used. This means that the file will use the same set of tab icons as all other files. You can customize these icons in Options dialog box, Tab icons page.

Built-in: Only the built-in icons will be used for this file. You cannot customize the built-in set of icons. If you share your file with others, this setting allows you to make sure that everyone will see the same icons, even if they have customized the default tab icons.

Other: Allows you to select a specific .ICN (icon storage) file, which contains the set of custom icons you want to use for this KeyNote file. If you choose this option, you will have to specify the name of the custom .ICN file in the edit field below.

Use custom tray icon for this file: This setting allows you to specify that KeyNote should display a custom icon in the system tray area when the current KeyNote file is open. This allows you to quickly identify which file is currently open in KeyNote, just by looking at the tray icon. If you choose this option, you will have to specify the name of the custom icon (.ICO file) in the edit field below.

File properties: Security

On this tab you can specify security settings for the current KeyNote file.

Note: The **Security** tab is only visible if you have selected **KeyNote encrypted** in the **Format** drop-down list on the **Information** tab.

Initially, a KeyNote file is not encrypted. When you select the **KeyNote encrypted** option as the format in which the file should be saved. the **Security** tab becomes visible, so that you can specify the access passphrase which will be used to encrypt and decrypt the file.

Each time you specify the access passphrase, you must type it twice: in the **Passphrase** and in the **Confirm pass.** fields.

In the **Algorithm** field you can select the cryptographic method used to encrypt the file.

Once your file has been encrypted, you can change the passphrase at any time. To do so, click the **Set passphrase** button, and enter the passphrase as described above.

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If you no longer want to have the file encrypted, click the **Information** tab and choose a different (unencrypted) file format. The default format is **KeyNote native**.

Important: See "Encrypting KeyNote files" on page 92 to learn more about encrypting KeyNote files.

Note Properties and defaults

Note Properties are settings that apply to particular notes, so that each note within a single file can have its own, separate set of properties. These are, for example, the name of the note and the icon displayed next to the name, the background color of the editor, the "Word Wrap" option, or the layout of a tree-type note (whether the tree should be shown to the left of the editor, or above it).

These note-specific properties can be set in two different ways: you can change the properties for each individual note, but you can also set DEFAULT PROPERTIES for all the new notes that you will later create. For example, you can specify that each new note should have white background by default - but you can also change the background color of any individual note to yellow.

a) To change properties for an INDIVIDUAL NOTE, press F4, or select the Note/Note properties command. Alternatively, you can also right-click the note and select the **Note properties** command from the context menu. Changes will only affect the note which is currently active.

b) To change DEFAULT PROPERTIES for all NEWLY CREATED NOTES, press F6, or select the Tools/Default settings command. Changes will only affect notes tat you will later create; existing notes will NOT be affected.

Note that properties for the active note and default properties for new notes are edited in the same exact dialog box - because these are the same properties. The title bar of the dialog box indicates whether you are editing active note properties, or defaults for notes that you will later create.

The dialog box contains between one and three tab sheets (depending on the type of note and on whether you are editing active note properties or default properties for new notes).

Configuring KeyNote

Configuring KeyNote Overview

KeyNote is highly configurable. While I realize that the sheer number of configuration options may intimidate some users, it gives the program a valuable flexibility.

There are three main groups of configuration settings in KeyNote: OPTIONS, FILE PROPERTIES, and NOTE PROPERTIES.

CONFIGURATION OPTIONS are global settings for the whole program. For example, they allow you to choose whether KeyNote should automatically save your files, whether backup files should be created, what should happen when you press the Escape key, etc.

You can also specify here several global options pertaining to the editor and tree panels. To change these configuration options, press **F5** or choose the **Tools/Configuration options** command. See "Configuration options" on page 86.

FILE PROPERTIES is a small group of settings related to the whole .KNT file, rather than particular notes inside it. For example, you can specify the format in which the file should be saved, choose whether the file should be encrypted (and specify the access passphrase required to open the file), add a description which will make it easier to identify the file, etc.

To change FILE PROPERTIES for the currently open file, press **Alt+Enter**, or choose the **File/Properties** command. See "KeyNote File properties" on page 82.

NOTE PROPERTIES are settings that apply to particular notes, so that each note within a single file can have its own, separate set of properties. These are, for example, the name of the note and the icon displayed next to the name, the background color of the editor, the "Word Wrap" option, or the layout of a tree-type note (whether the tree should be shown to the left of the editor, or above it).

These note-specific properties can be set in two different ways: you can change the properties for each individual note, but you can also set DEFAULT PROPERTIES for all the new notes that you will later create. For example, you can specify that each new note should have white background by default - but you can also change the background color of any individual note to yellow.

- To change properties for an INDIVIDUAL NOTE, press **F4**, or choose the **Note/Note properties** command. Alternatively, you can also right-click the note and select the "Note properties" command from the context menu. Changes will only affect the note which is currently active.

- To change DEFAULT PROPERTIES for all NEWLY CREATED NOTES, press **F6**, or select the **Tools/Default settings** command. Changes will only affect notes that you will later create; existing notes will NOT be affected.

Note that properties for the active note and default properties for new notes are edited in the same exact dialog box - because these are the same properties. The title bar of the dialog box indicates whether you are editing active note properties, or defaults for notes that you will later create. See "Note Properties and defaults" on page 85.

Tip: Often you will only want to rename the active note or change its icon. You can do this via the Note properties dialog box, but it is faster to just press **F2** or double-click the note's tab (above the editor, where the note name and icon are shown). This is equivalent to choosing the **Note/Rename note** command.

Configuration options

Configuration Options are global settings for the whole program. For example, they allow you to choose whether KeyNote should automatically save your files, whether backup files should be created, what should happen when you press the Escape key, etc. You can also specify here several global options pertaining to the editor and tree panels.

To change these configuration options, press **F5** or choose the **Tools/Configuration options** command.

The Options dialog box contains a tree panel to the left, and several tabs to the right. Each tab contains a group of related configuration settings. To navigate from one tab to another, click one of the nodes in the tree panel.

Tip: To quickly switch back to the tree panel, press **Shift+Esc**.

Click the links below for details about settings available on each tab.

KeyNote.ini file settings

Some configuration settings simply don't fit in the existing Options dialog box anymore, or are too esoteric to place them there. These additional settings may be tweaked by editing KeyNote's configuration file (keynote.ini). Remember that you must shut down KeyNote before editing the INI file, and restart the program to test your changes.

[KeyOptions]

• ColorDlgBig=1

Controls whether the color selection dialog boxes are initially opened in expanded state ("big") or collapsed state (small). When set to 1, the dialogs are initially displayed as "big", with the "Custom colors" panel visible. When set to 0, dialogs are displayed with only the standard colors showing, and you must click the "Define custom colors" button to extend the dialog box.

• ComboFontLen=[pixels]

• ComboMacroLen=[pixels]

• ComboStyleLen=[pixels]

These three settings specify the width of individual drop-down lists (also known as combo boxes): the Font name list, the Macro list and the Style list. You can make them wider or shorter, depending on the size and resolution of the monitor you are using.

• ComboDropDownCount=16

Controls the maximum number of items each drop-down list displays without having to scroll up or down the list. Typically, applications display only 8 items, which is not a lot. In KeyNote, the default value is 16, and you can change it by modifying this value.

• ExtHTML=.list.of.extensions.

• ExtRTF=.list.of.extensions.

These are lists of file extensions which KeyNote will recoznize as HTML and RTF files, respectively. These extensions are used to determine whether Keynote can allow a file to be linked as a virtual node. The lists behave in the same way as the list of extensions identifying plain text files, which is editable in the Options dialog box. Note that KeyNote performs no special handling of HTML files at this time; files identified as HTML are treated in the same way as plain text files.

Important: extensions must include the leading dot, and the list must end with a dot as well, e.g.: ExtHTML=.htm.html.cgi.asp.php.

• ResolveLNK=1

Controls whether dialog boxes will automatically resolve shortcut links to the actual files they point to. This is mostly useful for the Favorites section of the Resource panel. If this value is set to 0, links will not be resolved. This means that if you choose a file with the .lnk extension (i.e., a Windows shortcut), KeyNote will place this very file in the Favorites list. When set to 1, .lnk shortcuts will be resolved, and if you choose such a file, KeyNote will store a link to the actual file the shortcut points to (for example, keynote.lnk will be resolved for keynote.exe).

• SaveDARTWarn=1

When set to 1, KeyNote warns you if you save your KNT file using DartNotes format. DartNotes format is provided only for compatibility, but KeyNote saves much more infor-mation in its own data files, so you will lose some settings when saving in this format. If you often exchange data between KeyNote and DartNotes, you can set this value to 0 to supporess the warning.

(Note that if a file contains one or more tree-type notes, you will not be able to save the file in DartNotes format at all, because DartNotes does not support trees.)

• ShellExecuteShowAllErrors=1

Controls whether KeyNote always displays all errors that may occur when clicking a hyperlink (an internet URL or a link to a local file). When set to 1, all errors are displayed. When set to 0, KeyNote filters some errors which are occasionally incorrectly reported by applications. (Some users have noticed that a "File not found" error message was some-times displayed, even though the link was executed correctly. This is not a bug in Key-Note; KeyNote simply receives an incorrectly issued error code from Windows. Set tis

value to 0 to supporess the display of those misleading error messages.)

- StatBarDlbClkAction=6
- StatBarDlbClkActionShft=2

These two settings control what happens when you double-click the status bar (Stat-BarDlbClkAction) and when you double-click the status bar with the SHIFT key held down Shft). Possible values are:

0 = do nothing

1 = minimize KeyNote

2 = open File Properties dialog box

3 = open File Manager dialog box

4 = open Note Properties dialog box

5 = create a new note

6 = show or hide the Resource panel

- StartNoteType=1

Controls what kind of note is automatically created when you use the File|New command. When set to 0, each new file will begin with a simple (non-tree) When set to 1, each newly created file will begin with a tree-type note.

- StyleShowSamples=0

Controls whether the Styles drop-down list displays samples of styles. When set to 0, the list only displays the names of styles. When set to 1, the list displays the name of each style using the font properties for that style.

- URLFileDecodeSpaces=1
- URLFileNoPrefix=1
- URLFileQuoteSpaces=0

These three settings provide advanced control over how KeyNote handles hyperlinks to local files (clickable links with the <file:///> prefix). The settings are provided so that you can fine-tune KeyNote's behavior with regard to launching <file:///> hyperlinks on systems where the default values may cause problems (e.g. some XP installations, or systems with incorrectly registered "file" protocol). Default values will be correct for most systems, but if you encounter any problems with launching hyperlinks, try tweaking these settings.

- if URLFileDecodeSpaces is set to 0, spaces in file URLs are not decoded (KeyNote executes a link with the %20 hex code embedded); when set to 1, the hex code is changed back to space characters.

- if URLFileNoPrefix is set to 0, KeyNote launches the URL including the <file:///> prefix (e.g. KeyNote executes "<file:///c:\Documents\readme.txt>"). This will not work on all systems, so you can change the value to 1, which will cause KeyNote to strip the prefix and execute "c:\Documents\readme.txt" instead.

- if URLFileQuoteSpaces is set to 0, KeyNote will not wrap the file path in double quotes

even if the path contains spaces. When set to 1, path containing spaces will be wrapped in double quotes when launching <file:///> hyperlinks.

[ClipOptions]

• SleepTime=5

Controls how long KeyNote waits after capturing clipboard text before it will accept another capture. This setting was used to prevent KeyNote from repeatedly capturing the same clip from certain applications (esp. Word and Acrobat Reader). The wait time is specified in tenths of seconds, so the default value of 5 means half a second. The setting is still used, but KeyNote now has a much better protection against duplicate clips, configurable in the Options dialog box ("Ignore duplicate clips" option).

• SwitchIcon=1

Controls whether KeyNote changes the tray icon to indicate that clipboard capture is active.

When set to 0, no change is made. When set to 1, KeyNote displays an orange icon for as long as the clipboard capture feature is turned on.

[TabOptions]

• ColorAllTabs=0

When set to 0, the tab font color you specify in Options|Chrome is only used for the currently active tab, and all inactive tabs use standard font color (usually black). When seet to 1, the same font color is used for both the active tab and all inactive tabs.

[EditorOptions]

• DisableINSKey=0

When set to 1, disables the Insert key entirely. This is useful for those who often find themselves accidentally hitting the INS key and switching to overwrite mode.

• EditProtected=1

When set to 0, it will prevent you from modifying text formatted as "protected". This formatting property cannot be set inside KeyNote, but can be linked to text pasted from Word, for example. When text is protected, it cannot be deleted or modified, unless this option is set to 1 (default).

[TreeOptions]

• FullRowSelect=0

When set to 1, enables the "full row select" feature of the tree, so that the selection bar extends from the left to right edge of the tree window, instead of ony covering the node name.

• NodeDelimiter=/

A single character used to separate tree node paths. These paths are displayed in the statusbar when a node is clicked, and in the search results list in the Resource panel. Typically, a path looks like this:

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KeyNote/Features/Trees/Nodes

This setting allows you to change the '/' character to something else.

• RemovableMediaVNodes=1

Controls whether KeyNote allows you to create virtual nodes that link to files in removable media, such as diskettes or CD-ROMs. Possible values are:

0 - virtual nodes cannot be linked to files on removable media

1 - virtual nodes can be linked to files on removable media, but KeyNote will display a warning every time you create such a node

2 - virtual nodes can be linked to files on removable media and no warning is displayed

Changing this value does not affect virtual nodes that already exist.

[ResPanelOptions]

• ColorFindList=1

Controls whether KeyNote uses an alternate color to make the search list easier to read in the Resource Panel. When set to 0, no coloring is done. When set to 1, KeyNote alternates the list between two colors: the standard background color, and the alternate color (see below).

• FindListAltColor=clInfoBk

Specifies the alternate color for search result lists in Resource Panel, used when Color-FindList (above) is set to 1. The color value can be a system color name (clInfoBk, clWindow, a standard color name, or a hex value. Here are the named colors you can use:

- standard colors: clBlack, clMaroon, clGreen, clOlive, clNavy, clPurple, clTeal, clGray, clSilver, clRed, clLime, clYellow, clBlue, clFuchsia, clAqua, clLtGray, clDkGray, clWhite

- system colors: clScrollBar, clBackground, clActiveCaption, clInactiveCaption, clMenu, clWindow, clWindowFrame, clMenuText, clWindowText, clCaptionText, clActiveBorder, clInactiveBorder, clAppWorkSpace, clHighlight, clHighlightText, clBtnFace, clBtnShadow, clGrayText, clBtnText, clInactiveCaptionText, clBtnHighlight, cl3DDkShadow, cl3DLight, clInfoText, clInfoBk

Special Functions

Special Functions Overview

KeyNote offers a number of "advanced" features and functions. Click the links below to display detailed information about these features.

Encrypting KeyNote files

PLEASE READ THE INFORMATION IN THIS FILE BEFORE YOU START ENCRYPT-ING YOUR KEYNOTE FILES!

WARNING: WINDOWS 95/98/NT/ME IS AN INHERENTLY INSECURE SYSTEM!

Any information contained inside a program may be freely "paged" (copied to a swap area on the hard disk) by the system's virtual memory manager. That information MAY REMAIN READABLE to a dedicated snooper, even after you have restarted the system. Special disk-reading utilities that allow this exist and are available for free. Currently the program makes no attempt to prevent such paging or swapping of data. This means that the information stored in the KeyNote file (*.knt), though encrypted, MAY end up some-where on your hard disk in a clear-text (unencrypted) form.

If you are concerned about this, there are programs that securely WIPE unused hard disk space and/or Windows swapfile. One such program is:

• BCWipe by Jetico, Inc. `<http://www.jetico.com>` (Windows GUI program; also distributed as part of excellent BestCrypt disk-encryption package)

Please read "File properties: Security" on page 84 for more information on issues related to encrypting KeyNote files and potential vulnerabilities.

General Information

As of version 0.90 beta, KeyNote supports secure encryption. Each KeyNote file can be encrypted using one of the two supported algorithms (Blowfish and IDEA). This allows you to protect your sensitive data with an access passphrase. An encrypted file cannot be opened without entering the passphrase that was used to scramble it.

CAUTION! IF YOU FORGET YOUR PASSPHRASE, YOU WILL NOT BE ABLE TO ACCESS YOUR ENCRYPTED KEYNOTE FILE!

There are no backdoors, and the cipher algorithms used have no known weaknesses which would allow you - or anyone - to crack the encryption, even using a brute-force attack.

Note that this is the first release of KeyNote which supports encryption. At the moment, I know of no bugs related to this feature, but this does not mean there are none. Please use the encryption feature cautiously and backup your data frequently. Please do report any problems or bugs you find.

How to Encrypt Your KeyNote File

Create a new file or open an already existing .KNT file. To encrypt the file, press **Alt+Enter** to open the "File Properties" dialog box (or choose the **File/Properties** command).

Click the **Format** drop-down list, and select **Keynote encrypted file** as the format which should be used to save the file. When you do this, another tab will appear in the dialog box, called **Security**.

Click the **Security** tab. Decide what access passphrase you want to use, and enter it in the **Passphrase** edit field. Next, enter the same exact passphrase in the **Confirm pass** edit field. This is to make sure that you did not accidentally mistype the passphrase.

Note: the passphrase cannot be shorter than FIVE characters. However, a truly secure passphrase should be much longer (10-30 characters). Ideally, your passphrase should not contain only letters of alphabet, but also digits and punctuation characters, including space. Remember that the passphrase is case-sensitive. To open the encrypted file, you will have to enter the passphrase PRECISELY as you typed it in this dialog box.

You may also choose which cipher algorithm to use: **Blowfish** or **IDEA**.

Click **OK**.

When the file is subsequently saved, it will be stored on your disk in encrypted state. When you later open this file, KeyNote will prompt you for the access passphrase. KeyNote will not be able to open an encrypted file if you do not supply the correct passphrase.

Note: If you close the file or exit KeyNote without saving the file, the changes made in the "File Properties" dialog box will NOT be retained (and the file will remain unencrypted). if you have the AutoSave option turned ON, KeyNote will save the changes automatically.

How to Change Access Passphrase for an Already Encrypted File

Open en encrypted file and enter your passphrase when prompted. Press **Alt+Enter** to open the "File Properties" dialog box (or choose the **File/Properties** command).

Click the **Security** tab.

Click the **Set Passphrase** button, and enter the new access passphrase in the **Passphrase** and **Confirm pass** edit fields, as described above.

Click **OK**.

Note: If you close the file or exit KeyNote without saving the file, the changes made in the "File Properties" dialog box will NOT be retained (and the file will remain encrypted

with the original, unchanged passphrase). If you have the AutoSave option turned ON, KeyNote will save the changes automatically.

How to Stop Encrypting Your KeyNote File

Open the encrypted file and enter your passphrase when prompted. Press **Alt+Enter** to open the File Properties dialog box (or choose **File/Properties**).

Click the **Format** drop-down list, and select **Keynote native file** as the format which should be used to save the file. The **Security** tab will disappear.

Click **OK**.

Note: If you close the file or exit KeyNote without saving the file, the changes made in the "File Properties" dialog box will NOT be retained (and the file will remain encrypted). If you have the AutoSave option turned ON, KeyNote will save the changes automatically.

Note About the BLOWFISH and IDEA Cipher Algorithms

KeyNote supports two encryption algorithms: Blowfish and IDEA. These two ciphers were used in KeyNote, because their use is not restricted by patent laws (Blowfish) or because, while patented, they are free for non-commercial use (IDEA). If you use KeyNote in commercial environment, you should only use the Blowfish cipher, which is the default choice.

For detailed descriptions of the crypto algorithms used, see:

Blowfish: <http://www.counterpane.com/blowfish.html>

IDEA: <http://www.momentus.com.br/PGP/doc/idea.html>

Security Considerations

- If you have not yet read the WARNING at the top of this file, please do so now.

- BACKUP files: Typically, KeyNote is configured to maintain the previously-saved version of your file as backup; these files have the ".bak" extension. One potential vulnerability related to backup files is that it is possible for the backup file to remain unencrypted, after your KeyNote file was saved in encrypted state. If you create a new KeyNote file, save it, and then decide to encrypt it, the encrypted file will be saved, and the previous version of it will be renamed with the ".bak" extension. The previous version - preserved as backup - is unencrypted. After you save your KeyNote file again, the new backup will be a copy of the already encrypted file. Note that the same applies to a situation when you change the access passphrase of the encrypted file: the first time you save the file, the backup is a copy of the file encrypted with the previously used passphrase.

- If you use the "Virtual nodes" that KeyNote supports since version 0.91, please note that the actual files on disk which are linked to virtual nodes are NOT encrypted. They cannot be, because if KeyNote encrypted them, you would not be able to open those files in applications other than KeyNote, thus rendering the virtual nodes useless and potentially destroying data. A warning is displayed the first time you add a virtual node to an encrypted file or encrypt a file that has virtual nodes.

- The access passphrase only protects your file when it is encrypted on disk. When Key-Note is running and has the file open, the file may be viewed or edited by anyone who can use your computer, until you close the file. In a future release of KeyNote an option may be added to close the file when the program is minimized, and automatically attempt to reopen it (prompting for passphrase) when KeyNote is restored. This feature is not yet present.

- If you need more security then KeyNote offers, or if you need to securely encrypt data files created by other applications, you may consider using disk encryption software instead. Such software encrypts all files on a selected disk partition, thus securing ALL your data and programs. There are freeware disk encryption programs, such as ScramDisk, and commercial solutions. Users of PGP may note that www.pgpi.com has a freeware version of PGP which includes the PGPDisk module. An additional advantage of such a solution is that you only need to remember ONE passphrase for accessing all your encrypted data - and any new software installed or any new data files placed on the encrypted disk partition are immediately protected without any additional effort on your part.

Miscellaneous Notes

- KeyNote allows you to save data in the format used by a similar application, called DartNotes (see file "dart.txt"). However, since DartNotes does not support encryption, you cannot encrypt files saved in this format.

- Using the File Properties dialog box, you can add an optional description and comment to each file. If the file is encrypted, the description and comment are encrypted as well. However, they will be displayed IN CLEAR-TEXT in the File Manager dialog box, which is NOT protected by a password. This may be changed in the future, but for now the description and comment strings are not secure, even if the actual file is.

Crypto algorithms used: DCPCrypt, Delphi cryptographic component package by David Barton:

<http://www.cityinthesky.co.uk/cryptography.html>

If you are interested in how the DCPCrypt package was used in KeyNote, you can download the cryptography-related parts of KeyNote source code from

<http://www.tranglos.com/>

Sending KeyNote files by E-mail

As of version 0.70, Keynote allows you to send notes via E-mail directly from the program. Click the note you want to send, then press **Ctrl+Shift+E**, or choose the **Note/ Email note** command.

The first time you do this, you will need to configure a small number of settings - exactly the kind of setting you once had to configure in the email program you use. **Click the "SMTP server settings" tab** and enter the name of the SMTP server (i.e. the server for outgoing email). You do not need to change the default setting in the **Port** box, unless your server uses a non-standard port (standard is 25).

In the **From** box, enter your own email address, in the form "johndoe@example.com" (without the quotes). These settings will be retained. You only have to enter them once.

Click the Message settings tab. First, you can choose what should be sent. You can send the currently displayed note only, all notes, or the whole Keynote file. (In the latter case, please make sure the recipient has Keynote installed, otherwise they won't be able to open the file you send them.)

- If you are sending a single note, you can choose whether to send it as plain text (in the body of the email message) or as a Rich Text Format (RTF) file (the file will be attached to the message).

- If you choose either of the remaining options (All notes or File), the Plain text vs. RTF choice is disabled.

Type the recipient address in the **To** edit box. You can enter more than one address in both "To" and "Cc" edit boxes; separate addresses with commas; e.g.:

user@example.org, jane@abc.com, john@123.net

Type the subject in the **Subject** edit box. By default, the subject is the name of the selected note.

Click the **Send** button. Information about progress and any errors that might occur is displayed above the button. Wait until the email is sent, then click the **Close** button. While the program is sending your message, you might click the **Abort** button or hit the **Esc** key to cancel sending.

Additional information

There are two text files in the Keynote directory which you may edit to your purposes. These are plain text files and should be edited using a text editor, such as Notepad.

The file "keymail.adr" is a very simple address book. The contents of this file are automatically loaded into the "To" and "Cc" dropdown lists. Put email addresses in this file, one address per line, without any punctuation. You can then click the down-arrow icon in the "To" and "Cc" edit boxes, to quickly select a recipient's address.

The file "keymail.sig" is a signature file. Its contents will be automatically appended to each email message you send from Keynote. Delete this file if you don't want to append any signature.

Styles

General Information about Styles

KeyNote now supports a "Style" feature. A style is a combination of formatting properties (such as font name, size, and color) which you can define under a name that you choose, and apply to the selected text. This makes it easy to format text quickly, without going through all the individual menu options and dialog boxes.

KeyNote supports three types of styles, differing in the "range" of properties they hold:

- **Font styles:** only font formatting information is included in the style; applying the style

to text changes the font formatting, but does not affect existing paragraph formatting.

- **Paragraph styles:** only paragraph formatting information is included in the style; applying the style to text changes the paragraph formatting, but does not affect existing font formatting.

- **Combined styles:** both font and paragraph formatting is included in the style, and applying the style alters the font and paragraph properties of the text.

All font properties (including Highlight) and/or paragraph properties which you can set through the "Format" menu commands can be included as part of the style definition.

KeyNote now comes with a sample style file (keynote.kns). You can use the styles defined there, or you can add your own.

How to Create Styles

To be able to create or use styles, you must make sure that the new "Style" toolbar is visible. The toolbar contains a single drop-down box, which lists all the available styles, and a button with a drop-down menu.

To create a style, you must first format some text in the note to have the appearance which you want to define a style for. (There is no separate dialog box for defining style properties.) For instance, if you want to make a style which will use blue, underlined Sans Serif font, add some text to the note and format it that way using the Font dialog box. (You can later delete that piece of text.) You can also specify paragraph formatting, if you wish to include that in the style you are creating.

Click anywhere within that piece of text. When you create a new style, KeyNote will define the style using the font and/or paragraph properties at the insertion point (caret).

Next, click the arrow next to the button on the Style toolbar. A menu will be displayed, including these three commands:

- Create Font Style
- Create Paragraph Style
- Create Combined Style

Click the command appropriate for the type of style you wish to create (the three types are described above). KeyNote will prompt you for the name under which the style will be saved. Type the name, or click Cancel to abort the procedure.

Note: style names must be unique. If you specify a name that already exists in the style list, you will only be able to replace the old style with the new definition (i.e. redefine the existing style instead of adding a new one).

The new style will be created and added to the Style selection drop-down box on the Style toolbar.

How to Apply Styles to Text

Again, you must make sure that the Style toolbar is visible. Click the style you wish to use, and then click the Apply button on the Style toolbar.

The properties stored in the style will be applied to the selected text in the note, or to the text at the insertion point if no text is selected (just like when you click the Bold button, for instance).

Note that when you click a style name in the drop-down box, its properties are displayed in the status bar. You can also use the "Describe" command in the button menu to display information about the style in a more convenient dialog box.

Note also that each style name in the drop-down box is accompanied by an icon which corresponds to the type of style (font, paragraph or combined).

Tip: To select a macro without clicking the mouse, press **Ctrl+Grey *** (the * key on the numeric keypad). You can then press **Enter** to apply the selected style, or press **Esc** to return to the editor.

Other Style Commands

Other style commands are accessible through the drop-down menu attached to the **Apply** button on the Style toolbar. There is a command to Apply the selected style, which is equivalent to pressing the Style button. There are also the three commands used to create new styles (described above).

Other commands are:

Describe style

Displays a dialog box with detailed information about the type of the selected style and all the formatting properties it contains. (Note that color names will only be meaningful if the style color is one of the standard Windows colors.)

Redefine style

Similar to Create, but the new style will replace the properties of the currently selected style. This is useful for modifying an already existing style: apply it to a piece of text, make modifications to the formatting, then click **Redefine**. KeyNote prompts you before making the change.

Rename style

Allows you to change the name of the selected style. Please see the note about unique style names, above.

Delete style

Permanently removes the style definition. Note that there is no limit on the number of styles you can define, but with too many of them, the drop-down list may become inconvenient to navigate. You can use this command to get rid of unnecessary styles.

Integration with WordWeb thesaurus

Starting from version 0.89 A, KeyNote has a special feature which allows you to look up words in a thesaurus called **WordWeb**. The feature is accessed by clicking the "W" button on the main toolbar, or by clicking the "Look up in WordWeb" command in the right-click context menu of the RTF editor.

To use this feature, you will of course need to install WordWeb on your computer. WordWeb is a fantastic freeware dictionary and thesaurus (there's also a more powerful shareware version available). WordWeb can be downloaded from

<http://wordweb.co.uk/free>

After installing WordWeb, please make sure that the file "wweb32.dll" was placed in the C:\WINDOWS directory (or C:\WINNT), or in some other directory which is accessible via the system path, such as C:\WINDOWS\SYSTEM. Otherwise KeyNote will not able to find this file and consequently to start WordWeb.

Using the "Look up in Wordweb" Function

Double-click the word which you wish to look up in the dictionary, then click the WordWeb button on the toolbar, or right-click the selected word and choose the **Look Up in WordWeb** from the context menu. If no text is selected when you use the command, KeyNote will prompt you for a word to look up in the thesaurus.

Keyboard shortcut: Ctrl+F11

In WordWeb, you can select a word in the synonym list and click the **Copy** button. This will cause WordWeb to close, and the word you copied will replace the original selected word in KeyNote's editor.

KeyNote uses the freeware WordWeb integration component written by Mr. Antony Lewis <http://www.x-word.com/wwdev/>.

Hyperlinks in KeyNote

General Information about Hyperlinks

KeyNote supports clickable URLs (hyperlinks) in the extent that the standard RichEdit control (riched2.dll) allows. In general, the RTF editor recognizes and highlights hyperlinks which follow the standard format for internet URLs. For instance, if you type or paste the following in a note:

<http://www.example.com>

this text will be treated as a clickable link (unless you have turned off URL recognition for the particular note using the Note Properties dialog box).

Hyperlinks are always underlined and displayed in blue. The RichEdit control does not allow for customizing the style or color, which makes the feature somewhat less useful if you have a note with a dark background, for instance.

The RichEdit control recognizes and highlights standard URL schemes, e.g. <http://>, ftp://, mailto:, telnet: etc. It also supports the "file:///" URL, which you can use to create links to files and programs on your computer.

Activating Hyperlinks

By default, hyperlinks are activated by a single mouse-click.

This may sometimes be annoying, so KeyNote introduces an option which requires

pressing the **Shift** key while the URL is being clicked. To turn this option on, open the Options dialog box, click the **Misc** tab, and put a check in the **Require Shift key with URL click** checkbox.

You can also specify what action KeyNote should take when a hyperlink is clicked. In the **Misc** tab, select the action you want to use as default from the **On URL click** drop-down list.

Note about <http://> hyperlinks:

Often you will want the URL to be opened in a new browser window, instead of the window that is currently open. You can specify that URLs should always be open in a new browser window by selecting the **Open in new window** option from the **On URL click** drop-down list. Regardless of this setting, URL will also be opened in a new browser window if you hold down the **Ctrl** key while clicking the URL.

Note that KeyNote will not recognize URL clicks in notes for which you turned off the **Detect and highlight URLs** option in the Note Properties dialog box.

Internet Hyperlinks

The easiest way to add a typical URL is to simply paste it from clipboard, or to type it in. If the editor recognizes the text as a valid URL, the text will become underlined and marked in blue as you type.

However, some URLs must be encoded in a special way, e.g. if they contain spaces. (See the "Limitations" section, below.) For such URLs, it is best to use the **Insert/URL** command. Paste or type the URL in the dialog box that will be displayed, and KeyNote will automatically encode any special characters so that the URL is recognized and displayed correctly.

The **Insert URL** command will also try to detect when you are inserting an email address, and it will then automatically prefix the address with the "mailto:" URL scheme.

HYPERLINKS TO LOCAL FILES

One of the standard URL schemes is "file:///". It allows you to create hyperlinks to documents or programs on your computer. For instance, if you click a link to a .xls file, the file will be opened in Excel. If you click a link to a program, the program will be executed.

If the link points to a file that KeyNote supports (a file with the .KNT, .KNE or .N_TEXT extension), then the file will be opened in KeyNote, just as if you have used the **File/Open** command.

To insert a hyperlink to a file on your computer, use the **Insert/Link to file** command.

Sometimes you may see an error message displayed when you click a file:/// link. The most common is "Error code 2". This means that the file could not be found or accessed: the file probably does not exist, was renamed or moved to another place.

Note: Unlike other URLs, the "file:///" URL must usually contain three forward slashes, not two. This is required by the logic of the URL format: the third slash means "the path starts at the root directory". It allows for creating hyperlinks to files located on

another computer on a network: the name of that computer would be placed before the third slash:
file://computername/c:\users\files\document.txt

Normally, you will be linking to files on your own computer: in such a case, the computer name is not given (blank), but the third slash must always be present.

Keynote Links (Hyperlinks to Other Notes)

The last type of hyperlinking that KeyNote supports is the ability to link to other notes and tree nodes in KeyNote files. You can create hyperlinks to places in the same (current) file, or any other KeyNote file on your computer.

Basically, this is an extension of the "file:///" URL, so everything written in the section above applies here as well.

Inserting a "KeyNote link" requires two steps: marking the target, i.e. the place to which the link will jump, and then inserting the link somewhere else.

1. In the editor, position the caret or click the place to which you want to create a link. Clicking the link will jump here. Choose **Insert/KeyNote link**, and then click the **Mark Location** command in the submenu.

2. Navigate to the place where you want the link to appear. This can be any place in any note, in the file that is currently open or in another file. (You can close the current file and open another one.) Click the place in the editor where you want to insert the link. Choose **Insert/KeyNote link**, and then click the **Insert Link** command in the submenu.

A KeyNote link will be inserted. Clicking this link will jump to the location which you marked in step 1. Try it!

In order to be able to jump to a selected place in a file, KeyNote uses a special extended syntax for such links. KeyNote creates the links automatically and you do not have to worry about the special syntax - but it looks like this:

a) link to a place in the current KeyNote file:

file:///?NoteName|NodeName|CursorPosition|SelectionLength

b) link to a place in another KeyNote file:

file:///Path_to_File.KNT?NoteName|NodeName|CaretPosition|SelectionLength

Explanation:

file:///	standard URL scheme prefix
Path_To_File	full path to the .KNT file to which the link points. If the link points to a location in the same file in which the link is inserted, the path is omitted.

?	Since the question mark character cannot be present in a filename on a Windows system, it tells KeyNote that this is the special kind of link, the "KNT link".
NoteName	The name of the note to which the link will jump
NodeName	The name of the tree node to which the link will jump, if the target note is a tree-type note. If the target note is a plain RTF note, the NodeName section is blank.
CaretPosition	The position, in the editor, where the caret will be placed after the jump.
Selection-Length	The length of the text that will be selected after the jump. Normally it is 0, but if a portion of text was selected when you clicked the "Mark Location" command, the link will remember this and will restore the selection when you jump.

The special sections of the link are separated with the '|' character.

The NodeName, CaretPosition and SelectionLength sections are optional and need not be present for the hyperlink to work. The following hyperlinks are all valid:

file:///c:\My%20Documents\diary.knt?BlueNote|Monday|30|0

… open the file called "diary.knt", switch to the note called "BlueNote", select the "Monday" node in the tree, and position the caret at character number 30.

file:///?BlueNote|Monday|30|0

… in current file, switch to the note called "BlueNote", select the "Monday" node in the tree, and position the caret at character number 30.

file:///?BlueNote|Monday|30

… same as above

file:///?BlueNote

… in current file, switch to the note called "BlueNote". Caret will be positioned at the start of the note.

Note: There is one significant limitation to how KeyNote links work. Notes and tree nodes are identified by their names. In the above example, the link jumps to a note called "BlueNote". KeyNote searches the file and switches to the first note with this name that it finds. This means that the link will not work well if you have more than one note (or tree node in a note) with the same name. The link will work, but it will always jump to the FIRST note (or tree node) which has the name specified in the link.

Limitations

• It is not possible to change the color or font style used to highlight URLs in the editor.

The RichEdit control does not support this, and always shows URLs in blue underlined font.

- Email addresses will only be highlighted if they are inserted in the form of a full URL. For example, "wizard@oz.org" is a correctly formed email address, but it is **not** an URL, and will not be highlighted. In order to create a highlighted, clickable email address, you must prefix it with the name of the URL scheme, which is "mailto:' for email: mailto:wizard@oz.org
This prefix is added automatically when you use the "Insert URL" command.

- You cannot add custom URL schemes.

- When you turn URL highlighting on or off for a particular note, the change is honored after you reload the file. This is, again, a limitation of the RichEdit control. In some cases, the URLs will not get un-highlighted even after you have turned URL highlighting off and reloaded the file. To correct this, select the URL and click **Ctrl+0** to clear the special font formatting.

- As defined by Internet standards, URLs cannot contain spaces and certain other special characters. The RichEdit control behaves correctly in this respect and does not allow spaces in URLs, either. Spaces and other special characters must be converted to hexadecimal codes, e.g. %20 for space. KeyNote does this for you automatically, but note that such a notation impairs the readability of URLs.

- The "Insert URL" command does not verify the format of the URL you are inserting. In other words, you can use it to insert just about any line of text, and it will not complain. The command only formats the special characters in the text (by replacing them with numeric codes) and, if it detects an email address, prefixes the address with the "mailto:" scheme name.

Macros in KeyNote

Note: Macros are now displayed on the Resource panel. Press **F9** to display the resource panel.

General Information about Macros

As of version 0.999, KeyNote supports macros. You may already know macros from other word-processing applications. A macro is a list of commands executed in a program, which is stored on disk and can be replayed. This allows you to automate certain repetitive tasks, such as typing or formatting text.

To use macros in KeyNote, first turn on the "Macros" toolbar, which is not displayed by default. Choose the **View/Toolbars** command, and select the **Show macro toolbar** command. The toolbar is described in more detail in "The Macro toolbar" section, below.

Macros are text files with ".KNM" extension, and they must all be located in the "macros\" subdirectory, below the directory when KeyNote is installed. For example, if KeyNote is installed in

```
c:\Program Files\Keynote
```

… then all plugins should be placed in

```
c:\Program Files\Keynote\Macros
```

This subdirectory is automatically created by the Setup program.

Macros are created by "recording" commands. After you start recording a macro and give it a name, the keypresses and editing commands you issue in KeyNote are recorded until you click the "Stop" button. Then the macro is saved to disk and can be replayed, to repeat exactly the same actions you made while recording.

Note: Not all KeyNote commands and functions can be recorded in a macro. Please see the "Limitations" section for details.

To learn about recording and replaying macros, see the sections "Creating (Recording) Macros" and "Using (Replaying) Macros" below.

The Macro Toolbar

To use macros in KeyNote, you should turn on the "Macros" toolbar, which is not displayed by default. Choose the **View/Toolbars/Show macro toolbar** command.

The toolbar contains a drop-down list and several buttons.

The drop-down list contains all available macros. The macros are listed alphabetically by their descriptive names (rather than the filenames). The icons displayed next to the macro names indicate the type of the macro. Currently, there are two different icons for two different types of macros: "normal" and "Auto-run" macros. Please see the "Auto-run Macros" section, below, for a description of this type.

Tip: To select a macro without using the mouse, press **Ctrl+ Grey /** (the / key on the numeric keypad). You can then press **Enter** to run the selected macro, or press **Esc** to return to the editor.

Tip: When you select a macro in the list, a short description is displayed in the status bar to help you identify the macro.

To the right of the drop-down list, there are three buttons:

PLAY

Replays the macro selected in the drop-down list.

PAUSE

Pauses the recording. It is only available while you are recording a macro. When recording is paused, the commands you use and keys you press are not added to the macro.

RECORD

Click this button to create a new macro and start recording.

The PLAY button also has a drop-down menu. Click the down-arrow next to the button to open the menu. The menu contains the following commands:

"Play macro"

Replays the macro selected in the drop-down list.

"Edit macro"

Displays a dialog box which allows you to change the name and description of the selected macro,

"Delete macro"

Deletes the macro selected in the drop-down list.

"User command"

This command is only available while recording a macro, and it allows you to insert a special user command at any point in a macro. See the "Editing Macros; Special User Commands" section for more information.

Creating (Recording) Macros

First, make sure that the "Macros" toolbar is visible, as described in the "General Information" section.

1. Click the "Record" button on the "Macros" toolbar to create a new macro.

2. In the dialog box displayed, enter the name for the new macro, and (optionally) a short description.

3. When you click OK, recording will begin.

4. Work in KeyNote as you would normally. The keys you press and the editing commands you choose will be recorded in the macro.

•   At any point during recording the macro, you can open the drop-down menu on the "Macros" toolbar and click "User command" to enter one of several predefined user commands to the macro.

•   While recording, you may also click the "Pause" button on the "Macros" toolbar. Recording will be paused until you click the "Pause" button again. While recording is paused, you can still work in KeyNote, but the keypresses and commands will not be included in the macro.

5. Click the "Stop" button on the "Macros" toolbar to finish recording the macro. KeyNote will ask whether the newly created macro should be saved. Click Yes to save the macro in a ".KNM" file, or click No to discard it.

The newly recorded macro will be added to the "Macros" toolbar. It can be replayed by clicking the "Play" button.

Notes:

•   Macro names must be unique. When creating a new macro, the name you enter must not be the same as the name of one of the already existing macros.

•   The dialog box which allows you to enter the name and description for the new macro contains one additional option: "Abort macro when error occurs". If this option is checked, the macro will stop whenever an error condition is detected while replaying the macro.

•   Sometimes, while recording a macro, you will issue a command which causes a dialog

box to be displayed. For instance, you can use the "Font" or "Paragraph" commands to change the font or paragraph attributes via a dialog box. When you click **OK** in the dialog box, a prompt will be displayed, asking you what should happen when the macro is replayed later. While replaying the macro, KeyNote can use the values you have just entered in the dialog box, or it can display the dialog box so that you can enter different values every time you replay the macro. You can also click **Cancel** to skip the dialog box and omit it from the macro. If you choose to have the dialog box displayed while the macro is replayed, and if, while replaying the macro, you will click **Cancel** in the dialog box, the macro will be aborted.

Using (Replaying) Macros

1. Playing macros by using the toolbar:

First, make sure that the "Macros" toolbar is visible, as described in the "General Information" section.

Select the macro you want to play from the drop-down list on the "Macros" toolbar. Next, click the "Play" button.

Tip: To select a macro without using the mouse, press **Ctrl+ Grey /** (the **/** key on the numeric keypad). You can then press **Enter** to run the selected macro, or press **Esc** to return to the editor.

Tip: When the "Macros" toolbar is displayed, you can press **Shift+F5** at any time to play the currently selected macro.

2. Playing macros without using the "Macros" toolbar:

Choose the **Tools/Select macro** command. A standard file-selection dialog box will be displayed. Select the file which contains the macro you want to run, then click **Open**. The selected macro will be replayed.

Tip: If you have installed a macro manually while KeyNote is running, by copying the .KNM file into KeyNote's macro directory, the list of Macros must be refreshed before KeyNote will notice the new macro. To refresh the list, hide the "Macros" toolbar and the show it again.

Note: While a macro is being replayed, you can press **Esc** to stop and abort the macro. You cannot pause a running macro, however.

Auto-Run Macros

KeyNote supports a special type of macros, called "Auto-run" macros. These macros may be automatically replayed after a new file has been created, after you have added a new note to a file, etc. In the drop-down list of macros on the toolbar, these Auto-run macros are indicated by a special double-arrow icon.

Auto-run macros are disabled by default. To enable them, open the "Options" dialog box (press **F5**), click the "Advanced" tab, and check the "Allow Auto-run macros" option.

KeyNote recognized Auto-run macros by their filenames. The names of all auto-run macros begin with "_Auto".

Currently, KeyNote supports three Auto-run macros:

_AutoNewFile.knm

This macro is executed automatically after a new file has been created. The sample macro supplied automatically adds a single tree-type note in the newly created file. This allows you to replace KeyNote's standard behavior, whereby a new "simple RTF" not is created instead.

_AutoNewNote.knm

This macro is executed automatically after a new "simple RTF" note has been added to the current file. The sample macro supplied inserts current date and time at the top of the new note.

_AutoNewTree.knm

This macro is executed automatically after a new tree-type note has been added to the current file.

In order to replace these sample macros with your own Auto-run macro, record a new macro, save it, and rename the .KNM file using one of the filenames above.

Editing Macros; Special User Commands

In general, KeyNote macros are not intended to be edited by hand. However, macros are simple text files, where each line contains a single KeyNote command, they may be edited manually in a text editor, and future versions of KeyNote will provide functions to facilitate editing macros.

Apart from the keypresses and commands that are recorded and stored in a macro, Key-Note supports a range of special user commands, which can be inserted in macro files. These commands complement and extend the range of editing functions that can be recorded.

To add a user command to a macro:

1. Start recording a macro normally

2. At the point where you want to insert a user command, click the down arrow button on the "Macros" toolbar, and select "User command".

3. A dialog box will be displayed, listing all available user commands. Select the command you need, and, if necessary, type in the argument string. The dialog box displays information about the function and syntax of the selected command.

4. Click **OK** to add the command to the macro.

User commands may also be simply typed in a macro file.

Note: The range of available user commands is limited at present. If there is enough interest in such a feature, more commands may be added and their syntax may be extended.

Syntax
User commands require the following syntax:

@COMMAND(argument)

- they must begin with the '@' character
- they must be typed in UPPERCASE
- if required, they must include the argument string enclosed in parentheses.

Not all commands require arguments, and for some commands, the argument is optional. If an argument is optional, KeyNote will use a default setting for the given command. Otherwise, the macro will be aborted if a required argument is missing.

Examples

To see some of these commands as they are actually used, view the source of the macros installed with KeyNote, especially the "Auto-run" macros.

@CONFIRM(text)

- displays "text" in a confirmation dialog box with OK and Cancel buttons. If the user clicks the OK button, the macro will continue. If the user clicks the Cancel button, the macro will be aborted. This is very useful as a first line in a macro that should not be executed "by mistake".

@INSERT(text)

- inserts "text" in current note. Use "\n" to mark a line break, and "\t" to mark a tab.

@MACRO(macro filename)

- executes the specified macro. The filename must contain the .KNM extension, but NOT the path (i.e. filename part only). After the specified macro has been executed, the current macro will continue.

@MESSAGE(message text)

- displays a dialog box with the message text. Use "\n" to mark a line break, and "\t" to mark a tab.

@NEWNOTERTF

- creates a new "simple RTF" note in the current file

@NEWNOTETREE

- creates a new tree-type note in the current file

@PLUGIN(plugin filename)

- executes the specified plugin. The filename must contain the .KNL extension, but NOT the path (i.e. filename part only)

@REWIND

- replay macro from the beginning

WARNING: Will cause macro to run forever in an infinite loop, until user presses Esc or until an error occurs.

@STYLEON(bold|italic|underline|strike)

@STYLEOFF(bold|italic|underline|strike)

- STYLEON turns ON the specified font style.

- STYLEOFF turns OFF the specified font style.

The argument string may contain only 1 style, e.g.

@STYLEON(bold)

@WAIT(miliseconds)

- pauses the macro for the specified time

Limitations

Some of the following restrictions may be lifted in future releases of KeyNote. However, I cannot promise that I will be able to do so. The tree-related commands are particularly difficult to handle from within macros, since there is no guarantee that any command that modifies the tree can be correctly executed while the macro is replayed.

I. Limitations on macro names

Macro names must be unique. No two macros can have the same name.

II. Limitations on macro commands

Certain KeyNote commands cannot be recorded in a macro. They will be executed while recording, but they will not be stored in the macro file.

Macros CAN contain:

• Keypresses in the RTF editor (*not* in the tree panel)

• All "Edit" and "Format" menu commands, e.g. selecting a font name, size or style, setting paragraph attributes, changing text or highlight color, clipboard operations, and many others.

• Some "Insert" menu commands: inserting date, time, and special characters; glossary expansion

• Some "Search" menu commands (Find; Go to line; Match Bracket)

• All caret navigation commands restricted to current note.

• Setting and jumping to bookmarks.

Macros CANNOT contain:

• Mouse clicks. You can only use keyboard, toolbar and the menu commands while recording a macro. (To select a word, use the **Alt+W** keyboard shortcut instead of double-clicking the mouse.)

• Any tree-related commands (i.e. a macro cannot create, move, rename or delete tree nodes)

• Any tree or note navigation commands which cause a different tree node or a different note to be displayed (Note: You *can* set and jump to bookmarks.)

• Note management commands, such as creating, renaming, deleting, printing, mailing

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notes

- Insert menu commands (except the commands listed above), bookmark and hyperlink commands
- Drag and drop operations
- Import and export commands
- Setting options, preferences or properties (file or note properties).
- File-related commands (New, Open, Save, Copy to, etc.)

Note that the special user commands which you can insert in a macro allow you to overcome some (not all!) of these limitations.

There are no flow-control or branching macro commands. There are no macro commands which take user input, except the standard editing/formatting commands, some of which display input dialog boxes.

Other limitations

- "Find"

The dialog box will NOT be displayed while replaying the macro. The command will be executed with the parameters you specified in the dialog box while recording the macro.

In addition, certain Find options are disabled while recording a macro. The only available options are "Match case" and "Whole words only".

- "Insert special character"

The dialog box will NOT be displayed while replaying the macro. The command will be executed with the parameters you specified in the dialog box while recording the macro.

- "Apply style"

The macro will record the name of the style applied, and will apply that style when replaying (rather than applying the style which is currently selected in the Style list). This is necessary because there is no guarantee that the Style toolbar will be visible when the macro is being replayed, hence there might be no style available for selection.

- "Replace"

This command CANNOT be recorded in a macro.

III. Limitations on replaying macros

When replaying a macro, KeyNote must be the topmost window, and the RTF editor must have focus. This is normally not a problem, since KeyNote must be active for you to activate (play) a macro. However, if you switch to another application while a macro is being replayed, the macro will PAUSE, and will resume automatically when you return to KeyNote. I'll try to remove this limitation in a later release.

Macro File Syntax

A macro file is a plain text file with the .KNM extension.

The first line in the macro is a header line. This line must be present and correctly format-

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ted, otherwise the macro will not be executed.

Header line syntax

```
;1.0|Macro Name|Macro description|Abort on error?|Creation Date
```

Each subsequent line in the file contains a single macro command. Lines are executed in sequence.

Blank lines are ignored.

Lines beginning with semi-colon (;) are treated as comments and ignored.

Lines beginning with the "at" (@) character are interpreted as user commands.

Lines beginning with the hash (#) character are interpreted as internal commands.

Other lines are interpreted as keypress codes. A keypress code contains the key scan code and shift state string, separated by the vertical bar (|) character. E.g., **Shift+Enter** is encoded as:

13|S

Shift states are indicated by a single capital letter:

S - Shift

C - Control

A - Alt

Shift states may be combined. E.g., **Ctrl+Alt+Backspace** is encoded as

8|CA

Any line not conforming to the above specifications will cause a macro execution error.

Plugins

Note: Plugins are now displayed on the Resource panel. Press **F9** to display the resource panel.

PLUGINS: GENERAL INFORMATION FOR USERS

As of version 0.999, KeyNote supports a simple but effective plugin technology. Plugins are separate little programs which can communicate with KeyNote and extend its capabilities. For instance, a plugin could display a calendar or a to-do list, convert a note to HTML format, calculate text statistics, display a calculator or a unit converter, or run a spell-checker.

Plugins provide two significant advantages: they can be written by other software authors (using any compiler than can create Windows DLL files), and they add functionality to KeyNote without increasing the size of the main program. Plugins are loaded strictly on-demand and do not consume any memory or system resources when they are not active.

Currently (June 2001) KeyNote is distributed with a small set of example plugins. As more plugins are created, they will be available for download from the main KeyNote homepage; see the "Downloading Plugins" section, below.

Plugins are files with ".KNL" extension, and they must all be located in the "\plugins" sub-directory, below the directory where KeyNote is installed. For example, if KeyNote is installed in

```
c:\Program Files\Keynote
```

then all plugins should be placed in

```
c:\Program Files\Keynote\Plugins
```

This subdirectory is automatically created by the Setup program.

Plugins can be downloaded from KeyNote homepage. The currently available plugins should be taken as "proof or concept" only, but they all perform functions which have occasionally been requested by KeyNote users.

For information on how to use plugins, see "Using Plugins", below.

Plugins: General Information for Developers

If you are a programmer (as well as a KeyNote user), you might like to create your own plugins. Plugins are DLL files, so you should be able to create plugins with any compiler that can create DLL, not necessarily Borland Delphi. I have prepared a separate package which contains detailed documentation, examples and source code to get you started. This "Developer kit" can be downloaded from

`<http://www.tranglos.com>`

If you need additional assistance beyond what's contained in the package, or if your plugin requires adding some functionality to KeyNote, please contact me at
`<marekjed@pobox.com>`.

Due to the limited space on my ISP account, I cannot promise that I will distribute all third-party plugins directly from my site. I will, however, be able to distribute a limited number of plugins, and I will always provide links to any useful plugins created by other developers.

Using Plugins

In KeyNote, there are two ways of using a plugin: by selecting it from a list of available plugins, or by activating the plugin that was used most recently.

I. To display a list of available plugins, click the "Plugins" tab on the Resource Panel (**F9**).

The tab contains a small toolbar with several buttons:

Execute button

- closes the dialog box and runs the selected plugin

Tip: You can also execute a plugin by double-clicking it.

Configure button

- runs configuration procedure for the selected plugin. Typically, this will display a dialog box that allows you to specify various options for the selected plugin, but because this procedure is created by the author of the plugin, KeyNote has no knowledge of or control

over what the plugin does when this button is clicked. Note that some plugins may not support any configuration procedure.

Note: There will be a slight delay the first time KeyNote displays a list of installed plugins. This is because KeyNote needs to list all the installed plugins and ask each of them for name, description and status information before they can be displayed. Subsequent invocations of the dialog box will be faster.

Tip: Plugins can be added while KeyNote is running. KeyNote will not recognize this automatically, but you can force it to do so. To tell KeyNote that it needs to re-initialize the list of available plugins, right-click the list of plugins and select the "Refresh plugin list" command.

II. Repeating the most recently executed plugin: Choose the **Tools/Run last plugin** command.

Installed Sample Plugins

KeyNote is distributed with a small set of sample plugins.

Currently, these are:

plugintest.knl

Test plugin - a "bare-bones" plugin which does not do anything very useful but can be used for testing purposes.

kncalendar.knl

Displays a small dialog box with a drop-down calendar window, which allows you to select a date and insert it in the text of the active note. Date can be inserted in long (26 June 2001) or short (21-06-2001) format. The date format used is the format which you have set in Control Panel "International Settings" applet.

Downloading Additional Plugins

Additional plugins are available for downloading from KeyNote homepage:

<http://www.tranglos.com/>

Direct download links are located on the "Download" page.

Among others, there are scratchpad, key auto-repeater, and Discordian Calendar plugins. If necessary, I will later add a separate page for distributing (and linking to) plugins created by other software authors.

What Plugins Can Do

In general, a plugin can:

a) receive text from the note which is currently active

b) perform its function (Execute)

c) return some text back to KeyNote. KeyNote will insert that text in active note, or create a new note and insert the text there.

Both (a) and (c) are optional. This means that a plugin can, but does not HAVE TO

receive or return any text.

An example of a plugin that receives and returns text would be a spell checker or an RTF-to-HTML converter. An example of a plugin which only receives but does not return text would be a plugin that calculates text statistics and displays information in its own dialog box. An example of a plugin which neither receives nor returns any text would be, well, just anything a programmer can think of :) For example, a plugin could run alongside of KeyNote and display a clock, a quote of the day, or even hints for using KeyNote that change as you work.

Further, plugins have some flexibility as to how they receive and return text. A plugin tells KeyNote what, if any, format of text it wants to receive and what, if any, format of text it returns.

A plugin can RECEIVE:

- no text
- full text of active note, in RTF format
- full text of active note, in plain text format
- currently selected text in note, in RTF format
- currently selected text in note, in plain text format

In addition, a plugin can specify that some text MUST be selected in order for the plugin to run. In that case, KeyNote will not run the plugin unless you select some text in active note first.

A plugin can RETURN:

- nothing
- RTF formatted text
- plain text
- dialog box text
- clipboard data

For RTF text and plain text, the returned text will be inserted in currently active note.

For dialog box text, KeyNote will display a dialog box with the text returned by the plugin. If you click **OK** in the dialog box, the text will be inserted in active note.

For clipboard data, KeyNote will automatically paste clipboard data into active note, or display a dialog box informing you that the plugin has placed some data in clipboard. In the latter case, you can click **OK** in the dialog box to have the data pasted, or click **Cancel** to dismiss the dialog box and paste the data yourself wherever you want it.

Tip: You can specify in KeyNote's "Options" dialog box whether you want KeyNote to automatically paste clipboard data returned by plugins, or whether KeyNote should display the confirmation dialog box.

Tip: Clipboard data does not need to be text: this is why the clipboard option is provided to plugin authors. For example, a plugin could just as easily place a picture on the

clipboard, which you could then paste into the note.

Resident Plugins

Typically, a plugin will behave in a way similar to a normal dialog box: while the plugin is running, you cannot access the main KeyNote window, open any other dialog boxes, etc. There is no requirement for plugins to open any windows, but the principle remains: you cannot access KeyNote while a plugin is running.

However, a plugin author can create a special type of plugin which will be called "resident plugin" here. A resident plugin is "non-modal", which means that it can run alongside Key-Note and does not block access to it in any way. For instance, a plugin could display a clock, and the clock would remain visible, in a separate window, while you work normally with KeyNote.

Resident plugins can (but do not have to) receive text from KeyNote as described in "What plugins can do", but they DO NOT return any text to KeyNote. You start a resident plugin and are immediately returned to KeyNote. The resident plugin can shut itself down (after it has performed some operation, for instance) or can provide a user interface to close it.

You can run more than one resident plugin simultaneously, but you can only have one instance of any given resident plugin. If you try to execute a resident plugin which is already running, KeyNote will display an error message.

Limitations

Currently, plugins cannot control the operation of KeyNote itself. This may be added in the future if required by plugin authors.

A plugin can only receive or return text from and into the note which is currently active. For tree-type notes, this means that a plugin will only receive the text of the selected (active) tree node. Plugins do receive the name of the currently loaded KNT file, though, so nothing stops a plugin from reading the whole .KNT file and operating on it independently from KeyNote. A plugin also receives the name of the active note.

Currently, plugins do not receive any state information from KeyNote, or any information related to note trees, beyond what is specified above. In particular, a plugin cannot change KeyNote configuration options, open any KeyNote dialog boxes, run macros, etc.

A plugin COULD control the active RTF editor to an extent (e.g. it would be possible for a plugin to send Windows messages to the editor) but, in general, plugins should NOT attempt to do this, as there is no guarantee that a command can be executed. For instance, if the active note is read-only, commands dispatched from a plugin could modify it against the wish of the user. And YES, it is possible to shut down, or even crash Key-Note by issuing the wrong command or message from a plugin. Obviously, plugin authors should take care not to do so.

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Templates

File Manager

Insert Character Dialog Box

Clipboard Capture

Expression Evaluation

Importing Files as Notes

Exporting Notes to Disk Files

Individual notes or tree nodes can be exported to files in the following formats:

• plain text
• rich text (RTF)
• HTML
• TreePad

There are two separate sets of options which control how notes are exported. One set of options controls text, RTF and HTML export, the other set controls TreePad export.

The most important export settings are listed in the **Source and target** tab. These options apply to all target file formats. The tab contains two areas: **Source: What to export** and **Target: Where and how to export**.

Source: What to export?

In this field you can select which note, notes, or part of a note you wish to export. The available settings are:

• **Current note** - exports all or part of the currently active note
• **All notes** - exports all notes in the current file
• **Selected notes** - allows you to select which notes should be exported.

If you select the Current note option, and if the current note is a tree-type note, the following additional options are available in the drop-down list:

• **Current node** - exports only the currently selected tree node

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- **Current node and subtree** - exports the currently selected tree node and all nodes which are its children
- **Checked nodes** - exports all checked nodes in the current note
- **All nodes** - exports all nodes in the current note

Note: When exporting more than one note, it is not possible to select groups of nodes, and the options above are unavailable.

If you select the Selected notes option, you can click the **Select notes** button to specify which notes should be exported. A dialog box is displayed listing all notes in the current file. Check the notes you wish to export, and click **OK** to return to the Export notes dialog box.

Target: Where and how to export?

In this field you can select the format for exported files and the directory where the exported files should be placed. There are also two additional settings which control how the files are created.

To select the target file format:

Click the **Format for exported files** drop-down list, and select the format.

To specify the directory for exported files:

Click the button in **Directory for exported files** field, and select the directory. All exported files will be placed in the directory you select.

Additional options

- **Prompt before overwriting files** - if KeyNote wants to export a note using a filename that already exists, a warning is displayed, and you are given an opportunity to or change the filename.
- **Prompt for individual filenames** - Every time KeyNote exports a note to a file, a dialog box is displayed when you can accept the suggested filename, or enter your own. If this option is disabled, KeyNote automatically determines names for exported files and does not prompt you to confirm them.

Warning: If both these options are disabled, all filenames will be picked automatically, and existing files will be overwritten without asking for confirmation.

Exporting notes to plain text, RTF and HTML files

Click the **Options** tab to review or change the option settings which control exporting to plain text, RTF and HTML format.

Note and node headings

Each exported note and tree node can be optionally preceded by a heading that displays its name or other information. There are separate headings for notes and tree nodes.

A heading is a single line of text which may contain one of several "tokens". A token is a single uppercase character preceded by the percent sign, e.g. %N. When a note is exported, the tokens are replaced with actual information. For instance, the %N token will

be replaced with the name of the note being exported. Click the "Help on headings" button to display a dialog box with a list of available tokens and their meanings.

Usually, a note heading is inserted only once, at the beginning of an exported file. A node heading will be inserted before each exported node. To enable or disable the headings, click the corresponding checkboxes. To edit the headings, type in the text fields provided or click the drop-down lists to select a predefined heading.

Tip: You can control the appearance (formatting) of the inserted headings. The formatting of the heading text depends on the contents of the following RTF files which are installed in the same directory as keynote.exe: notehead.rtf (formats the note headings) and nodehead.rtf (formats the node headings). You can edit these files in Key-Note (as virtual nodes) or in any RTF-compatible editor. Make sure that each file contains the token %HEADING and that the token is formatted consistently (i.e., do not make it half-bold or half-blue; the whole word, including the % character, must be formatted in the same way). You can even enter some additional text there which will be inserted as part of the heading.

Exporting individual tree nodes

When exporting tree-type notes, you can choose to export all nodes to a single file, or to export each tree node to a separate file. Select your preference in this field.

Important information about exporting to HTML

KeyNote does not have its own RTF-to-HTML converter. Writing one is a difficult task. Instead, KeyNote relies on MS-Office converter library (html32.cnv and other associated files). These files must be present and correctly registered; otherwise KeyNote will not be able to export notes to HTML-formatted files. A better solution will perhaps be provided in version 2.0 of KeyNote. *(Or, if you happen to be a Delphi programmer, I would certainly appreciate assistance in writing the converter.)*

Exporting notes to plain TreePad files

There are currently two editions of TreePad: the freeware edition supports only plain-text files, while the shareware edition supports plain text, RTF and HTML-formatted files. Key-Note files can be exported in format compatible with either the freeware or shareware edition of TreePad. For more information, see www.treepad.com.

Click the **TreePad options** tab to review or change the option settings which control exporting to TreePad format.

To select the target TreePad edition

Click the **TreePad options** tab, and in the **Target TreePad version** field select the format you need. Note that when you export to the freeware edition (plain text only), all text formatting will be lost, but the resulting file will be readable by both the freeware and shareware TreePad. If you export to the shareware edition, text formatting will be preserved, but only the shareware edition of TreePad will be able to open the file.

Exporting multiple notes to TreePad files

TreePad files can only hold one "note" per file, unlike KeyNote, where several notes can

be contained within a single file. Therefore, KeyNote gives you a choice between exporting each note to a separate TreePad file, or joining several notes into a single TreePad file. If you choose the latter option, all exported notes will be placed within a single TreePad tree structure. To select one of these settings, click the **TreePad options** tab, and select an option in the **Target file mode** field.

Note: When exporting to TreePad format, it is not possible to select individual tree nodes or groups of nodes. Only whole tree-type notes (or simple, non-tree notes) can be exported.

Important note: TreePad file structure imposes a limitation tat KeyNote files do not have. A TreePad file can have only one top-level node (called "Master node" in KeyNote). All other nodes in the tree must be children of the top level node. In KeyNote, you can have as many top-level nodes as you wish. For example, the following tree structure is supported by KeyNote, but not supported by TreePad:

+ Top level node (level 0)

| - child node (level 1)

| - child node (level 1)

+ Another top level node (level 0)

| - child node (level 1)

In TreePad, the above tree structure is not possible: there can be only one "level 0" node. This becomes a problem when exporting a KeyNote tree with more than one top-level node, or when exporting several notes to a single TreePad file. When KeyNote detects such a situation, it creates an additional, "dummy" node, which is placed as the top-level node in the TreePad file, while the actual KeyNote notes are placed as children of the dummy node. For example, the above tree structure would be transformed into the following:

+ Dummy top level node (level 0)

+ - + Top level node (level 1)

| - child node (level 2)

| - child node (level 2)

+ Another top level node (level 1)

| - child node (level 2)

The additional "dummy" node is filled with summary information derived from the KeyNote file being imported: the name of the file, the file description and comment, and the date the file was created.

By default, this additional top-level node is created only if necessary (KeyNote does not perform a full analysis, preferring to err on the side of caution, i.e., compatibility). You can force KeyNote to always create this additional node: click the **TreePad options** tab, and select your preference in the **Compatibility top-level node** field.

About initial fonts and colors in KeyNote

Initial note font versus actual font styles in a note

The **Note/Note properties** dialog box (**F4**) cannot be used to change the FONT of the current note. The reason for this is quite simple. In a plain-text editor you have only one font (name, size, style, color) for the whole text. But KeyNote is a "richtext" editor, where you may have lots of different font styles within a single piece of text. But the Note properties dialog box allows you to specify only one font, so this one font would have to be applied to the whole note - which is certainly not what users would expect (all text formatting in the note would revert to the font chosen in Note properties dialog box). So what's the Font button for? Well, it does have a function: it allows you to choose the INITIAL font for the note - the font which is used when you click the "Clear font attributes" command (**Ctrl+0**). This will normally be the same font you selected in **Tools/Default settings**.

Background color and Tree-type notes

Because you CAN use a different background color for each node in the tree, the dialog box cannot just blindly reset the background color for all nodes. Let's say you have one node in the tree which uses white text on black background, and another which has the normal black text on white background. If you press **F4** while in that latter node, the dialog box will display white background. But if that color was assigned to all tree nodes after you click OK, the other note in the tree would now have white font on white background. There really is no good solution to this, except that the BG color will only be used as the DEFAULT COLOR for NEW nodes that you will later add to the tree (but this depends on whether or not you have selected **Inherit background color from active node** in the Options dialog box, **Tree panel** tab, and yes, I realize this can be confusing.)

If you DO want to change the background color for ALL NODES in a tree, this is still possible. As described in the "keyboard.txt" file, hold down the Shift key while you choose the **Format/Background color** command. KeyNote will then warn you that the new color will be applied to all tree nodes, and you can confirm or cancel.

Customizing the toolbars

As of version 1.3.7, KeyNote offers a rudimentary toolbar customization. There is no graphical interface to support this feature yet; all customization is done by editing a plain text file.

The file is called **toolbar.ini** and it resides in the same directory as **keynote.exe** (or in the same directory as **keynote.ini**, if you use an alternate location for the configuration file - see "Sharing KeyNote on a multi-user system" on page 82). You can edit the **toolbar.ini** file in any plain text editor, or directly in KeyNote, as a virtual node (see "Virtual nodes" on page 81).

The **toolbar.ini** file is a standard Windows .INI file. It contains two sections: **[MainToolbar]** and **[FormatToolbar]**. These sections refer to the two main toolbars that can be customized; all other toolbars in KeyNote are too small and too feature-specific to bother. Each section contains a list of button names, followed by the equal (=) sign and a digit:

either **0** or **1**. "0" means that the button will not be displayed; "1" displays the button.

Once you have opened the **toolbar.ini** file in a text editor, all you need to do is decide which buttons you want to display and which to hide, and set the values to 0's or 1's accordingly. The button names should be self-documenting.

Example

If you want the big "Exit" button (the one with a thick red X on it) to disappear, find the line that reads

TB_Exit=1

and change it to

TB_Exit=0

If you want the "Print" button to become available, change the line

TB_Print=0

to

TB_Print=1

After you have edited the file, save it.

Tip: You can configure the toolbars while KeyNote is running, and check your settings immediately. After you have saved the **toolbar.ini** file, return to KeyNote, click the "View" menu, select the "Toolbars" item, and then click the "Refresh toolbars" command. KeyNote will load the new settings and re-display the toolbars.
To reset the toolbar state to factory defaults, simply delete the **toolbar.ini** file and then use the "Refresh toolbars" command, or restart KeyNote.

Customizing keyboard shortcuts

The **tools/Customize Keyboard** command allows you to change, add or remove keyboard shortcuts used to invoke KeyNote commands. You can modify the keyboard shortcuts for all commands listed in KeyNote's main menu and the right-click menu of the tree panel. No other shortcuts can be modified.

Tip: If you want to assign keyboard shortcuts to plugins, macros, styles, fonts and templates, download and install the **funckey.knl** plugin.

To add or change an existing keyboard assignment

Select a command in the **Commands** list. The commands are listed alphabetically, but all tree-menu commands follow the main-menu commands. Note that the description of the currently selected command and the currently assigned shortcut are displayed in the areas below the list.

Click the **New keyboard shortcut** field, and press the new key combination. If the key combination is valid, it will be displayed. Click the **Assign** button to accept the new keyboard shortcut.

Tip: You can right-click the list of commands to change the way in which they are dis-

played. By default, each command is displayed as: **menu name - command name**. "Menu name" is the name by which the command is displayed in the menu. "Command name" is the internal name for the selected command (in some cases it will be more descriptive than the menu name). By using the right-click menu you can reverse this order.

To remove an existing keyboard assignment

Select a command in the **Commands** list, and then click the **Remove** button.

Tip: You can cancel the changes at any time by clicking the **Cancel** button.

To display a listing of all keyboard assignments

In the dialog box, click the **List** button. This will generate an HTML document listing all currently assigned keyboard shortcuts, and will open the document in your default web browser. (The file is named **keyboard.html** and is saved in the same directory as keynote.ini. You can also inspect this file, outside of KeyNote.) The layout of the file is fixed, but the look is controlled by styles, defined in the file "keyboard.css". You can edit the CSS file to change the look of the keyboard listing.

To reset keyboard shortcuts to factory defaults:

In the dialog box, click the **Reset All** button, then click **OK** to confirm. Or, exit KeyNote and delete the file "keyboard.ini" (located in the same directory as keynote.ini).

Limitations

Only **one** keyboard shortcut can be assigned to each command.

Combinations of keys including **Enter**, **Space**, **Tab**, or **Esc** key cannot be assigned.

Some key combinations are reserved by Windows and cannot be assigned. These include, for instance, **Alt+F4**.

This dialog box can only be used to assign keyboard shortcuts to commands listed in main menu and in the tree panel right-click menu. Other keyboard shortcuts (e.g. those used in the Resource Panel) cannot be modified.

If you use the **FuncKey.knl** plugin to assign function keys to macros, plugins, styles, etc., **settings made through the plugin will override** shortcuts assigned here. For instance, if you assign **Shift+F2** to the **File/Save As** command in this dialog box, and also assign **Shift+F2** to execute a macro (through the plugin), pressing **Shift+F2** will execute the macro.

Some standard Windows keyboard shortcuts are built into the RTF editor and the tree-view control. For instance, in the editor, pressing the **right arrow key** moves the caret one position to the right; pressing the **Delete** key erases the current character; pressing **Ctrl+arrow** jumps to the next or previous word. These shortcuts cannot be modified.

Glossary

child node

A node that descends from another node in a tree-type note.
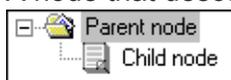
glossary term

A short text string that is paired with a matching substitution so you can quickly enter the substitution. For example, the glossary term "tm" might be paried with the trademark symbol, or "adr" might be paired with your street address.

macro

A macro is a stored list of KeyNote commands, that can be replayed in KeyNote. This allows you to automate certain repetitive tasks, such as typing or formatting text.

node

A node is a branch or a leaf in a tree-type note, consisting of an RTF document. You can store text, graphics, and more at any node. The To Do tree-type note has 3 nodes.
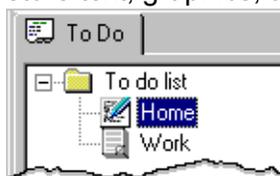
note

A note can be a simple note, consisting of a single RTF document; or it can be a tree-type note, consisting of multiple nodes. In KeyNote, a note appears as a tabbed window, with the name and icon for the note on the tab.
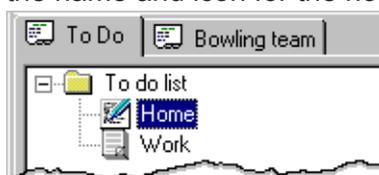
OLE object

An object embedded in a KeyNote node. It is a link to an external file or document. Double-clicking an object opens it in the application that created it (for example, a graphic file or a Microsoft Word document).

Open-Source

The concept of 'Open Source' promotes the benefits of collaborative development by ensuring that potential end-users are able to obtain and use software, and that the software may be improved and expanded to meet the needs of its users. Collaboration within

the Open Source community (developers and end-users) promotes a higher standard of quality, and helps to ensure the long-term viability of both data and applications.

parent node

A node that from which other nodes descend in a tree-type note.
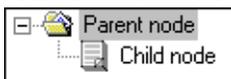
plugin

Plugins are separate little programs which can communicate with KeyNote and extend its capabilities. For instance, a plugin could display a calendar or a to-do list, convert a note to HTML format, calculate text statistics, display a calculator or a unit converter, or run a spell-checker.

RTF

Stands for Rich Text Formatting; a specification used for text and graphics that can be used with different output devices, operating environments, and operating systems.

RTF document

The contents of a simple note, or of a node in a tree-type note. Can include formatted text, graphics, and links to other files.

sibling node

A node in the same branch that is at the same level as another node (tree-type notes only). A and D are siblings, as are B and C.
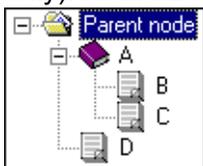
simple note

A type of note that consists of a single RTF document in an Editor panel. Unlike a tree-type note, a simple note does not have any nodes.

template

A predefined set of information to insert into a note. The template can contain plain text or RTF formatted text and graphics. This gives you a quick way to add standard text and graphics to a note.

tree-type note

A type of note in KeyNote that has a Tree panel on the left-hand side, and the normal editor on the right-hand side. The Tree panel looks and behaves similarly to the tree in Windows Explorer, except that in KeyNote, each branch of the tree (also called "node") can

hold a separate node.

virtual node

A node that is linked to an external text or RTF file in a tree-type note.

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