



# **Pastelt Notes**

## **Version 3.0**

### **Objective *C'Lutions***

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## **Table of Contents**

Introduction.....	
<b>Quick Start Guide</b>	
System Requirements.....	2
Pastelt Notes Icons.....	2
Hard Disk Installation.....	2
Starting Pastelt Notes.....	2
Setting your Note Preferences.....	4
Changing the Window Style.....	5
Using the Clean Up Command.....	5
<b>Command Reference</b>	
The Apple Menu.....	6
The About Pastelt Notes... Command.....	6
The Pastelt Notes Commands... Command.....	6
The File Menu.....	7
The Open Note File... Command.....	7
The New Note File Command.....	7
The Close Note File Command.....	7
The New Note Command.....	7
The Delete Note Command.....	7
The Save Note Command.....	8
The Revert Note Command.....	8
The Export Text... Command.....	8
The Import Text... Command.....	8
The Summarize Sub-Menu.....	9
The Page Setup... Command.....	9
The Print Note... Command.....	9
The Quit command.....	9
The Edit Menu.....	9
The Undo Command.....	9
The Cut Command.....	9
The Copy Command.....	9
The Paste Command.....	9
The Clear Command.....	10
The Select All Command.....	10
The Create Publisher... Command.....	10
The Subscribe To... Command.....	10
The Subscriber and Publisher Options... Commands	10
The Find... Command.....	10
The Replace... Command.....	10
The Preferences... Sub-Menu.....	10
Cleanup Options.....	11
Power User Preferences.....	12
The Show Clipboard Command.....	13
The Notes Menu.....	13
The Set Note Title Command.....	13
The Set Note Defaults Command.....	13
The Clean Up Sub-Menu.....	14
The Font Sub-Menu.....	14
The Style Sub-Menu.....	15
The Size Sub-Menu.....	16
The Change Window Style Sub-Menu.....	16
The Alignment Sub-Menu.....	17
The Set Tab Stops Command.....	17
The Foreground/Background Color Commands.....	17
The Windows Menu.....	17
The Cycle Windows Command.....	17

**Advanced Features**

Working with Multiple Files..... 18  
Moving and Resizing Notes..... 18  
Command Key Equivalents..... 18  
The Author..... 19

## **ShareWare Notice**

Pastelt Notes is now (once again) shareware. Feel free to use the program for a week or so and then either erase it -- or send me a check for US \$25.00 (or equivalent). If you wish a distribution floppy and a manual, send an additional \$15 (\$40 total).

Please also feel free to provide copies of the program (unmodified please) to anyone who wants it. You may also upload the full distribution to bulletin boards as you like. ShareWare distribution services and CDROMs may include the program in their collections -- but they must drop me a notice that they are doing so.

The following address is effective August 1, 1994.

Bruce Beare  
17753 NW Lonerock Drive

**Portland, OR. 97229**

## **Introduction**

Pastelt notes is intended to be used to replace those sticky yellow notes that many people have stuck all over the place. Just create a pasteit note and 'stick' it on your screen wherever you like. It will stay there until you move it or delete it (assuming that the Pastelt Notes application is running). Pastelt Notes will collect all of these notes and keep them in a single file. When the file is opened, all of the notes will be placed on the screen just as they were when you last saw them. You may rearrange the notes to taste (I prefer to switch between tiled notes and diagonal notes).

## **System Requirements**

Pastelt Notes requires system 6.0.4 or later. It may be run on all Macintosh models. Although Pastelt Notes will run with the finder, the use of multifinder (or system 7) is strongly recommended.

Pastelt Notes is system 7.0 *study*. This means that Pastelt Notes:

- will respond to the required apple events
- supports balloon help
- is 32 bit clean
- is compatible with TrueType (also shows the outline fonts in outline format).
- supports publish/subscribe.

## **Pastelt Notes Icons**

Pastelt Notes uses several different document types. Each document type has its own icon:



Pastelt Notes

This is the Pastelt Notes application program. Double click on this icon to start the program.



Pastelt Notes Preferences

This is the Pastelt Notes preferences file. Under system 6, it will be found in the system folder. Under system 7, it will be found in the Preferences folder (within the system folder). This document is used to store various personal settings that you have set for Pastelt Notes. If this file is removed, a new one will be created for you.



Pastelt Notes Data

This is a Pastelt Notes data document. You may use the Pastelt Notes application to create as many of these documents as you wish. Each document may contain many notes.

Double click on this icon to start up the application and to display the notes inside the document file.

## **Hard Disk Installation**

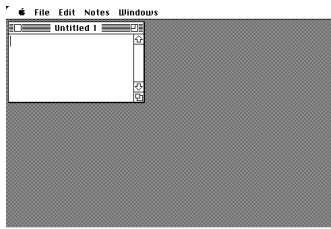


Pastelt Notes

To install Pastelt Notes on your hard disk, simply drag the application icon (shown at the left) from the distribution floppy onto your hard disk. This file may be placed in any convenient place (your desk top, an applications folder, etc).

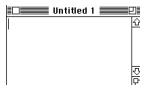
## **Starting Pastelt Notes**

Before starting Pastelt Notes, be sure to read the section on system requirements and hard disk installation.



When Pastelt Notes is first started, you should see a screen display similar to the one on the left. If you are using system 7, you may wish to turn on balloon help while you get the feel of the program.

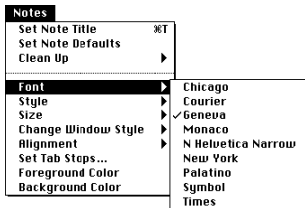
Pastelt Notes has three main menus. Each menu has a number of commands (or hierarchical sub-menus).



The window is your initial note. Type some text into it and then use the mouse to select the text.



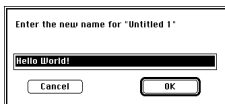
Your window should now look something like this.



Next, use the font sub-menu (under the *Notes* menu) to change the font of the text to *New York*. After changing the font, change the size to 18 point using the size sub-menu (under the *Notes* menu).



Your window should now look something like this.



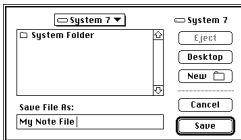
The next step is to set the title of the window. Use the *Set Note Title* command (under the *Notes* menu) to display a dialog. Since you have some text selected, Pastelt Notes will assume that you wish to use that text as the name of your note. It will place the string in the dialog box for you. Enter your new note title in the dialog box if you wish a different title -- then click on the OK button.



Use the *New Note* command (under the *File* menu) to create a second note. Type some text in it and set its title if you wish.

Now, hold down the option key and use the *Save All Notes* command (under the *File* menu) to save all of your notes into a Pastelt Notes document file. Note, the *Save All Notes* command will not be displayed in the *File* menu unless you hold down the option key.

You will be prompted with a standard save file box to enter the name and the location of your notes file.

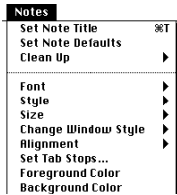
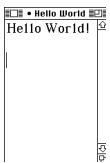


You may now *Quit* the application. You should find a your document file. Double-click on it to re-start Pastelt Notes. Your notes will be positioned just as you left them.

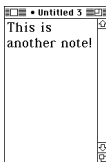
## Setting your Note Preferences

Now that you have a little experience making some notes and saving them, it's time to personalize Pastelt Notes with your preferences.

Pastelt Notes has a easy to use and powerful way to remember your preferences for how you wish your notes to look. Click on your *Hello World* note that you made earlier. It is now the current (topmost) note. Change it's size to be taller and more narrow.



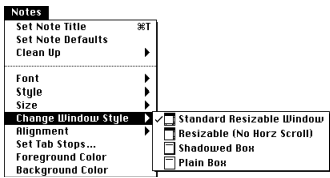
Next select the *Set Note Defaults* command (under the *Notes* menu. This command will save all of the characteristics (note size, font and size of the selection, window style, etc) of the current note. Any new notes that you make will have those characteristics.



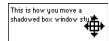
Try the *New Note* command and then type some text into the newly displayed note. Notice that the text is displayed in 18 point New York and that the note's shape is the same as the *Hello World* note.



## Changing the Window Style

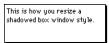


Pastelt Notes supports several different window styles. We will now change one of the notes to use the *shadowed Box* window style. Click on one of your notes and select the *Shadowed Box* command from the *Notes* menu.



Your note should no longer have a grow box or a title bar. Pastelt Notes has the ability to move or resize such windows. Hold down the option *and* the apple keys simultaneously. Now while these keys are still held down, position the mouse over the note.

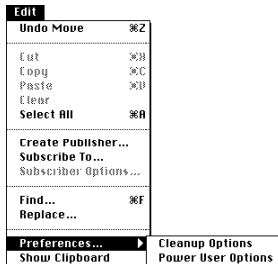
The cursor changes shape when it is over the content region of the note. Hold down the mouse and drag the note to a new location.



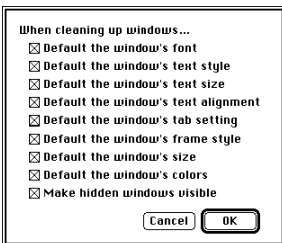
The note can be resized in a similar way. Hold down the option *and* the apple keys simultaneously. Now move the mouse to the edge of the note. When the cursor has changed shape to a line or a corner bracket, depress the mouse button and drag the edge to resize it.

## Using the Clean Up Command

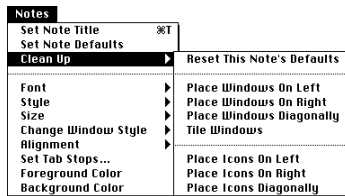
Pastelt Notes has the ability to automatically re-arrange your notes for you on the screen. It can display them along either margin, along a diagonal, or it can tile your screen with the notes.



Before using the *Clean Up* sub-menu, you should set the actions to be taken during clean up using the *Clean Up Preferences* command (under the *Notes* menu). This command will display a dialog that is used to set up the behavior of the *Clean Up* commands.



Turn on all of the clean-up options for now. You will find a description for each option in the command reference section.



Use the various *Clean Up* commands (under the *Notes* menu) to arrange your notes in different ways on the screen. Change the characteristics of one of your notes (text size/font, window size/style, etc) and then do a *Set Note Defaults* command followed by a *Clean Up* command. Note that all of the notes have been altered.

You now have completed the basic tutorial for Pastelt Notes. The reference manual has detailed instructions for the use of iconified notes, power user preferences, the windows menu and many other commands.



## The Apple Menu

Use this menu to open an item in the Apple Menu Items folder (system 7), a desk accessory (previous versions), or to see information about Pastelt Notes.

### The About Pastelt Notes... Command

Use this command to display general information about Pastelt Notes and its author. The information will be placed in a new note. This note can be treated just like any other note -- except that it will not be saved for you if you don't modify it.

### The Pastelt Notes Commands... Command

Use this command to display detailed instructions for using each Pastelt Notes menu command. The instructions will be placed in a new note. This note can be treated just like any other note -- except that it will not be saved for you if you don't modify it.

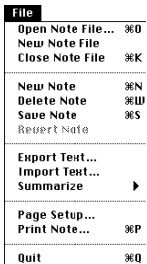
## The File Menu

Use this menu to perform operations with files, notes and printers.

### The Open Note File... Command

Use this command to open an existing note file (document). All notes in that note file will be displayed just as they were when the file was last used.

The behavior of this command is modified by the Multiple Files Open Simultaneously check box in the Power User Preferences dialog box. If this box is not checked, the Open Note File command will be dimmed if you already have a note file opened (even just an untitled note file). See the section Working with Multiple Note Files below for details on using multiple note files.



## The New Note File Command

Use this command to create a new note file (document).

The behavior of this command is modified by the Multiple Files Open Simultaneously check box in the Power User Preferences dialog box. If this box is not checked, the New Note File command will be dimmed if you already have a note file opened (even just an untitled note file). See the section Working with Multiple Note Files below for details on using multiple note files.

## The Close Note File Command

Use this command to close an open note file (document). You will be prompted for whether you wish to save any changes.

The behavior of this command is modified by the Multiple Files Open Simultaneously check box in the Power User Preferences dialog box. See the section Working with Multiple Note Files below for details on using multiple note files.

## The New Note Command

Use this command to create a new note. This command will be dimmed if you don't have an open note file (document). Use the New Note File command to create a note file, or the Open Note File command to open an existing one.

The behavior of this command is modified by the Multiple Files Open Simultaneously check box in the Power User Preferences dialog box. See the section Working with Multiple Note Files below for details on using multiple note files.

## The Delete Note Command

Use this command to delete the current (topmost) note. If there are no visible notes, this command will be dimmed.

## The Save Note Command

Use this command to save the selected (top most) note. The command will be dimmed if the selected note is not dirty. A note is dirty when something about it has been changed since it was displayed (via Open Note File) or since it was created (via New Note). These changes include virtually anything that can be done to the note (changing the text, setting the font/size/style, moving or resizing the note, etc.).

If you depress the option key while selecting the Save Note command, all dirty notes will be saved.

## The Revert Note Command

Use this command to revert the selected (top most) note to its last saved version. The command will be dimmed if the selected note is not dirty. A note is dirty when something about it has been changed since it was displayed (via Open Note File), since it was created (via New Note) or since it was last saved (via Save Note or Save All Notes). These changes include virtually anything that can be done to the note (changing the text, setting the font/size/style, moving or resizing the note, etc.). The selected (top most) note will be re-read in from the note file. All unsaved changes will be lost.

If you depress the option key while selecting the Revert Note command, all notes will be reverted.

## The Export Text... Command

Use this command to save the current (topmost) note to a TEXT file. Such 'TEXT' files can be read via a variety of editors and word processors. This command is not available if you don't have a selected note. Note, formatting information is not saved by this command.

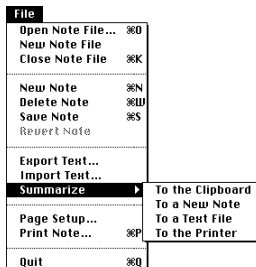
The behavior of this command is modified by the Export Text File Type text entry area in the Power User Preferences dialog box. You may use this preference setting to customize your export file type for your favorite word processor or editor.

## The Import Text... Command

Use this command to import (read in) the contents of a new note from a TEXT file. TEXT files can be created by most editors, word processors and communications programs.

## The Summarize Sub-Menu

Use this sub-menu to generate a note summary for any of several destinations (to the clipboard, to a new note, to a text file or to the printer). A note summary consists of the title of each note followed by the text in the note. If Summarize To a Text File is selected, the file type of the resulting document can be customized for your favorite word processor or editor. See the Power User Preferences command for information on how to customize the text file for use with your favorite editor.



## The Page Setup... Command

Use this command to display a dialog box which allows you to set paper size, orientation and other printing options.

## The Print Note... Command

Prints the contents of the current (topmost) note.

## The Quit command

Exits Pastelt Notes. You will be asked if you wish to save any changed you may have made to your notes.

## The Edit Menu

Use this menu to work with text or to undo an action. You may also use this menu to set preferences.

## The Undo Command

Use this command to undo the previous operation. Nearly any operation that changes something about a note can be undone.

## The Cut Command

Use this command to remove the selected text from the note. The text will be left in the clipboard.

## The Copy Command

Use this command to copy the selected text to the clipboard.

## The Paste Command

Use this command to copy the text from the clipboard into the selected note. The text will appear at the selection point.

## The Clear Command

Use this command remove the selected text from the note.

## The Select All Command

Use this command to select all of the text in the note.

## The Create Publisher... Command

Use this command to create a publisher edition that can be used to share information with other applications.



### The Subscribe To... Command

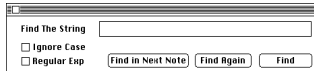
Use this command to subscribes to a publisher edition that can be used to share information with other applications.

### The Subscriber Options... and the Publisher Options...Commands

Sets options for your published or subscribed edition.

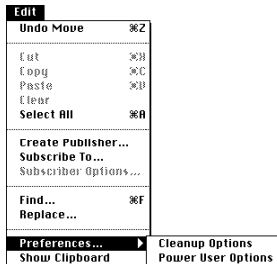
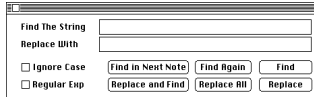
### The Find... Command

Use this command to open a dialog box that may be used to search for a particular text string in a (any) note.



### The Replace... Command

Use this command to open a dialog box that may be used to search and replace a particular text string in a (any) note.

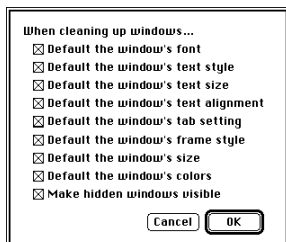


### The Preferences... Sub-Menu

The Preferences command will allow you to customize the behavior of Pastelt Notes.

### Cleanup Options

Display a dialog box which allows you to select which note characteristics will be defaults when you clean up a note. The check boxes in this dialog will allow you to customize the Clean Up commands. You may select the set of attributes for which you wish to have default values set for when you clean up your notes. The check boxes and their meanings are:



**Default the window's font**  
Checkmark this box if you wish the 'clean up...' command to default the font for your notes.

**Default the window's text style**  
Checkmark this box if you wish the 'clean up...' command to default the text styles for your notes.

**Default the window's text size**

Checkmark this box if you wish the 'clean up...' command to default the text size for your notes.

Default the window's text alignment

Checkmark this box if you wish the 'clean up...' command to default the text alignment for your notes.

Default the window's tab setting

Checkmark this box if you wish the 'clean up...' command to default the tab setting for your notes.

Default the window's frame style

Checkmark this box if you wish the 'clean up...' command to default the frame style for your notes.

Default the window's size

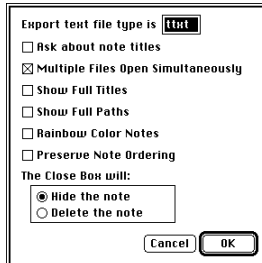
Checkmark this box if you wish the 'clean up...' command to default the window size for your notes.

Default the window's colors

Checkmark this box if you wish the 'clean up...' command to default the foreground and background colors for your notes.

Make hidden windows visible

Checkmark this box if you wish the 'clean up...' command to make hidden notes visible.



## Power User Preferences

Display a dialog box which allows you to select various options that will modify the behavior of other Pastelt Notes. The options and their meanings are:

### Export text file type is

Type in a four character file signature here. Exported documents will be created with this file signature. The Export text file type field will allow you to select your favorite text editor or word processor to be used to view a summary or export text file. Some popular values for this field are txt for teachtext, QED1 for the QUED text editor or MSWD for Microsoft Word. This field must contain exactly 4 characters.

### Ask about note titles

Checkmark this box if you wish to be prompted to type in note titles for new notes.

### Multiple Files Open Simultaneously

Checkmark this box if you wish to be have multiple note files open simultaneously. See the section Working with Multiple Note Files below for details on using multiple note files.

### Show Full Titles

Checkmark this box if you wish to have the document name in note titles. For example if you have a note titled Phone number list within the note file Miscellaneous Notes, the title will be shown as Miscellaneous Notes:Phone Number list.

### Show full Paths

Checkmark this box if you wish to have complete paths in note titles. For example if the note file (from the Show Full Titles example above) is on your hard disk (named HD) within a folder named Applications *f*, the title will be shown as HD:Applications *f*:Miscellaneous Notes:Phone Number list.

### Rainbow Color Notes

Checkmark this box if you wish to have rainbow colored notes. If this box is checked, your newly created notes will be colored from a list of 256 possibilities. Not all color monitors can distinguish between all of the colors.

### Preserve Note Ordering

Checkmark this box if you wish to preserve the ordering of your notes when a document is opened. If you choose this option, your note files may take a little longer to be opened.

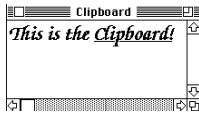
### Hide the note

Checkmark this box if you wish to hide a note when you click in the close box.

### Delete the note

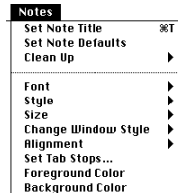
Checkmark this box if you wish to delete a note when you click in the close box.





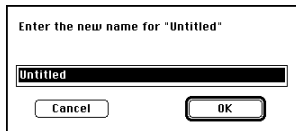
### The Show Clipboard Command

Use this command to display the a window that shows the contents of the clipboard.



### The Notes Menu

Use this menu to perform operations on notes (windows).

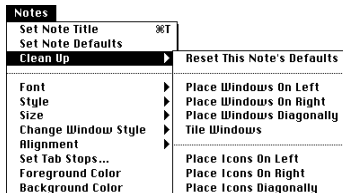


### The Set Note Title Command

Use this command to change the title of the selected note. If you have some text selected in the note, that text will appear as the proposed choice for the new title. If there is no text selected, the current note title will be proposed.

### The Set Note Defaults Command

Use this command to set the attributes for all newly created and cleaned-up notes. All of the attributes shown on the Notes menu below the dotted line will be saved. Use this command in conjunction with the Preferences and Clean Up commands.



### The Clean Up Sub-Menu

Use this Sub-Menu to reposition your notes or icons along either edge of the screen, on an angle (top left to bottom right), or to tile the notes (make them non-overlapping). When this command is used in conjunction with the Set Note Defaults and Preferences commands, you may re-set any of your note attributes to the default values.

**Reset This Note's Defaults**  
Set the clean up attributes of the selected (top most) note to their saved default values. See the Clean Up Preferences command to select the set of clean up attributes.

**Place Windows On Left**  
The notes will be placed along the left edge of the screen. When the notes stack to the bottom of the screen, a new column will be begun to the right of the first one.

**Place Windows On Right**  
The notes will be placed along the right edge of the screen. When the notes stack to the bottom of the screen, a new column will be begun to the left of the first one.

Place Windows Diagonally

The notes will be placed along a diagonal from the top left to the bottom right of the screen. When the notes stack to the bottom of the screen, a new diagonal will be begun to the right of the first one.

Tile Windows

The notes will be checked on the screen starting from the top left and proceeding down. When the notes stack to the bottom of the screen, a new column will be begun to the right of the first one. This command will always resize the notes -- even if the CleanUp Preferences dialog does not have the option checked.

Place Icons On Left

The icons will be placed along the left edge of the screen. When the icons stack to the bottom of the screen, a new column will be begun to the right of the first one.

Place Icons On Right

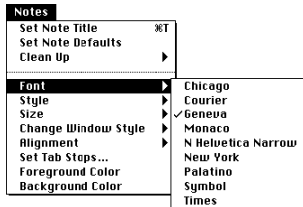
The icons will be placed along the right edge of the screen. When the icons stack to the bottom of the screen, a new column will be begun to the left of the first one.

Place Icons Diagonally

The icons will be placed along a diagonal from the top left to the bottom right of the screen. When the icons stack to the bottom of the screen, a new diagonal will be begun to the right of the first one.

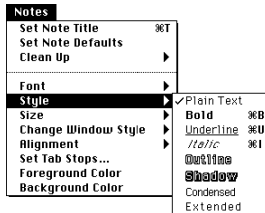
The Font Sub-Menu

Use this Sub-Menu to select the font for the selected text of the top most note. Only the selected text will be changed. If all of the selected text is in the same font, it will be check-marked.



The Style Sub-Menu

Use this Sub-Menu to select the text style for the selected text of the top most note. Only the selected text will be changed. If all of the selected text is in the same style, it will be check-marked.



Plain Text

Clears all styles from the current selected text. If there is no selected text, the next character typed at the insertion point will be without styling.

Bold

Sets a bold style for the current selected text. If there is no selected text, the next character typed at the insertion point will be have bold styling. If all of the selected text is already bold, the bold styling will be cleared.

Underline

Sets a underline style for the current selected text. If there is no

selected text, the next character typed at the insertion point will be underlined. If all of the selected text is already underlined, the underline styling will be cleared.

**Italic**

Sets a italic style for the current selected text. If there is no selected text, the next character typed at the insertion point will be have italic styling. If all of the selected text is already italic, the bold italic will be cleared.

**Outline**

Sets outline style for the current selected text. If there is no selected text, the next character typed at the insertion point will be have outline styling. If all of the selected text is already outlined, the outline styling will be cleared.

**Shadow**

Sets a shadow style for the current selected text. If there is no selected text, the next character typed at the insertion point will be have shadow styling. If all of the selected text is already shadowed, the shadow styling will be cleared.

**Condensed**

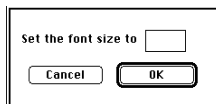
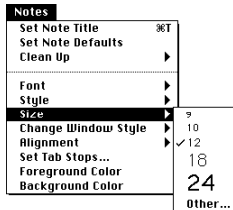
Sets a condensed style for the current selected text. If there is no selected text, the next character typed at the insertion point will be have condensed styling. If all of the selected text is already condensed, the condensed styling will be cleared.

**Extended**

Sets an extended style for the current selected text. If there is no selected text, the next character typed at the insertion point will be have extended styling. If all of the selected text is already extended, the extended styling will be cleared.

**The Size Sub-Menu**

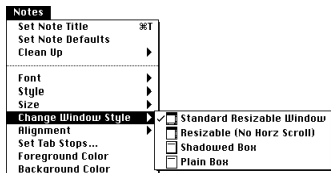
The Size Sub-Menu may be used to select the point size of the text in the note. All of the selected text will be displayed in the selected point size. Menu items that are outlined are installed in the system file or are outline fonts. Items that are in plain text are scaled by quickdraw. If all of the point sizes are shown in outline form, the font is most likely an outline font (ATM or TrueType).

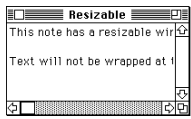


The *size Other...* command is used to display a dialog box that will accept any point size up to 255.

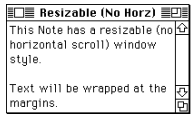
**The Change Window Style Sub-Menu**

This menu will allow you to change the style of window for the selected note. Four styles are available...

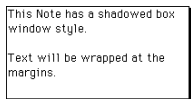




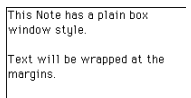
The text in the *standard resizable* note will not wrap text at the right margin. It can be viewed by scrolling the window over. This note style has a close box, a zoom box, a horizontal and a vertical scroll bar.



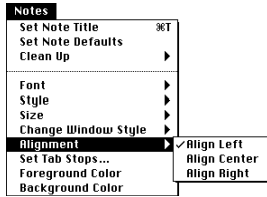
The text in the *resizable (no horz scroll)* note will wrap text at the right margin. This note style has a close box, a zoom box and a vertical scroll bar.



The shadowed box window style will wrap text at the right margin. This style has an additional method for moving and for resizing the note. Hold down the apple and option keys and drag a corner to resize this note type. Hold down the apple and the option keys and drag the interior (content region) to move the note.

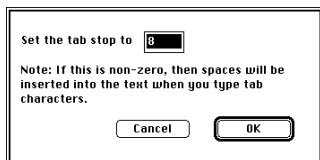


The plain box window style will wrap text at the right margin. This style has an additional method for moving and for resizing the note. Hold down the apple and option keys and drag a corner to resize this note type. Hold down the apple and the option keys and drag the interior (content region) to move the note.



### The Alignment Sub-Menu

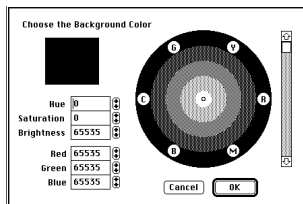
The Alignment and Spacing Sub-Menu may be used to change the justification or the spacing of the text in the selected note. You may align the text to the left, the center or to the right. All of the text in the note will be aligned to the requested setting.



### The Set Tab Stops... Command

The Set Tab Stops Sub-Menu is used to control the tab expansion of text that is typed or pasted into the note. If this value is zero, then tabs are not expanded (they are left as tabs). A non-zero value (of N) will cause tabs to be expanded to every Nth character position. In this case, the tab characters will not be kept.

**Note:** if tabs are being expanded, the style information for any pasted text will be ignored.



### The Foreground Color and Background Color Commands

If you have a color Mac, you will be able to change the colors of your notes. Use the Background Color command to change the color if the area on which the text is displayed. Use the Foreground Color command to change the color of the text.

The Foreground Color command will change the color of the

selected text only.

## The Windows Menu

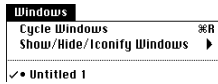
Use the Windows Menu to show, hide or iconify a note. You can also cycle through all notes.

The title of each note name may be preceded by any of three characters. The characters and their meanings are:

- The Bullet Mark      The Note is Dirty
- 4 The Diamond Mark    The Note is Hidden
- The Check Mark        The Note is Selected

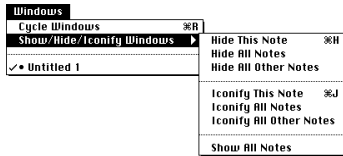
### The Cycle Windows Command

Use the cycle windows command to cycle thru all of your notes in turn.



### The Show/Hide Notes Sub-Menu

You can hide your notes. A hidden note will remain in the file -- as well as in the Windows menu. To see a hidden note, either select Show All Notes, or select the note from the Windows menu.



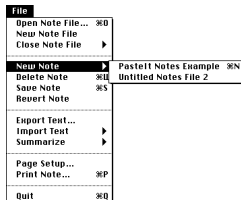
## Working with Multiple Files

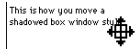
If you use the power user preferences dialog box to select the *Multiple Files Open Simultaneously* option, you will be able to have two or more Pastelt Notes documents (files) active at the same time. Each document may have many notes in it.

When more than one document is opened, several of the menus change. The *New Note* command, the *Close Note File* and the *Import Text* command each become a hierarchical sub-menu. You can choose to create a new note in any of the opened note files. You can choose to import a text file into any of the opened note files. You can also choose to close any of the opened note files. The ⌘N and the ⌘K command are each assigned to the note file associated with the active (topmost) note.

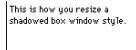
## Moving and Resizing Notes

Notes may be moved and resized in ways other than dragging the title bar or the resize box. This method *must* be used with the *plain box* and the *shadow box* note styles.





To move a note, hold down the apple and option keys while the cursor is in the center of your note. The cursor will change shape. When you hold down the mouse button, the window may be dragged.



To resize a note, hold down the apple and option keys while the cursor is on one of the corners or one of the edges of the note. The cursor will change shape. When you hold down the mouse button, the corner or edge may be dragged.

## Command Key Equivalents

⌘A	Select All
⌘B	Bold
⌘C	Copy
⌘F	Find
⌘H	Hide note
⌘I	Italic
⌘J	Iconify
⌘K	Close Note File
⌘N	New Note
⌘O	Open Note File...
⌘P	Print Note...
⌘Q	Quit
⌘R	Cycle Windows
⌘S	Save Note (use the option key to Save All Notes)
⌘T	Set Note Title
⌘U	Underline
⌘V	Paste
⌘W	Delete Note
⌘X	Cut
⌘Z	Undo
⌘>	Larger
⌘<	Smaller
⌘]	Next Font
⌘[	Previous Font