

QUIKNOTE v2.0 HELP

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Association of Shareware Professionals (ASP)

Shareware Definition

Start Up Information

By default, when you start Quiknote, it will open the file QUIKNOTE.QNT located in your Windows directory. You can force Quiknote to open another file by specifying that file as part of the command line. For example, if at startup you want to open MYNOTES.QNT located in C:\WINDOWS directory then the command line to start QUIKNOTE would be:

```
Quiknote.exe C:\windows\Myfiles.qnt
```

Note; paths are not needed if files are within the path

Quiknote has an Auto-Save feature. Approximately every 10 minutes, Quiknote will save the current file, provided the file is not UNTITLED.

Capacities:

Title Size: 24 characters

Note Size: 1000 characters

Search Phrase: 15 characters

Total num of notes: approx 32,000 but limited by the amount of memory since the

entire note file must be kept in memory.

Quiknote will read Windows CardFiles but it converts them to Quiknote file format. You cannot export a Windows Cardfile. There are two differences between the two programs: Quiknote titles are limited to 24 characters, CardFile titles can be 39 characters. Quiknote text can be 1000 characters, approximately twice the size of CardFile. When Quiknote imports or opens a CardFile, it takes the left 24 characters of the title. If the title is blank, Quiknote labels it as an Untitled Note.

Quiknote strips spaces from the start of a note each time it saves the note. You cannot use Spaces to force a note to the top of the stack on a sort since they are stripped. It does this so that you won't inadvertently have a space at the start of the note when you are sorting.

When Filtering the data set, if the first character in the Search Phrase is a minus or hyphen, then the note set is filtered to show only those notes that DO NOT contain the search phrase.

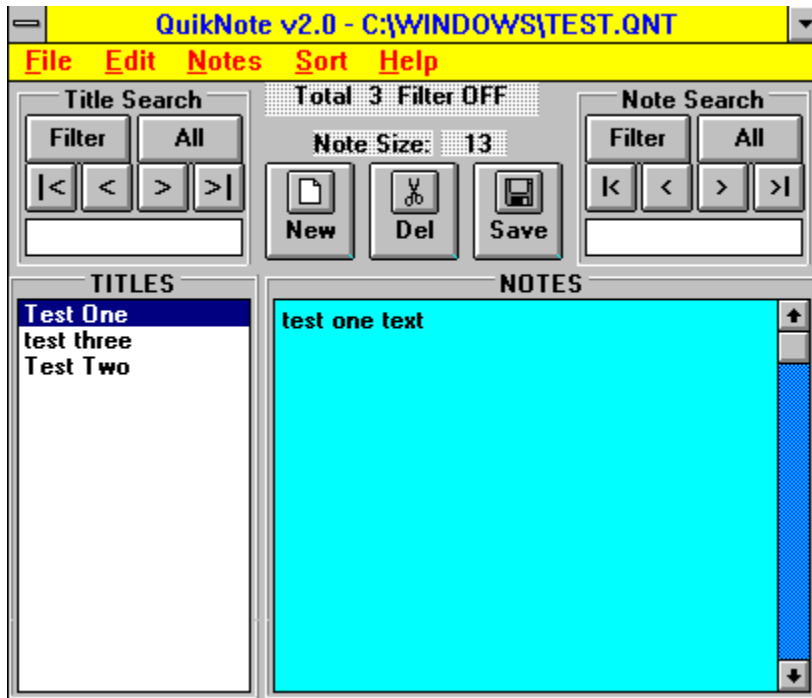
The easiest way to use the Titles Search box is by picking from the drop down combo box, a predefined keyword. You can, however, just type in a new word or phrase. To configure the preset titles in the drop down combo box, use the Title Search Presets menu selection under the File Menu.

The easiest way to load a phrase in the Note Search box, is to double click on a word (a word beginning with a letter) in the note text. That word will be placed in the Note Search box.

When using the AutoDial features you must have a Hayes compatible modem. To autodial a number, you first highlight the number in the note you wish to dial. If the telephone number does not contain spaces then you can highlight the number by simply double-clicking the number. If you double click a number, Quiknote guesses it is a phone number and automatically opens the autodial dialog box. This will select the whole word, or whole telephone number.

Quick Help

Click on the spot where you want help. An explanation will popup.



Auto Save Feature

File Menu

New	Start a new Quiknote File.
Open	Open a new file from disk. A standard Windows File open dialog appears to select files. You can only select Quiknote Files (*.QNT) or Windows Card Files (*.CRD). If you open a Card File, it is automatically converted to a Quiknote File (QNT) and will be saved as a Quiknote File. You will not be able to use this file again in CardFile. The original Card File is not changed.
Save	Saves the current file to disk. If you have changed the text in any note, after approximately ten minutes Quiknote will <u>Auto-Save</u> .
Save As ...	Opens a standard Windows File Save dialog allowing you to save the current file to disk under a new name.
Import	You can import two types of files (Windows Card Files and Quiknote v2.0 Files) or convert a Quiknote v1.0 file. This function will add the imported file to the currently open category. Card Files are automatically converted to Quiknote format. The only time to use the Quiknote 1.0 option is when you first start Quiknote v2.0 and you want to convert your old Quiknote v1.0 files. If you do not have an old Quiknote v1.0 file, this menu selection is not visible.
Write Filer to File ...	This will only run if the data set is filtered. This selection will write the filtered set of notes to a new file. This is useful if you want to create a new set of notes or move a set of notes from one files to another. If you want to move a set from one file to another, first write the filtered set to a file and then Import them into the new file.
Print	You have two options: Selected Note (Shortcut ^P) or All.Notes. Selected Note: This will send the currently selected note to the printer. The note title is printed first followed by the note text. All Notes: This will print all of the notes with the title printed first followed by the note text. If you have filtered the list of notes then only the filtered list is printed.
Title Search Presets ...	This selection allows you to configure the keywords that will appear in the drop down combo boxes in the Title Search box and the New Title dialog. this is useful if you want to use some standard keywords for note titles to facilitate seraching and filtering.
Exit	Quits Quiknote saving the current file first.

Edit Menu

Provides the standard Windows Cut, Copy and Paste functions via the Clipboard. Select All selects all the text in the current note.

Notes Menu

- New Note (Ctrl + N)** Adds a new note to the current file. This will open a dialog box for the new title. Max. length of titles is 24 characters. The title of the last note is the default title displayed as the new title, if you want to accept it just click OK or press the <enter> key. You can either type in a new title or select one from the drop down combo box. If you select one from the drop down combo box, you can also type more into the title before clicking the OK button. If the title text is blank, clicking OK or pressing the <enter> key cancels the action.
- Delete Note (ctrl + D)** Deletes the currently selected note. Note: you cannot delete the last note in a given file. If the list is filtered, Delete Note deletes the note from the file and from the filter. If you delete the last note in a filtered set, the filter is turned off and all notes are displayed. This makes it easy to delete all of a particular set of notes; first filter the list of notes so that only the ones you want to delete are showing, then delete the last note in the list and continue pressing the <enter> key until the entire list is deleted.
- EditNoteTitle (ctrl+T)** Change the title of the selected note. When you select this function, a note title dialog box appears containing the current title. You may edit the title as desired then press OK to make the change.
- Date Stamp (F7)** Adds today's date to the current note at the cursor location. Date format is YY/MM/DD (this facilitates sorting by date order).
- Time Stamp (F8)** Adds the present time to the current note at the cursor location. Time format is HH:MM.
- AutoDialer (F6)** Highlight any phone number in a note and the autodialer will dial the number. You **must** be using a Hayes compatible modem. When you select this function, an autodialer dialog box appears. Make sure it is configured for the correct comm port (Com1 or Com2). If you want to use a prefix for dialing, type the prefix in the prefix input box and check the use prefix box. When you are ready to dial, click the Dial button or press the enter key. The dialer will dial the number and pop up a box when to pick up the receiver. Click OK to close the dialer function. No checking is done to ensure you have actually selected a proper phone number but the number selected is displayed in the number input box. If the correct number or an improper number is displayed you may either exit and try again or simply edit the number in the number edit box. The easiest way to select a number in a note is to double click the number (this selects the whole word).

Sort Menu

Four different sorts may be performed:

Titles in ascending order	Shortcut: F2
Titles in descending order	Shortcut: F3
Notes in ascending order	Shortcut: F4
Notes in descending order	Shortcut: F5

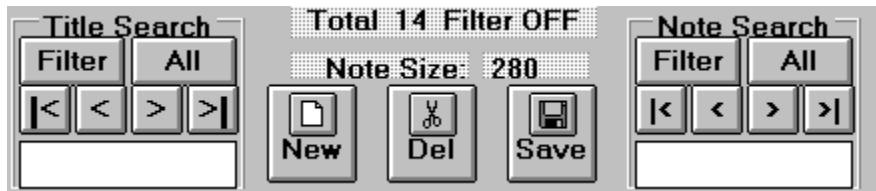
Sorting is done starting with the first character in either the note title or the note text. This sorting IS case sensitive. The list can be sorted whether it is filtered or not; if the list is filtered then only the notes within the filtered set are sorted. If the entire note set is sorted, the sorting permanently rearranges the note order. Sorting of a filtered set is not permanent.

Help Menu

Two selections are available: Help Contents opens this Help file and About displays registration information.

Toolbar

Click on the spot where you want help. An explanation will popup.



Shortcut Keys

Print Selected Note		ctrl + P
Cut selected text		ctrl + X
Copy selected text		ctrl + C
Paste Clipboard text		ctrl + V
Add New Note		ctrl + N
Delete selected note		ctrl + D
Edit Note Title		ctrl + T
Add Date stamp	F7	
Add Time stamp		F8
Sort Titles Ascending		F2
Sort Titles Descending		F3
Sort Notes Ascending		F4
Sort Notes Descending		F5
Autodialer		F6
Help Contents		F1

Titles list box shortcuts (when titles listbox has the focus)		
Up/Down arrow		Moves selection up/down one
Page Up		Top note in visible scroll list
Page Down		Bottom note in visible scroll list
ctrl + Page Up		First note in file
ctrl + Page Down		Last note in file

Note Text box: Double click a word to put it in the Note Search box
Double click a number to open the autodial

Hints for Using

To facilitate quickly locating your notes, use a standard keyword for certain items. For example: under the File Menu, TitleSearch Presets, configure the preset titles to: Meet, ToDo, Cont, Idea, and Tel. These titles will then appear in the dropdown combo box for the Titles search and on the New Title dialog. Use them as follows:

Meet	Use for entering meeting for a day. To quickly see all of your meeting schedule, filter the data sets using the Title search phrase MEET from the drop down combo box. When adding new meetings, use one note for each day. In the title, first select Meet from the drop down combo box on the New Title dialog, then add to the end of Meet, the month and day in the format MM/DD. This will allow you to sort your meeting in day order.
ToDo	Use this for action items. You will then be able to quickly filter out your action items using the Title search drop down combo box. When adding a new action item, first select ToDo from the drop down combo box on the New Title dialog. You can add to the end an amplifier, for example A for high priority items, B for medium, and C for low priority items.
Cont	Use for all contacts. As an amplifier you could add the last name.
Idea	Use for new ideas or for projects
Tel	Use for telephone numbers. AS an amplifier you could add the last name.

About

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Registering Quiknote

The price of Quiknote is \$19.00 (US). You can register the program by sending \$19.00 to:

HandyWare
2233 Lovedale Lane Apt I
Reston VA 22091

CREDIT CARD ORDERS ONLY -

You can order with MC, Visa, Amex, or Discover from Public (software) Library by calling **800-2424-PsL** or **713-524-6394** or by **FAX to 713-524-6398** or by CIS Email to 71355,470. You can also mail credit card orders to PsL at P.O.Box 35705, Houston, TX 77235-5705.

THE ABOVE NUMBERS ARE FOR ORDERS ONLY.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to 703-715-9037.

The full version of the program is distributed in shareware with no crippling and no reminder screens. If you already have received the program, from a BBS or vendor, check for a file PACKING.LST. If you did not receive this file, report to HandyWare. If you did and you have all of the files in the list, then you have the full program and no disk has to be mailed. Once registered, if the version you are registering is not the latest version, it will automatically be mailed to you without cost or specific request.

If you do not have a copy of the program, you can obtain it from HandyWare at the address at the top of this topic. Shipping and handling costs for Us and Canada are \$4.00 and overseas is \$6.00

Benefits of Registering:

- You will own a legal copy. Using the program past the thirty day evaluation period, without registering, is illegal.
- You will assist in keeping the program updated and in adding new features to the program in the future.
- Your comments for changes or improvements will receive priority consideration.

ASP

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Shareware

DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

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Anyone distributing QUIKNOTE for any kind of remuneration must first contact HandyWare at the address below for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering QUIKNOTE immediately (However HandyWare must still be advised so that the distributor can be kept up-to-date with the latest version of QUIKNOTE.).

You are encouraged to pass a copy of QUIKNOTE along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the latest version of the QUIKNOTE system.

caption - The Caption indicates the Quiknote File you currently have open. If you have selected to start a New file (File Menu-New, the the caption will show the file as UNTITLED until you save it for the first time.

filemenu - The File Menu has the following selections:

New: use to start a new file

Open ... brings up a standard file open dialog to select another file. You may select either a Quiknote File (QNT) or a Windows CardFile (CRD). If you select a CardFile it will be converted to Quiknote.

Save: saves the current file

Save As: Brings up a standard File Save dialog

Import...: Allows importing a Windows CardFile or Quiknote v2.0 file into the current Quiknote file. The third option, QUIKNOTE v1.0 is only used to convert the old version files to the new version.

Write Filter to File...: If you have the data set filtered, this will write the filtered set to a file. This is useful if you want to extract a portion of a data set.

Print...: you can print either the currently selected note or all notes. If you have the note file filtered and you select to print all notes only the notes within the filter (currently displayed) are printed.

Title Search Presets...: The Title Search drop down combo box can be loaded with preset titles. This is useful to keep standard search/filter keywords. This selection allows you to configure the preset titles.

Exit: Quit Quiknote

editmenu - Used with the standard Windows Clipboard functions to CUT, COPY or PASTE. you can also Select ALL of the text in a note.

notesmenu - Select from:

New Note: Adds a new note to the current file. If the note file is filtered, adding a note removes the filter.

Delete Note: Deletes the selected note. This works in both filtered and all modes. If you delete the last note in a filter, the filter is removed.

Edit Note Title: This will popup a title dialog box so you can edit the current topic title.

Date Stamp: (shortcut F7) adds a date stamp in the format YY/MM/DD to the topic at the cursor location.

Time Stamp: (shortcut F8) Adds a time stamp in the format HH:MM to the note at the cursor location

Autodialer: (shortcut F6) The autodialer will dial the number you have selected (highlited) in the note text.

sortmenu - The Sort functions work whether all notes are displayed or a filter is displayed. If a filter is displayed, the sorting is on the filter set.

Titles Ascending (Shortcut F2) sorts the titles in ascending order.

Titles Descending (Shortcut F3) sorts the titles in descending order.

Notes Ascending (Shortcut F4) sorts the notes in ascending order starting with the first character in the note.

Notes Descending (Shortcut F5) sorts the notes in descending order starting with the first character in the notes.

helpmenu - Help contents (shortcut F1) brings up this Help file. The ABOUT contains **registration** information.

titlefilter - Filters the note file showing only those notes containing the search phrase from the Title search input box within the title. If the search phrase starts with a "-" (minus or hyphen) then the list is filtered to show those notes that DO NOT contain the search phrase (a NOT filter).

titleall - Display all notes.

titlefirst - Switches to the first note in the list containing the search phrase within the title.

titleback - Searches backward for the first note containing the search phrase in the title. If the search reaches the start of the list, the search wraps to the bottom and starts back up the list of titles.

titleforward - Searches forward in the list for the first title containing the search phrase. If the search reaches the bottom of the list the search will wrap to the top of the list and continue the search.

titlelast - Selects the last note in the list containing the search phrase in the title.

title search - This is actually a drop down combo box used for entering the search phrase. The max length of the search phrase is **15 characters**. Once entered, the search phrase remains in the search box until changed. You can enter a search phrase by either typing one in the text box or by clicking the down arrow select one from the drop down list. You can filter the list, then select All to show all notes and then to return to the same filter, just click Filter.

notefilter - Filters the note file showing only those notes containing the search phrase from the Note search input box within the text of the note. If the search phrase starts with a "-" (minus or hyphen) then the list is filtered to show those notes that DO NOT contain the search phrase (a NOT filter).

noteall - Display all notes.

notefirst - Switches to the first note in the list containing the search phrase within the note..

noteback - Searches backward for the first note containing the search phrase in the note.. If the search reaches the start of the list, the search wraps to the bottom and starts back up the notes.

noteforward - Searches forward in the list for the first note containing the search phrase. If the search reaches the bottom of the notes the search will wrap to the top and continue the search.

notelast - Selects the last note in the list containing the search phrase in the note.

notesearch - Input box for entering the search phrase. The max length of the search phrase is **15 characters**. You can enter a search phrase either by typing directly into the text box or by double clicking a word anywhere in a note. Once entered, the search phrase remains in the search box until changed. You can filter the list, then select All to show all notes and then to return to the same filter, just click Filter.

numlabel - Shows the total number of notes in the file. If the list is NOT filtered, filter shows OFF. If the list is filtered, the number of notes within the filter is shown.

*size*label - Shows the size, in number of characters, in the currently selected note. The maximum size of any note is 1000 characters.

new - Used to add a new note to the file. If the list is filtered, adding a new note will remove the filter. Since the search phrase remains in the search box, the filter may be reapplied by clicking the filter button.

del - Deletes the currently selected note. Notes may be deleted with All displayed or filtered. If you delete the last note in a filtered list, the filter is removed.

save - Saves the current file to disk. REMEMBER, no changes are saved until you specifically save them. If the current list of notes is UNTITLED (as when you start a new file) the Save As dialog is opened.

titles - Displays the titles of the notes in the list or if filtered, within the filter set. The maximum length of a title is **24 characters**.

notes - Displays the text of the currently selected note. Text may be edited anytime it is displayed. Max note is **1000 characters**. If you double click on a word (a word not beginning with a number) that word is entered in the Note Search box. If you double click on a number, Quiknote guesses it is a phone number and opens the autodial box.

Auto-Save - If the text in any note changes, a timer starts. After 10 minutes has elapsed, Quiknote will automatically save the current file to disk on the next action you take outside the current note. This is not in effect for UNTITLED note files. For example, if you change a note, then after 10 minutes has elapsed if you click another note, add another note, delete a note, edit a title, sort, etc Quiknote automatically saves the file.

