

# Welcome to KeyNote

**Warning: This Help file is hopelessly outdated and incomplete. You will find some useful information here, but not all that you are looking for. For up-to-date details, please see the file "history.txt" included with KeyNote, and the FAQ section on the website:**

[http://www.lodz.pdi.net/~eristic/free/keynote\\_faq.html](http://www.lodz.pdi.net/~eristic/free/keynote_faq.html)

**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. (Read more about KeyNote files)

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 email, glossary, hyperlinks, macros, styles, plugins, virtual nodes**, and much more.

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

**See also:**

[KeyNote is an Open-Source project](#)

[Quick Start](#)

[Feature Highlights](#)

[Hints and Tips](#)

[Frequently Asked Questions](#)

**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. [Click here for more information](#) 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.

KeyNote - the binary file and the source code - are licensed to you on the conditions set forth in [Mozilla Public License](#) (MPL). 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 than 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.lodz.pdi.net/~eristic/free/keynote\\_history.html](http://www.lodz.pdi.net/~eristic/free/keynote_history.html)

## Quick Start

**Click the "File" menu, then click the "New File" command to create a new file.** A new KeyNote file will be created, with a single, default note. This is the file where you will be keeping your notes. Each file can contain one or more notes. By default, the file is saved automatically, so you don't have to remember about clicking the "Save" button - although you can if you want to.

**To add more notes to the file:** click the "Note" menu, then click the "New Note" command. A dialog box will be displayed, where you can:

- (a) enter the name for the new note
- (b) select the icon for the new note
- (c) chose the kind of note you want: **simple editor** or **a tree-type note**.

**TIP:** Right-click the editor area to display a context menu with frequently used commands.

**TIP:** KeyNote is distributed with a file "**sample.knt**", which contains additional information, tips and examples of KeyNote's capabilities. If you have upgraded KeyNote 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.

### What are tree-type notes?

A tree-type note 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. When a new tree-type note is created, the tree has only one node. You can add as many nodes to the tree as you want, and you can arrange them in a convenient hierarchy. To create a new node, click the tree panel and press Enter. You can move nodes within the tree by dragging and dropping them.

**TIP:** Right-click the tree panel to display a context menu with frequently used commands.

[Click here to read more about KeyNote editor.](#)

[Click here to read more about the tree-type notes.](#)

[Click here to read more about KeyNote files.](#)

- 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*, underline, 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.
- 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](#).
- 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](#). Click the Minimize button, and then

press the default hotkey combination: **Shift+Ctrl+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](#). 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!

## Features

- **RichText enabled editor**, with many text [formatting functions](#)
- **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. [Click here for more information on tree-type notes.](#)
- 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 ([More](#))
- 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 ([More](#))
- **Integration with WordWeb**, a freeware dictionary/thesaurus program (see <http://wordweb.co.uk/free>) ([More](#))
- Many users can **share KeyNote on one computer**, with the ability to have independent personalized settings for each user ([More](#))
- **Clickable URLs** in the editor; users can configure what happens when an URL is clicked
- Simple **file manager** to quickly open often-used files ([More](#))
- **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**, incl. a simple address book and signature handling ([More](#))
- 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 ([More](#))
- **Expression evaluation** ([More](#))
- **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 ([More](#))
- Dockable toolbars
- Text statistics
- Simple **bookmarks**
- **Plugin support**, for extending the functionality of the program ([More](#))
- **Macro support**, including macros automatically executed on creating a new file or adding a note ([More](#))
- 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 ([More](#))
- 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

## 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!

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

- Brad Stowers, maintainer of Delphi Free Stuff web site (<http://www.delphifreestuff.com>) for several wonderfully useful components he wrote and is giving away for free:
  - TdfsBrowseDirectoryDlg
  - TdfsMRUFileList
  - TdfsStatusBar
- The authors of the RX Library (<http://www.rxlib.com/>);
- Ryan J. Mills, for his TPage95Control, a vast improvement over the standard Delphi 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.devarchive.com/DCPCrypt.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://users.swing.be/francois.piette/indexuk.htm>)
- Gerrit Wolsink for the TRichPrinter component
- Enzo Costantini, for the supercool MS Office 2000-like Color Picker button.

**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.lodz.pdi.net/~eristic/free/index.html>

or <http://come.to/generalfrenetics>

Please see the above URL for links to download sites, up-to-date list of new features and known bugs. 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.

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:

[eristic@lodz.pdi.net](mailto:eristic@lodz.pdi.net)

or

[cicho@polbox.com](mailto:cicho@polbox.com)

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

[http://www.lodz.pdi.net/~eristic/free/keynote\\_faq.html](http://www.lodz.pdi.net/~eristic/free/keynote_faq.html)

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!***

## Tips and Tricks

- 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 Shift+Ctrl+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 select the "Shift Tab" option in the Tab menu, and then click "Shift left" or "Shift right."
- 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 resizable, 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: select "Link to file" from the "Insert" menu. 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 Shift+Ctrl+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 select 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. (See Help->About)
- 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. Select Tools->Merge with File.
- 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 "Clipboard capture" from the "Note" menu.
- 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 Shift+Ctrl+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 Shift+Ctrl+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 "Email note" from the "Note" menu.
- You can change the default icons displayed next to note names: See Options -> Icons tab.
- 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 select "Refresh" to update the contents of the node.

## 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.

See <http://www.lodz.pdi.net/~eristic/free/index.html>

### **PhoneDeck**

Flexible, configurable phone- and addressbook with phone dialer.

### **Oubiette**

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*

# 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 listing below shows the default key bindings (some may be omitted).

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## 1. GENERAL SHORTCUTS

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### a) File-related commands:

Shift+Ctrl+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: this command allows you to change the format of the file as well as specify whether the file should be encrypted)

### b) 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)
Shift+Ctrl+F	Find tree node by name (tree-type notes only)
F11	Use current note for clipboard capture (Does not work for Tree-type notes)

Shift+Ctrl+P	Print current Note
Shift+Ctrl+R	Set current note as Read-Only
Alt+Shift+Ctrl+E	Send current Note via email

Tab	Switch focus from tree panel to editor Also: grey *
Shift+Tab	Switch focus from editor to tree panel
Ctrl+\	Toggle focus between editor and tree panel

Ctrl+Tab	Switch to the next note (tab) Also: Ctrl+PageDown
Shift+Ctrl+Tab	Switch to the previous note (tab) Also: Ctrl+PageUp

### c) 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)

ESCAPE 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.

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## 2. EDITOR SHORTCUTS (editor panel must be focused)

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Ctrl+A	Select all text in the editor
Ctrl+B	Toggle BOLD font style
Ctrl+C	Copy selected text to clipboard Also: Ctrl+Insert
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 paragraph)
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 paragraph(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	Paste text or image from clipboard Also: Shift+Insert
Ctrl+W	Toggle the Word-Wrap option
Ctrl+X	Cut selected text to clipboard Also: Shift+Delete
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
Shift+Ctrl+-	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
Shift+Ctrl+,	Decrease space before paragraph
Shift+Ctrl+.	Decrease space after paragraph
Ctrl+Alt+Left	Left-align selected text
Ctrl+Alt+Right	Right-align selected text
Ctrl+Alt+Up	Center selected text
Shift+Ctrl+C	Insert special character
Shift+Ctrl+D	Insert current date
Shift+Ctrl+E	Toggle NUMBERS style for selected paragraph(s)
Shift+Ctrl+H	Remove highlighting from selected text
Shift+Ctrl+I	Invert case of selected text (This -> tHIS)
Shift+Ctrl+L	Change selected text to lowercase
Shift+Ctrl+M	Change selected text to Mixed Case
Shift+Ctrl+S	Sort selected lines
Shift+Ctrl+T	Insert current time
Shift+Ctrl+U	Change selected text to UPPERCASE
Shift+Ctrl+Y	Insert hyperlink
Shift+Ctrl+0	Clear paragraph attributes
Shift+Ctrl+3	Apply Rot-13 to selected text
Shift+Ctrl+4	Reverse selected text
Shift+Ctrl+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
Shift+Ctrl+;	Decrease first line indent
Alt+;	Increase left indent
Shift+Alt+;	Decrease left indent
Ctrl+'	Increase RIGHT indent
Shift+Ctrl+'	Decrease RIGHT indent
Ctrl+Alt+W	Select current word in editor



Alt+Left            In a tree note, navigate BACKWARD in history  
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.

---

### 3. TREE SHORTCUTS (tree panel must be focused)

---

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 elsewhere)

Shift+Ctrl+S         Sort entire tree  
Shift+Ctrl+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.)

---

#### 4. OTHER

---

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 visible)	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

---

#### 5. 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 key 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 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 which 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.

<b>If you specify a...</b>	<b>Keynote will...</b>
.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 keynote.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 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 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 than 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.lodz.pdi.net/~eristic/free/keynote\\_bugs.html](http://www.lodz.pdi.net/~eristic/free/keynote_bugs.html)

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

### --- BUGS and PROBLEMS ---

#### · 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 SafePrint 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 bufer; 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 linebreaks.
- . .
- 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 commands 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.)
- . .



## **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 <eristic@lodz.pdi.net> (Poland). Portions created by Marek Jedlinski are Copyright (C) 2000, 2001. All Rights Reserved.

## 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 your 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 "Tipof-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 KeyNote 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

This file does not yet exist :)

### **.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.

## Sharing KeyNote on a multi-user system

**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.



## 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.lodz.pdi.net/~eristic/free/keynote\\_faq.html](http://www.lodz.pdi.net/~eristic/free/keynote_faq.html)

Frequently asked questions

### Q: Does KeyNote have a spell checker?

**A: No, and it's unlikely to get one.** There are commercial spellchecking 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 spellchecking capability sounds like overkill. I'm only looking into this because it's the number one request I've been receiving :-)

**Update 1:** No spellcheck 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 spellchecker 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.

### 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 "Paste Into New" command from the "Edit" menu. 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 apps 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](#). 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 KeyNote 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}", 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 note, it is used for a special "fast switching" function. The character is not displayed - instead, the letter immediately following it becomes underlined (as in any Windows menu). You can then press Alt+<the underlined letter> to open that note without having to click it or to press Ctrl+TAB several times. For instance, if you name a note "&Black", the letter B will be underlined ("Black") and you can switch to this note by pressing Alt+B.

If you need to use the "&" character in the name of a note, enter it twice:

"Black && white"

The name will now be shown the way you intended.

**Q: Why is the executable file so large?**

**A: Mumble.** There are three answers to this. One: It's not my fault! Two: Oh well, I could do better. Three: Everyone else is cheating (well, they often are).

**It's not my fault.** Every serious application written using Borlands Visual Component Library - be it a Delphi or a C++ program - is going to be about a megabyte in size, or more. This is part of the price paid for the convenience and reliability that the VCL affords a programmer. It would be possible not to use this library and write a complete program using only Windows API calls. Such a program would be extremely tight and lean, but coding this way would take years (literally) and would be immensely difficult. There are

still programming wizards who work this way, and they certainly deserve a lot of respect. I'm just not one of them.

**I could do better.** What can I say, I'm learning things as I go, and often I may not be choosing the optimal way of doing things. When I do optimize, I choose to optimize for speed rather than the size of the program. Note also that even if the size of the executable is, e.g., 1.5 MB, this does not mean that the whole 1.5 megabyte is loaded into your computer's memory at all times. Much of that size is consumed by various resources the program contains, such as icon images, dialog box definitions, etc. These are only loaded when they are necessary, and then discarded. Windows reads resources from the executable program as it needs them - that, by the way, is one reason you cannot delete a running application: Windows locks it, because it may be need to read information from it while the program is running.

**Everyone else is cheating!** Not everyone, exactly, but many software authors do. If you have a program of a complexity similar to KeyNote and you see that it takes only 400-500 kilobytes on disk, there's a good chance the executable has been compressed to appear smaller. You can view the binary code of a program to verify it - if it contains incomplete or "broken" looking strings, it was probably compressed. If the header contains a name such as "aspack" (one of several popular exe-packers for Windows), it was certainly compressed. This is sometimes done to prevent people from easily decompiling or cracking an application, but note that when you run the program, the file is decompressed to memory, so it has disadvantages too: the program takes longer to start, and consumes even more memory than it otherwise would (the decompression code). Also, such compressed executables are wasteful of resources: since Windows cannot read a compressed file, the program resources cannot be loaded dynamically or shared among several instances of 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 Executables) program (<http://wildsau.idv.uni-linz.ac.at/mfx/upx.html>). 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 WinUPX).

**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 simple 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, via the [Tools|Import](#) command. 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 statusbar area.)

Another way of editing text or rich text format files in KeyNote is by using the so-called "[Virtual nodes](#)". 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.

**KeyNote editor**



# Tree-type notes

## GENERAL INFORMATION

**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 notes, which are still available.**

The tree 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 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 which contain 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 NOTES

To create a tree-type note, do what you normally do to add a new note to the file: press Ctrl+N, or choose "New note" from the "Note" menu. 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.

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>)
- 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](#)

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 entire subtrees from one tree node 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 than copying them, you need to manually delete the original subtree 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 "Properties" from the "Note" menu), 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 "Default settings for Notes" command under the "Tools" menu), then click the "General settings" tab. There are many configuration options which enable you to 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:

press Enter

To insert a node above current node:

press Ins

To add a child to selected node:

press Shift+Enter

To rename selected node:

press Space or Shift+F2

To delete selected node:

press Del

To delete all children of selected node:

press Shift+Del  
To move selected node:  
press Shift+<direction arrow>  
(e.g. Shift+Down arrow to move node down)

To switch focus from Note editor to tree:  
press Ctrl+\ or Shift+Tab

To switch focus from Note tree to editor:  
press Ctrl+\ or TAB

[Click here 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 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. 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, however, that 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. [Click here for more information.](#)

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**. [Click here for more information.](#)

### 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](#)

# Configuring KeyNote - Overview - 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](#).

**I. 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 select "Configuration options" from the "Tools" menu.

[Click here to learn more about specifying Configuration options](#)

**II. 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 select the "Properties" command from the "File" menu.

[Click here to learn more about specifying File properties](#)

**III. 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 properties" command from the "Note" menu. 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 "Default settings" command from the Tools menu. 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.

[Click here to learn more about specifying Note properties and defaults](#)

**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 selecting the "Rename note" command from the "Notes" menu.



## 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 select "Configuration options" from the "Tools" menu.

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.

[General settings](#)

[Rich Text editor](#)

[Tree panel](#)

[KeyNote files](#)

[File options](#)

[Actions](#)

[Confirmations](#)

[Chrome](#)

[Tab icons](#)

[Advanced](#)

[Formats](#)

[Clipboard capture](#)

[File types](#)



## 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 (Shift+Ctrl+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 commandline 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 clicking the "File|Exit" menu option, or right-clicking the icon in the system tray and selecting the "Exit" command.

Default: NO

### Show splash screen

If enabled, the splash screen will be briefly displayed while KeyNote is starting up. Note that this only minimally slows down the startup process; there is absolutely no artificial delay, and the splash screen is immediately hidden when KeyNote is ready to display the file.

If disabled, the splash screen will not be shown. You can still view the information by selecting the "About" command from the "Help" menu.

Default: YES

### 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

### On Escape key

Choose what should happen when you press the ESCAPE 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).

Note also, that 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: Shift+Ctrl+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

Show caret position in status bar

Save and restore caret position

Auto indent lines

Undo buffer limit:

Increment indents by:

Increment font size by:

Increment para space by:

## Options: Tree panel

After creating a new node, switch to edit mode  
Edit nodes "in place" (no dialog box)  
Auto-name virtual nodes  
Save and restore last active node in tree  
Inherit BG color from active node  
Hot track tree nodes  
Show tree initially expanded  
Auto scroll tree on mouse movement  
Show tooltips in tree

## Options: KeyNote Files

### Load last-used file

If enabled, KeyNote will automatically open on startup the file that was open when you last used KeyNote. If disabled, KeyNote will not try to automatically open the last-used file.

Note: If both "Load last-used file" and "Load specific file" boxes are disabled, KeyNote will not try to open any file at startup, and will create a new blank file instead. You can still 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 will always try to open, at startup, the file specified in the file name edit box below.

If disabled, KeyNote will not try to open the specified file automatically.

Note: If both "Load last-used file" and "Load specific file" boxes are disabled, KeyNote will not try to open any file at startup, and will create a new blank file instead. You can still open files automatically by double-clicking a KeyNote file (a file with the .KNT extension) in Windows Explorer.

Default: NO

### Automatically save changes in KeyNote file

If enabled, KeyNote will automatically save your file when necessary, if the file has been modified.

If disabled, KeyNote will never save the file automatically. If the file has been modified, KeyNote will display a prompt, asking you whether the file should be saved. You will be able to answer "Yes" (save the file), "No" (do not save the file, lose all changes) or "Cancel" (do not perform the operation that required saving the file).

Note: If the box is enabled, the file is automatically saved 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 if the AutoSave setting is ON, KeyNote will automatically save the file (if it has been modified) when you switch to another application. This is the recommended setting, because it ensures that your file is saved frequently, and saving the file does not delay your work - because it happens when you stop using KeyNote and go to another application.

If disabled, the file will not be automatically saved when you switch from KeyNote to another application.

Note: This checkbox is unavailable if the "Automatically save changes" box is disabled.

Default: YES

### Every [n] minutes

If enabled, and if the AutoSave setting is ON, KeyNote will automatically save the file (if it has been modified) at the timer interval that you can specify, in minutes, using the numeric edit field.

If disabled, KeyNote will not automatically save the file at timer intervals.

Note: This checkbox is unavailable if the "Automatically save changes" box is disabled.

Default: NO

**TIP:** If the "Automatically save changes in KeyNote file" option is enabled, but both "When you switch to another application" and "Every [n] minutes" are disabled, your KeyNote file will be saved automatically 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.

## Options: File Options

### Remember recently used files

If enabled, KeyNote will remember several of the last-used files, and will display the list of them in the "Recent Files" menu (Under the "File" menu). Click one of these files to open it. This provides fast access to recently used files, because you do not need to search for the file using the Open File dialog box. Specify the number of recent files that KeyNote should remember by entering a value in the numeric edit box.

If disabled, KeyNote will not display the "Recent Files" menu.

Note: The list of recently used files can be accessed even faster by clicking the down arrow next to the "Open" button on the main toolbar.

Default: YES

### Display as Submenu

If enabled, the list of recently used files will be displayed as a submenu under the "File" menu.

If disabled, the list of recently used files will be displayed directly below the "File" menu (somewhat quicker to click, but clutters the menu).

Note: This checkbox is unavailable if the "Remember recently used files" box is disabled.

Default: YES

### Show Full path in MRU menu

If enabled, the menu of recently used files will display full filenames (with paths)

If disabled, the menu of recently used files will display shortened filenames (names only; no paths)

Note: This checkbox is unavailable if the "Remember recently used files" box is disabled.

Default: YES

### Open in Read-Only mode:

Enable this option for "Files on floppy disks" and / or "Files on network drives" if you want KeyNote to automatically open such files for viewing only.

**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.

Files opened in Read-Only mode **can be edited**, but you will have to save them with a different name (using the "Save As..." command under the "File" menu) or close them without saving the changes at all.

### Warn when opening file in Read-Only mode

If enabled, KeyNote will display a warning message after having opened a file in Read-Only mode.

If disabled, KeyNote will not display a warning message.

**TIP:** If a file was opened in Read-Only mode, KeyNote displays a special icon (with a bright red "X") in the status bar.

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

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

If disabled, KeyNote will not try to register its file type at startup. You can still register the .KNT file extension manually (Choose "View|Options|File types" in Windows Explorer.)

Note: The registration check delays program startup slightly.

Default: NO

### Prompt before creating file association

If enabled, KeyNote will prompt for confirmation before registering its file type (.KNT)

If disabled, KeyNote will automatically register its file type without prompting for confirmation.,  
Note: This setting is unavailable if "Auto register file type" box is disabled.  
Default: YES

**Use alternate extension (.KNE) for encrypted files**

If enabled, KeyNote will automatically save encrypted files with a different extension (KNE).  
If disabled, KeyNote will use the same extension (KNT) for encrypted and non-encrypted files.  
Default: NO

## Options: Backup

### **Backup original file when saving changes**

If enabled, KeyNote will create a backup of your file when saving.

If disabled, no backup files will be made.

Default: YES

### **Do not replace extension; append instead**

If enabled, the backup extension (.BAK, by default) will be appended to the name of the original file (e.g. "myfile.knt.bak")

If disabled, the backup extension will replace the original file extension (e.g. "myfile.bak")

Default: YES

### **Backup file extension:**

This edit box allows you to change 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



## Options: Actions

Minimize KeyNote after

Close Notes file after

Auto-close encrypted files only

On URL click:

Shift key must be held down when URL is clicked

Minimize KeyNote on URL launch

Launch "file://" URLs without prompting

## Options: Confirmations

### **Confirm before closing KeyNote**

If enabled, KeyNote will prompt for confirmation before exiting.

If disabled, KeyNote will always exit without prompting.

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

Default: NO

### **Confirm before deleting a note**

If enabled, KeyNote will prompt for confirmation before removing a tab with its note.

If disabled, KeyNote will not prompt for confirmation before removing a note.

**Note: Removing a note cannot be undone.**

Default: YES

### **Confirm before deleting tree node**

If enabled, KeyNote will prompt for confirmation before removing a node from a tree.

If disabled, KeyNote will not prompt for confirmation before removing a node.

Note: Removing a tree node cannot be undone.

Default: YES

### **Confirm before pasting tree nodes**

If enabled, KeyNote will prompt for confirmation when you drag and drop tree nodes onto another note, or when you use the "Paste nodes" command.

If disabled, KeyNote will drag and drop and paste tree nodes without asking for confirmation.

Default: YES

### **Automatically paste expression evaluation results**

If enabled, the result of the "Evaluate expression" command will be immediately inserted into the note text. (The result is also copied to clipboard.)

If disabled, the result of the "Evaluate expression" command will not be inserted into the note text. (The result is copied to clipboard.)

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

Default: YES

### **Automatically insert text from plugins**

If enabled, KeyNote will prompt for confirmation before inserting text generated by a plugin.

If disabled, KeyNote will insert such text automatically, after the plugin has shut down.

## Options: Chrome

### **Settings for: (x) Active tab ( ) Inactive tabs**

Click the radio button which corresponds to the mode for which you want to change the color. Only one tab can be active at any given moment - this is the tab which holds the note you are currently editing (the "active note"). All other tabs are considered "inactive". You can have different colors for active and inactive tabs, but they will both use the same font.

### **Font button**

Select the font style to use for displaying note names on tabs

### **Color button**

Select the color for active or inactive note tabs

### **Reset button**

Restore default value for tab fonts and colors

### **Sample font**

This edit field displays what the tabs will look like with currently selected font and color values

### **Show icons on tabs**

If enabled, icons will be displayed on note tabs.

If disabled, no icons will be displayed on tabs.

Note: Alternatively, you can turn icons On or OFF separately for each file: close this dialog box and choose "Properties" from the "File" menu.

Default: YES

### **Hot track in tabs**

If enabled, the tabs will become highlighted when you move mouse cursor over them

If disabled, the tabs will not respond to mouse movements, only to clicks

### **Tabs are on top**

If enabled, note tabs will be displayed on top, i.e. above the editor

If disabled, note tabs will be displayed at the bottom, i.e. below the editor

### **Multiline tabs (arrange in rows when cannot fit)**

If enabled, note tabs will be arranged in multiple rows if they don't fit in current width of the editor panel

If disabled, scroll arrows (left-right) will be displayed in the upper right corner of the editor panel if the tabs do not fit

## Options: Tab icons

This page allows you to customize the icons used for the note tabs. You can add, insert or delete icons.

### **Add... button**

Opens a standard Windows file selection dialog box, and adds the icon you select to the end of the list

### **Insert... button**

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

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

### **Delete button**

Deletes the selected icon from list.

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

### **Reset button**

Reloads the built-in set of icons, effectively removing any customization.

## Options: Advanced

Disable folder monitor

A change in this setting will take effect after you close and restart KeyNote.

Show font samples in Font combo box

A change in this setting will take effect after you close and restart KeyNote.

Longer drop-down lists on toolbars

A change in this setting will take effect after you close and restart KeyNote.

Enable Rich Edit version 3.0 fixes

A change in this setting will take effect after you close and restart KeyNote or re-open the current file.

Old style color selection dialogs

Allow Auto-run macros

Safe print mode

### **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.

Note: 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

Fix scroll bars in tree-type notes

Do not save window settings to registry

## Options: Formats

### **Date format**

Enter the format for the Date text to be used for the "Insert date" command. The format is the same as the one used in Control Panel, Regional Settings, Long Date Format.

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

Default: The default date format defined on your system.

### **Time format**

Enter the format for the Time text to be used for the "Insert time" command. The format is the same as the one used in Control Panel, Regional Settings, Time Format.

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

Default: The default time format defined on your system.

Default to current text font

Close dialog box on insert

## Options: Clipboard capture

Divider string placed before captured text:

Ignore when Keynote is active

Paste as plain text

Limit size of captured text to:

Play sound on capture (clip.wav)

Remember Capture note across program sessions

## Options: File types

Text file extensions

Add...

Delete

Reset



## Options: Language

## 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 select the "Properties" command from the "File" menu.

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 settings available on each tab.

[Information tab](#)

[Settings tab](#)

[File icons tab](#)

[Security tab](#)

## 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 "Save As..." command from the "File" menu, 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.

**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.

**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 "Save As..." command under the "Tools" menu.

## 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 "Show icons on tabs" command from the "View" menu. 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.

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:** [Click here 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 properties" command from the "Note" menu.** 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 "Default settings" command from the "Tools" menu.** 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.

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). Click the links below for details about settings available on each tab.

[Note settings tab](#)

[Tree settings tab](#)

[Advanced tab](#)

## Note properties: Note settings

On this tab sheet you can specify note- and editor-related settings for:

- 1. Active note**, if you have opened the dialog box by pressing F4 or using the "Note properties" command, or
- 2. 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 "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

### Detect and highlight URLs in editor

for active note: specifies whether hyperlinks (URLs) should be highlighted and "clickable" 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.

### 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 "Word wrap" command in the "Format" menu.

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.

### 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: [Information about default and initial font styles for notes](#)



## Note properties: Tree settings

On this tab sheet you can specify tree-related settings for:

1. **Active note**, if you have opened the dialog box by pressing F4 or using the "Note properties" command, and if the active note is a tree-type note, or
2. **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 "Default settings" command.

When editing properties for an active note which is a "simple editor" note, this tab sheet 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.

### Show node-level 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 "Show icons in tree" command from the "View" menu.

### 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.

### 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.

## Note properties: Advanced

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

When editing DEFAULT SETTINGS for new notes, you can choose to apply these settings not 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. Example: you may normally want all new notes to have white background by default, but for one special file you may want to have new notes created with 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.

## About initial fonts and colors in KeyNote

### Initial note font versus actual font styles in a note.

The [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 "rich text" 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 click the "Format|Background color" command in the menu. KeyNote will then warn you that the new color will be applied to all tree nodes, and you can confirm or cancel.

## KeyNote menus

The sections below describe each command available through the **main menu** in KeyNote. Click the links for more information.

**TIP:** A great number of KeyNote menu commands have keyboard shortcuts which invoke these commands. The shortcuts are displayed next to the command names. [Click here for a complete list of keyboard shortcuts in KeyNote.](#)

[File menu](#)

[Edit menu](#)

[View menu](#)

[Insert menu](#)

[Format menu](#)

[Note menu](#)

[Tree menu](#)

[Search menu](#)

[Tools menu](#)

[Help menu](#)

**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.

## KeyNote menus: File

### **New**

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. Note that the Auto Save option cannot work until you have saved the new KeyNote file for the first time.

### **Open**

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](#).

**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 open in Read-Only mode](#). When a file has been open 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**

Saves the current KeyNote file to disk.

### **Save As...**

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**

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

### **Recent Files**

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](#).

### **Auto Save**

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](#).

### **Properties**

Displays the [File properties dialog box](#). Among other functions, this dialog box allows you to securely [encrypt your KeyNote file](#), to protect it against unauthorized access.

### **File Manager**

Displays the [File Manager dialog box](#), 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.

### **Page Setup**

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](#).

**Copy To...**

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**

Closes the program.

## KeyNote menus: Edit

### Undo

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. Note that you will not be able to undo operations after a file has been saved.

### Redo

Reverses the last Undo command.

### Repeat Last

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

Cuts selected text and places it on the Clipboard.

### Copy

Copies selected text and places it on the Clipboard.

### Paste

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

Displays a submenu with the following commands:

- **As Text** Pastes text from clipboard as plain text (without any formatting)
- **Special...** Displays the Windows standard "Paste special" dialog box, which allows you to select the format which should be used to paste clipboard data.
- **Into New Note** Creates a new standard note and pastes clipboard data into it.

### Delete

Deletes selected text

### Lines

Displays a submenu with the following commands:

Delete Line  
Sort Lines  
Join Lines

### White Space

Displays a submenu with the following commands:

Trim Left  
Trim Right  
Trim Both  
Compress

### Change Case

Displays a submenu with the following commands:

To UPPERCASE  
To lowercase  
To Mixed Case  
Invert Case

**Transform**

Displays a submenu with the following commands:

Apply Rot-13

Reverse Text

**Expression**

Displays a submenu with the following commands:

Evaluate

Paste Last Result

**Copy All**

Selects all text in active note and copies it to clipboard.

**Select All**

Selects all text in active note.



## KeyNote menus: View

### Always on Top

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

### Toolbars

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

- Show Main Toolbar
- Show Format Toolbar
- Show Style Toolbar
- Show Tree Toolbar
- Show Macro Toolbar
- Show All
- Hide All

**TIP:** KeyNote toolbars can be dragged and docked in various positions (on top, on the bottom, and against the left edge). They 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

### Show Icons on Tabs

Shows or hides icons displayed on note tabs. This menu command will be unavailable (greyed out) if you have disabled showing icons for a particular file, via the [File properties dialog box](#).

### Show Icons in Tree

Shows or hides icons displayed next to the tree nodes. This menu command is available only if the active note is a tree-type note.

### Formatting Information

Displays a submenu of commands which allows you to choose what formatting information, if any, should be displayed in the status bar:

- **Font:** displays font style information in the status bar
- **Paragraph:** displays paragraph style information in the status bar
- **Both:** displays both font and paragraph style information in the status bar
- **Nothing:** does not display formatting information in the status bar.

Note that the processing needed to prepare the information for display will impact the program performance.

### Alphabetize Tabs

Sorts all note tabs alphabetically, by name

### Shift Tab

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

- **Left:** moves the active tab to the left
- **Right:** moves the active tab to the right

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

## KeyNote menus: Insert

Current Date  
Current Time  
Character...  
File Contents

### **KeyNote Link**

Displays a submenu with the following commands:

Mark Location  
Insert Link

URL  
Link to File  
Picture  
Object  
Expand Term  
WordWeb...

## KeyNote menus: Format

Font...

Paragraph...

### Font Style

Displays a submenu with the following commands:

Bold

Italics

Underline

Strikeout

Disabled

Superscript

Subscript

Clear attributes

### Font Size

Displays a submenu with the following commands:

Increase

Decrease

### Alignment

Displays a submenu with the following commands:

Left

Center

Right

### Line Spacing

Displays a submenu with the following commands:

Single

One and a Half

Double

### Paragraph Style

Displays a submenu with the following commands:

Bullets

First Indent

Left Indent

Right Indent

Space Before

Space After

Clear Attributes

Text Color

Background Color

### Highlight Color

Displays a submenu with the following commands:

Apply

No Highlight

Apply Selected Style

### Copy Format

Displays a submenu with the following commands:

Font Attributes  
Paragraph Attributes

**Paste Format**

Displays a submenu with the following commands:

Font Attributes  
Paragraph Attributes

Word Wrap

## KeyNote menus: Note

New Note...

Rename Note

Note Properties

Remove Note

Print Note...

Email Note...

Clipboard Capture

Read Only

## KeyNote menus: Tree

Insert Node

Add Node

Add Child node

Move node

Displays a submenu with the following commands:

Delete Node

Delete Child nodes

Rename Node

Paste Node Name

Displays a submenu with the following commands:

From Clipboard

As Date

As Time

As Date and Time

Save to File...

Sort

Displays a submenu with the following commands:

Sort Child Nodes

Sort Full Tree

Expand all

Collapse all

## KeyNote menus: Search

Find...

Find Next

Replace...

Replace Next

Set Bookmark

Jump to Bookmark

Match Bracket

Go To Line...

Find Node...

Find Next Node

## KeyNote menus: Tools

Configuration Options

Default Settings

Run Macro

Select Macro...

Plugins

Run Last Plugin

Add Glossary Term

Edit Glossary

Merge Notes...

Export Notes...

Import Notes...

Text Statistics



## **KeyNote menus: Help**

Tip of the Day

Help Contents

General Help

Keyboard Reference

Visit Website

Email to Author

About

## Special Functions

KeyNote offers a number of "advanced" features and functions. Click the links below to display detailed information about these features.

[File manager](#)

[Encrypting KeyNote files](#)

[Sending keyNote files by email](#)

[Creating and using styles](#)

[Integration with WordWeb thesaurus](#)

[Creating and using hyperlinks](#)

[Creating and using macros](#)

[Using plugins](#)

[Word expansion glossary](#)

[Insert character dialog box](#)

[Clipboard capture](#)

[Expression evaluation](#)

[Importing files](#)

[Exporting files](#)

# Encrypting KeyNote files

**PLEASE READ THE INFORMATION IN THIS FILE  
BEFORE YOU START ENCRYPTING 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 somewhere on your hard disk in a clear-text (unencrypted) form.

If you are concerned about this, there exist programs that securely WIPE unused hard disk space and/or Windows swapfile. Two of such programs, both freeware, are:

1. RealDelete and Scorch by Iolo Davidson <http://www.bonaventura.co.uk/realdelete> (small and powerful, command-line mode)
2. BCWipe by Jetico, Inc. <http://www.jetico.com> (Windows GUI program; also distributed as part of excellent BestCrypt disk-encryption package)

Please read the "Security considerations" topic 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 "Properties" from the "File" menu).

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 an encrypted file and enter your passphrase when prompted. Press Alt+Enter to open the "File Properties" dialog box (or choose "Properties" from the "File" menu).

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 an encrypted file and enter your passphrase when prompted. Press Alt+Enter to open the "File Properties" dialog box (or choose "Properties" from the "File" menu).

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: the 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 KeyNote 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 than 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 encryptors, such as ScramDisk, and commercial solutions. Users of PGP may note that [www.pgpi.com](http://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.

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**Crypto algorithms used: DCPCrypt, Delphi cryptographic component package by David Barton:**  
<http://www.devarchive.com/DCPcrypt.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.lodz.pdi.net/~eristic/free/kntsrc.zip>

## 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 "Email note" command from the "Note" menu.

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 prefilled with 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:

- 1. 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.
- 2. 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.
- 3. 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> (WordWeb is distributed as freeware; there is also a more advanced commercial version.)

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 be 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 "URL" command located under the "Insert" menu. 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 "Link to file" command located under the "Insert" menu.

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.

**IMPORTANT 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. In the "Insert" menu, click the "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. In the "Insert" menu, click the "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](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.  
**SelectionLength** 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)

**IMPORTANT:** 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

**Update: 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. Click the "View" menu, then click "Toolbars", 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".

## THE "MACRO" TOOLBAR

To use macros in KeyNote, you should turn on the "Macros" toolbar, which is not displayed by default. Click the "View" menu, then click "Toolbars", and select the "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.

NOTE 1: 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.

NOTE 2: 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.

NOTE 3: 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:

From the "Tools" menu, choose the "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" note 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, KeyNote 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 the following:**

- 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 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 formatted, 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

**Update: 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" subdirectory, 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.lodz.pdi.net/~eristic/free/kntplugins-dev.zip>

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 <eristic@lodz.pdi.net>.

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:** From the Tools menu, select the "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.lodz.pdi.net/~eristic/free/keynote.html>

Direct download links are located on the "Download" page.

Among others, there are scratchpad, key autorepeater, 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:**

- a) no text
- b) full text of active note, in RTF format
- c) full text of active note, in plain text format
- d) currently selected text in note, in RTF format
- e) 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:**

- a) nothing
- b) RTF formatted text
- c) plain text
- d) dialog box text
- e) clipboard data

For (b) and (c), the returned text will be inserted in currently active note.

For (d), 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 (e), 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 KeyNote 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 KeyNote by issuing the wrong command or message from a plugin. Obviously, plugin authors should take care not to do so.

## Word expansion glossary

## 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
- 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

*(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 KeyNote (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. KeyNote files can be exported in format compatible with either the freeware or shareware edition of TreePad. (For more information, see [www.treepad.com](http://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 that 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.



## 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). You can edit the **toolbar.ini** file in any plain text editor, or directly in KeyNote, as a [virtual node](#).

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.

**Hint:** 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 redisplay 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

This dialog box 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 displayed. 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 may inspect this file later, 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 **Escape 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 "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 treeview 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.

