

# TakeNote Help Index

The Index lists in alphabetical order the Help topics available for TakeNote.

Use the scroll bar to see more topics.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

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## TakeNote Keys

Use the following keys in TakeNote:

### Card View:

<b>Key(s)</b>	<b>Function</b>
PgDn	Brings the next card to the top of the deck.
PgUp	Brings the previous card to the top of the deck.
Ctrl+PgDn	Brings the next page of cards to the top of the deck.
Ctrl+PgUp	Brings the previous page of cards to the top of the deck.
Ctrl+Home	Brings the first card of the deck to the top.
Ctrl+End	Brings the last card of the deck to the top.
Shift+Ctrl+letter	Brings the first card whose index line begins with that letter or number to the top of the deck. (Note: Cards that begin with non-alphanumeric information cannot be accessed through the keyboard.)

### Table View:

<b>Key(s)</b>	<b>Function</b>
Down Arrow	Moves highlight down one row.
Up Arrow	Moves highlight up one row.
PgDn	Moves table one row down.
PgUp	Moves table one row up.
Ctrl+PgDn	Moves the next page of card rows to the top of the table.
Ctrl+PgUp	Moves the previous page of card rows to the top of the table.
Ctrl+Home	Moves the first card of the deck to the top row of the table.
Ctrl+End	Moves the last card of the deck to the bottom visible row of the table.
Shift+Ctrl+letter	Moves the first card whose index line begins with that letter or number to the top row of the table. (Note: Cards that begin with non-alphanumeric information cannot be accessed through the keyboard.)
Tab	Scrolls one column to the right.
Shift+Tab	Scrolls one column to the left.
Enter	Brings up card overlay of current row to edit.

## TakeNote Commands Overview

To get a definition of a specific command, choose the appropriate menu.

Use the scroll bar to see more commands.

### File Menu Commands

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### Phone Menu Commands

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## **TakeNote Procedures Overview**

To get step-by-step instructions for a procedure, choose the appropriate topic.

Use the scroll bar to see more procedures.

### **Working with Files**

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### **Printing**

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### **Placing Phone Calls**

[Choosing Phone Configuration](#)

[Dialing Phone Calls](#)



## File Menu Commands

Use the scroll bar to see more commands.

### **New**

Creates a new file. A file contains a deck of 1 to 32,000 cards of the same template type. You can create a password secured or password encrypted file if needed. TakeNote leaves the current card deck open.

Related Procedures

[Creating New Files](#)

[Choosing Templates](#)

### **Open**

Opens an existing file. TakeNote allows you to import files from other formats ( Ashton-Tate dBase .DBF files, Comma Delimited (MailMerge) files, Microsoft CardFile .CRD files, and WordPerfect 5.1 Secondary Merge files). TakeNote leaves the current card deck open.

Related Procedures

[Opening Existing Files](#)

[Importing Files](#)

### **Merge**

Merges the cards from one file into another file. The current card deck becomes the merged file.

Related Procedures

[Merging Files](#)

### **Save**

Saves the current file. TakeNote keeps the card deck open for further editing. A card is automatically saved as soon as TakeNote places it in sorted order in the deck.

Related Procedures

[Saving Files](#)

### **Save As**

Saves an existing file under a new name. The original card deck remains unchanged and open for further editing. TakeNote also allows you to save files under other formats ( Ashton-Tate dBase .DBF files, Comma Delimited (MailMerge) files, and WordPerfect 5.1 Secondary Merge files).

Related Procedures

[Saving Files](#)

[Exporting Files](#)

### **Close**

Closes the current card deck and allows you save any changes to the current card.

### **Print**

Allows you to print cards, address labels, or reports. Cards are printed in a format similar to the template for that file. Data box labels that appear on the card are printed along with the information contained in them. Address labels are printed using your choice of label style appropriate for your printer. Reports are printed in a table format with the data box labels used for column headings. You may select which data boxes and the column order to

use in the report. All three print selections allow you to choose if you want to print only the current card, all cards in the deck, or only those cards meeting your search criteria.

Related Procedures

[Printing Cards](#)

[Printing Labels](#)

[Printing Reports](#)

### **Printer Setup**

Allows you to select the printer and printer options for TakeNote. The options available depend upon the selected printer.

Related Procedures

[Choosing Printer and Printer Options](#)

### **Add Security**

Allows you to change the current file to a password secured or password encrypted file.

Related Procedures

[Adding and Removing Security](#)

[Creating New Files](#)

### **Remove Security**

Allows you to remove the password from a secure file. You must know the password to be able to remove the security measures.

Related Procedures

[Adding and Removing Security](#)

### **Change Index**

Allows you to change the order of information on the index line for a deck of cards. Each TakeNote template may display the contents of three of its data boxes within the index line. The information from the selected data boxes appears on the index line in the order chosen. The information may also be sorted in forward or reverse order.

Related Procedures

[Changing Index Information](#)

### **Change Description**

Allows you to change the description of the current card deck. The description is optional, but will appear on the title bar after the filename. If no description is given, then the template name will appear instead.

Related Procedures

[Changing a File Description](#)

### **Exit**

Closes all open card decks and exits TakeNote. TakeNote allows you to save any open card decks if unsaved.

## **Edit Menu Commands**

Use the scroll bar to see more commands.

### **Undo**

Undoes the most recent typing or editing action.

Related Procedures

[Undoing Edits](#)

### **Cut**

Deletes the selected text from a card and places it onto the [Clipboard](#). The cut text replaces the previous contents of the Clipboard.

Related Procedures

[Copying, Cutting, and Pasting Text](#)

[Clearing Text](#)

### **Copy**

Copies the selected text from a card and places it onto the Clipboard. The original card remains unchanged, but the copied text replaces the previous contents of the Clipboard.

Related Procedures

[Copying, Cutting, and Pasting Text](#)

[Clearing Text](#)

### **Paste**

Pastes a copy of the contents of the Clipboard onto the same card, another card, or into another card deck.

Related Procedures

[Copying, Cutting, and Pasting Text](#)

[Clearing Text](#)

### **Clear**

Deletes the selected text from a card. The cleared text is not placed onto the Clipboard. Clear allows you to delete text without overwriting the contents of the Clipboard.

Related Procedures

[Clearing Text](#)

[Copying, Cutting, and Pasting Text](#)



## Card Menu Commands

Use the scroll bar to see more commands.

### **Add Card**

Adds an empty card to the current card deck.

Related Procedures

[Adding Cards](#)

### **Delete Card**

Deletes the selected card from the current card deck.

Related Procedures

[Deleting and Undeleting Cards](#)

### **Copy Card**

Makes a copy of the selected card and adds it to the current card deck.

Related Procedures

[Copying Cards](#)

### **Undelete Card**

Restores the most recently deleted card in the current card deck. TakeNote keeps track of the most recently deleted card for each open card deck in the current session.

Related Procedures

[Deleting and Undeleting Cards](#)

## View Menu Commands

Use the scroll bar to see more commands.

### **Card**

Shows the current file as a deck of cards.

Related Procedures

[Switching between Card and Table Views](#)

[Selecting Cards in Card View](#)

### **Table**

Shows the current file in table format. The data box labels from the template become the column headings in the table and each card becomes a row within the table..

Related Procedures

[Switching between Card and Table Views](#)

[Selecting Cards in Table View](#)

## Search Menu Commands

Use the scroll bar to see more commands.

### **Find**

Searches for text in the current card deck. TakeNote keeps track of the last five search entries within the current session. You may enter new search text or choose a previous search request. You may also select which data boxes are to be searched.

Related Procedures

[Searching for Text](#)

### **Repeat Last Find**

Repeats the last search without opening the Text Search dialog box.

Related Procedures

[Searching for Text](#)

## Phone Menu Commands

Use the scroll bar to see more commands..

### **Dial**

Automatically dials a phone number stored on the selected card in the current deck or in the Quick Dials section of the Phone Dialer dialog box.

Related Procedures

[Dialing Phone Calls](#)

### **Configuration**

Sets up the values required for your modem and your preferences for placing phone calls. Also allows you to generate a list of four phone numbers you can dial without having to open a card deck.

Related Procedures

[Choosing Phone Configuration](#)

## Window Menu Commands

Use the scroll bar to see more commands.

### **Tile**

Arranges all open card deck windows in smaller sizes to fit on the TakeNote main window.

Related Procedures

[Arranging Open Windows and Icons](#)

### **Cascade**

Overlaps all open card deck windows so that each title bar is visible.

Related Procedures

[Arranging Open Windows and Icons](#)

### **Arrange Icons**

Rearranges scattered icons evenly across the bottom of the TakeNote main window.

Related Procedures

[Arranging Open Windows and Icons](#)


### **Close All**

Closes all open card deck windows. Allows you to save changes to any open card decks.



## Adding Cards

### To add a new card to the current card deck:

- \* Push  or choose Add from the [Card menu](#).
  - \*An empty card will be displayed at the front of the card deck in Card View.
  - \*An empty card overlay will be displayed in Table View which can be filled in. Choose OK to add it to the card deck.

Related Topics

[Copying Cards](#)

## **Adding and Removing Security**

### **To add a password to the current card deck:**

1. Choose Add Security from the File menu.
2. Type in a password.
3. (Optional) Choose Data Encryption On if you want the password encrypted.
4. Choose OK.
5. Verify your password.
6. Choose OK.

### **To remove a password from the current card deck:**

1. Choose Remove Security from the File menu.
2. Type in the password for the file.
3. Choose OK.



## **Arranging Open Windows and Icons**

### **To arrange open card deck windows:**

\* Choose Tile or Cascade from the Window menu.

### **To arrange icons:**

\* Choose Arrange Icons from the Window menu.

## Changing A File Description

### To change the description of the current card deck:

1. Choose Change Description from the File menu. This will bring up the Change Deck Description dialog box.
2. Enter the new description. If left blank, then the template name will appear after the filename on the title bar of the card deck.
3. Choose OK.

## Changing Index Information

### To change the order of the index information of the current card deck:

1. Choose Change Index from the File menu. This will bring up the Change Index dialog box.
2. At Level 1, select the data box whose information is to appear first on the index line. The card deck will be sorted by the information in this area first.  
\*(Optional) Choose Reverse Order.
3. At Level 2, select the data box whose information is to appear second on the index line. If no further information is required, select NONE from the list. The card deck will be sorted by the information in this area second.  
\*(Optional) Choose Reverse Order.
4. At Level 3, select the data box whose information is to appear third on the index line. If no further information is required, select NONE from the list. If you choose NONE at Level 2, then NONE must be chosen for Level 3. The card deck will be sorted by the information in this area third.  
\*(Optional) Choose Reverse Order.
5. Choose OK.

## Choosing Phone Configuration

### To set up the default values for your modem and phone calls:

1. Choose Configuration from the Phone menu. This will bring up the Phone Dialer Defaults dialog box.
2. Choose the communications port which is connected to your modem.
3. Choose the dial method (tone or pulse) of your phone.
4. (Optional) Choose Get Outside Line if you need an outside line to make phone calls. Enter the prefix needed to get an outside line.
5. (Optional) Choose Long Distance if most of your calls will be long distance. You can turn off this feature from the Dial command for local calls. Enter the prefix needed to place a long distance call from your phone.
6. (Optional) Select Log The Call if you want a record of your phone calls. You can turn off this feature from the Dial command for any call. Calls will be logged into filename.log where filename is the name of the current active deck. The date, time, and phone number for each call will be in the log. The log will also show either the index line information if called from a number on a card or the Quick Dial description if it was a Quick Dial call.
7. (Optional) Enter a description and phone number for each of your Quick Dials. You may enter up to four phone numbers that you can access without opening a card deck. The descriptions will appear in the Phone Dialer dialog box for dialing.

Related Topics

[Dialing Phone Calls](#)

## Choosing Printer and Printer Options

### To change printers or printer options:

1. Choose Printer Setup from the File menu. This will bring up the Printer Setup dialog box.
2. Select the desired printer.
3. (Optional) Choose Setup to change printer options. This will bring up the Printer Driver dialog box.
  - \*Select options desired.
  - \*Choose OK.
4. Choose OK.

Related Topics

[Printing Cards](#)

[Printing Labels](#)

[Printing Reports](#)

## Choosing Templates

### To choose a template for a card deck:

- \* Select the template which best suits your needs. You may choose a template from the list box whenever you create a new file or import an existing file from another format.

The available templates are as follows:

- Small Notes
- Large Notes
- Small Data Boxes
- Large Data Boxes
- Business Card (Standard)
- Business Card (Expanded)
- Personnel (Standard)
- Personnel (Expanded)
- Software Library
- Recipes
- Rolodex Card (Standard)
- Rolodex Card (Enhanced)
- Video Inventory
- Music Inventory
- Credit Cards
- Home Inventory
- Library

Related Topics

[Creating New Files](#)

[Importing Files](#)

## Clearing Text

### To clear text from a card:

1. Select (highlight) the text to be cleared.
2. Choose Clear from the Edit menu.

Related Topics

Copying, Cutting, and Pasting Text

## Copying Cards

### To get a duplicate card:

1. Select the card to be copied.
  - \*Display the card as the top card in Card View.
  - \*Highlight the card's row in Table View.
2. Choose Copy Card from the [Card menu](#).

Related Topics

[Adding Cards](#)

[Selecting Cards in Card View](#)

[Selecting Cards in Table View](#)



## Copying, Cutting, and Pasting Text

### To copy text from a card:

1. Select (highlight) the text to copy.
2. Choose Copy from the [Edit menu](#).

### To cut text from a card:

1. Select (highlight) the text to cut.
2. Choose Cut from the [Edit menu](#).

### To paste text from the Clipboard:

1. Use Copy or Cut to select the text to be pasted.
2. Place insertion point where text should appear or select (highlight) the text to be replaced.
3. Choose Paste from the [Edit menu](#).

Related Topics

[Clearing Text](#)

## Creating New Files

### To create a new card deck:

1. Choose New from the File menu. This will bring up the New Card Deck dialog box.
2. Choose a template from the list box..
3. Type in a filename. The filename will appear on the title bar of the card deck. TakeNote will automatically add the .tn file extension if none is given.
4. (Optional) Type in a file description. The description will also appear on the title bar after the filename. If no description is given, then the template name will appear instead.
5. (Optional) Choose a directory from the list box if different than the current directory.
6. (Optional) Choose Security On to create a password secured or password encrypted file. Security measures can be added or removed later if necessary.
  - \*Type in a password.
  - \*(Optional) Choose Data Encryption On if you want the password encrypted.
  - \*Verify the password.
7. Choose OK.


Related Topics

[Choosing Templates](#)

[Adding and Removing Security](#)

## Deleting and Undeleting Cards

### To delete a card:

1. Select the card to be deleted.
  - \*Display the card as the top card in Card View.
  - \*Highlight the card's row in Table View.
2. Push  or choose Delete Card from the [Card menu](#).

### To restore the most recently deleted card:

- \* Choose Undelete Card from the [Card menu](#) in either Card or Table View. TakeNote can only restore the most recently deleted card for any open card deck within the current session.


### Related Topics

[Selecting Cards in Card View](#)


[Selecting Cards in Table View](#)

## Dialing Phone Calls


### To place a Quick Dial call:

1. To bring up the Phone Dialer dialog box, push  or choose Dial from the [Phone menu](#).
2. Push the button next to the Quick Dial description of the call you wish to place. The Dialer dialog box will appear.
3. Pick up your phone and then choose OK.

### To dial a phone number from a card using the default values:

1. Display the desired card as the top card in Card View.
2. Select (highlight) the number you wish to call on the card.
3. Push . The Dialer dialog box will appear.
4. Pick up your phone and then choose OK.

### To dial a phone number:

1. Select the desired card.
  - \*Display the card as the top card in Card View.
  - \*Highlight the card's row in Table View.
3. Push  or choose Dial from the [Phone menu](#).
2. Select or type in the phone number to dial. If the current card has only one phone number stored, it will be displayed in the Phone Number data box. If more than one phone number has been stored, select the desired number from the list box. If no phone number is listed, you may enter one.
3. (Optional) Choose Get Outside Line to switch this feature on or off. The default prefix you entered will be used to place the call if this feature is on.
4. (Optional) Choose Long Distance to switch this feature on or off. The default prefix you entered will be used to place the call if this feature is on.
5. (Optional) Choose Log This Call to switch this feature on or off.
6. Choose Place Call. The Dialer dialog box will appear.
7. Pick up your phone and then choose OK.

#### Related Topics

[Choosing Phone Configuration](#)

[Selecting Cards in Card View](#)

[Selecting Cards in Table View](#)

## Exporting Files

### To save the current file under another format:

1. Choose Save As from the File menu. This will bring up the Save As dialog box.
2. Type in a filename. TakeNote will supply the file extension for other formats if none is given.
  - .DBF for Ashton-Tate dBase .DBF files.
  - .CVS for Comma Delimited (MailMerge) files.
  - .WP for WordPerfect 5.1 Secondary Merge files.
3. Select the desired format for the exported file.
4. (Optional) Choose a directory if different from the current one.
5. Choose OK.

Related Topics

[Saving Files](#)

## Importing Files

### To import a file from another format:

1. Choose Open from the File menu. This will bring up the Open dialog box.
2. (Optional) Choose the directory of the file to be opened if not in the current one.
3. Select or type in the filename. When a file with another format is chosen the Import button will be activated.
4. Choose Import. This will bring up the Import dialog box.
5. Select the format of the file to be imported from the list box.
6. (Optional) Edit the fullpath filename if you wish to change the name or directory of the imported file. The filename will appear on the title bar of the card deck. TakeNote adds the .tn file extension if none is given.
7. (Optional) Type in a description. The description will appear on the title bar after the filename. If no description is given, then the template name will appear instead.
8. Choose a template from the list box.
9. Choose OK.

Related Topics

[Choosing Templates](#)

[Opening Existing Files](#)

## Merging Files

### **To merge two card decks together:**

1. Open the file into which you wish to merge cards. This current card deck will become the merged file.
2. Choose Merge from the [File menu](#). This will bring up the Merge dialog box.
3. Choose the file to be merged with the current card deck. The file chosen will remain unchanged.
4. Choose OK.

### **To merge two card decks together to create a third card deck:**

1. Create a new file into which you wish to merge cards. This new card deck will become the merged file.
2. Choose Merge from the [File menu](#). This will bring up the Merge dialog box.
3. Choose the first file to be merged into the new card deck. The file chosen will remain unchanged.
4. Choose OK.
5. Choose the second file to be merged into the new card deck. The file chosen will remain unchanged.
6. Choose OK.

Related Topics

[Creating New Files](#)

[Opening Existing Files](#)

## Opening Existing Files

### To open an existing file:


1. Choose Open from the File menu. This will bring up the Open dialog box.
2. (Optional) Choose the directory of the file to be opened if not in the current directory.
3. Select or type in the filename. When a TakeNote file is chosen, the TakeNote file description will be displayed.
4. Choose OK.

Related Topics  
[Importing Files](#)



## Printing Cards

### To print a card:

1. Push  or choose Print from the File menu and Card from the Print submenu. This will bring up the Print dialog box.
2. (Optional) Enter the number of copies desired if more than one.
3. Choose which card(s) to print:
  - \*This Card--prints the currently selected card.
  - \*All Cards--prints all the cards in the current deck.
  - \*Using Search--prints any cards found using your search text.
4. Select font style and size desired.
5. (Optional) Choose either bold and/or italic print.
6. (Optional) Choose one card per page if desired.
7. (Optional) Choose Printer Setup to change printer options. This will bring up the Printer Setup dialog box.
8. Choose Print. (Note: If you chose Using Search, the Text Search dialog box will appear. After you enter your search text, then printing will occur. The search will always start at the beginning of the card deck regardless of your current position in the deck.)

### Related Topics

[Choosing Printer and Printer Options](#)

[Printing Labels](#)

[Printing Reports](#)


[Searching for Text](#)

[Selecting Cards in Card View](#)

[Selecting Cards in Table View](#)

## Printing Labels

### To print address labels:

1. Push  or choose Print from the File menu and Label from the Print submenu. This will bring up the Print Labels dialog box.
2. Select label style desired. The label styles appropriate either to your dot matrix or laser printer will be displayed as well as several generic styles.
3. Select font style and size desired.
4. (Optional) Choose either bold and/or italic print.
5. (Optional) Enter the number of copies desired if more than one.
6. Choose which card(s) to print:
  - \*This Card--prints the currently selected card.
  - \*All Cards--prints all the cards in the current deck.
  - \*Using Search--prints any cards found using your search text.
7. (Optional) Choose Print Test Line if you wish to see how the text will appear on your label.
8. (Optional) Choose Printer Setup to change printer options. This will bring up the Printer Setup dialog box.
9. Choose Print. (Note: If you chose Using Search, the Text Search dialog box will appear. After you enter your search text, then printing will occur. The search will always start at the beginning of the card deck regardless of your current position in the deck.)

### Related Topics

[Choosing Printer and Printer Options](#)

[Printing Cards](#)

[Printing Reports](#)

[Searching for Text](#)

[Selecting Cards in Card View](#)

[Selecting Cards in Table View](#)

## Printing Reports

### To print a report:

1. Choose Print from the File menu and Report from the Print submenu. This will bring up the Print Report dialog box.
2. (Optional) Enter any headers or footers desired. You may also use the following special printing characters by themselves or together within any header or footer text:
  - \*&P or &p--prints the current page number.
  - \*&D or &d--prints the current date.
  - \*&T or &t--prints the current time.
3. (Optional) Choose Fit to Page to adjust column widths such that all the data boxes you choose will fit on one page width. This may result in column names or data being truncated to accommodate the page width.
4. Choose which columns to print in the report by listing them in the Column Order list box. The columns will be printed from left to right in the order you choose.
  - \*Add--select the data box to add to Column Order and then choose Add, or click twice on the name to add it.
  - \*Remove--select the data box to remove from Column Order and then choose Remove, or click twice on the name to remove it.
  - \*Reset--moves all data boxes from Column Order to Data Box Name.
5. (Optional) Enter the number of copies desired if more than one.
6. Select the card(s) to print:
  - \*This Card--prints the currently selected card.
  - \*All Cards--prints all the cards in the current deck.
  - \*Using Search--prints any cards found using your search text.
7. Select the font style and size desired.
8. (Optional) Choose either bold and/or italic print.
9. (Optional) Choose Printer Setup to change printer options. This will bring up the Printer Setup dialog box.
10. Choose Print. (Note: If you chose Using Search, the Text Search dialog box will appear. After you enter your search text, then printing will occur. The search will always start at the beginning of the card deck regardless of your current position in the deck.)

### Related Topics

[Choosing Printer and Printer Options](#)

[Printing Cards](#)

[Printing Labels](#)

[Searching for Text](#)

[Selecting Cards in Card View](#)

[Selecting Cards in Table View](#)

## Saving Files

### To save changes to the current card deck:

\* Choose Save from the [File menu](#).

### To save the current card deck under a new name:


1. Choose Save As from the [File menu](#). This will bring up the Save As dialog box.
2. Type in a filename. TakeNote will add the .tn file extension if none is given.
3. Select the TakeNote format.
4. (Optional) Choose a directory if different than the current one.
5. Choose OK.

Related Topics


[Exporting Files](#)

## Searching for Text

### To search for text:

1. Push  or choose Find from the Search menu. This will bring up the Text Search dialog box.
2. Enter the text you wish to find or select text from a previous search from the list box. You may also use wildcard characters to indicate that any character(s) will be accepted in that position. You may use these characters in any position within the search text.
  - \*A question mark, `?`, is used to indicate any single character.
  - \*An asterisk, `*`, is used to indicate any group of characters.
2. (Optional) Choose Case Sensitive if desired. TakeNote will search for text which matches in lower and upper case exactly the text you have entered.
3. (Optional) Choose Sounds Like if desired. TakeNote will attempt to search for text which sounds like the text you have entered.
4. Choose either Forward or Backward for the search direction. TakeNote will either search forward from the current data box to the end of the card deck or backward from the current data box to the beginning of the card deck.
5. Choose Contains text or Begins with text. TakeNote will search for a card that either contains the text you entered (as a whole or part) or has information in a data box which begins with the text you entered.
6. Select which data boxes in the template you wish to search.
7. Choose OK.

### To find the next occurrence of a search:

- \* Push  or choose Repeat Last Find from the Search menu. TakeNote will repeat the last search in the same direction without opening the Text Search dialog box.

Related Topics

[Selecting Cards in Card View](#)

## Selecting Cards in Card View

### Using the mouse:

- \* Click on the index line of any visible card to bring it to the top of the deck. Repeatedly clicking on the index line of the second card moves you through the deck one card at a time. Repeatedly clicking on the third card moves you through the deck two cards at a time, and so on.
- \* Use the [arrow buttons](#) or [index buttons](#) to select cards.

### Using the keyboard:

- \* Use the keyboard commands for Card View listed in [TakeNote Keys](#).

Related Topics

[Selecting Cards using the Arrow Buttons](#)

[Selecting Cards using the Index Buttons](#)

[Switching between Card and Table View](#)

[TakeNote Keys](#)

[Searching for Text](#)

## Selecting Cards in Table View

### Using the mouse:

- \* Use the [arrow buttons](#) or [index buttons](#) to select cards.
- \* Use the vertical scroll bar to see more cards or the horizontal scroll bar to see more columns.
- \* Adjust any column width by placing the cursor on the column line and dragging it to one side or the other.
- \* Highlight any visible card by clicking on its row.
- \* You may double click on any row and obtain a copy of that card overlaid onto the table. You can edit the card as if you were in Card View. Choose OK when finished editing.

### Using the keyboard:

- \* Use the keyboard commands for Table View listed in the [TakeNote Keys](#).
- \* Note: Column widths cannot be adjusted using the keyboard.
- \* Highlight any visible row by using the up and down arrow keys.
- \* Press ENTER to obtain a card overlay of the highlighted row in the table. You can edit the card as if you were in Card View. Choose OK when finished editing.

### Related Topics

[Selecting Cards using the Arrow Buttons](#)

[Selecting Cards using the Index Buttons](#)

[Switching between Card and Table View](#)

[TakeNote Keys](#)

## Selecting Cards using the Arrow Buttons

### To find a card using the arrow buttons:

Use these buttons on the ButtonBar to search through a deck of cards in Card View or Table View.



**Previous Set**--Brings the previous page of cards to the top of the deck or table.



**Previous Card**--Brings the previous card to the top of the deck in Card View or moves the table one row down in Table View.



**Next Card**--Brings the next card to the top of the deck in Card View or moves the table one row up in Table View.



**Next Set**--Brings the next page of cards to the top of the deck or table.

Related Topics

[Selecting Cards in Card View](#)

[Selecting Cards in Table View](#)



## Selecting Cards using the Index Buttons

### **To find a card using the index buttons:**

Use the alphanumeric index buttons located directly below the ButtonBar to search through a deck of cards in Card View or Table View.

- \* Click on one of the index buttons to bring the first card whose index line begins with that letter or number to the top of the deck or table. If no such card exists, it will find the next card beyond your choice. You may click on the asterisk button to locate cards which do not begin with alphanumeric information.

Related Topics

[Selecting Cards in Card View](#)

[Selecting Cards in Table View](#)

## Switching between Card and Table Views

### **To view a card deck in card format:**

\* Choose Card from the [View menu](#).

### **To view a card deck in table format:**

\* Choose Table from the [View menu](#).

Related Topics

[Selecting Cards in Card View](#)

[Selecting Cards in Table View](#)

## Undoing Edits

**To undo most recent editing or typing:**

\* Choose Undo from the Edit menu.

Related Topics

Clearing Text

Copying, Cutting, and Pasting Text



**Clipboard**

A temporary storage area for cut or copied text.

### **Question Mark Wildcard**

For example, if you type **t?o**, then cards will be found containing **two, too, tao**, and so on.

**Asterisk Wildcard**

For example, if you type **ch\***, then cards containing any word beginning with **ch** will be found, such as **change, charge, children** and so on. Or if you type **\*ing**, then cards containing words ending with **ing** will be found, such as **changing, raining**, and so on.

### **Special Printing Characters**

For example, if you typed **Page &p printed on &d**, then TakeNote would print **Page 1 printed on WED JAN 01 1992**.



