

# Quiknote v 1.0

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Quiknote provides the capability of quick reference to any of those many small notes collected. 200 notes can be stored. The titles, 15 characters in length, are stored in a listbox. Text, maximum 300 characters, is displayed at the right.

## **Menu Commands**

Notes

Edit

Save

Exit

Help

## **How to.....**

Add new notes

Delete Notes

Rearrange the notes

About Quiknote

## Notes

### **New Note      Shortcut:   ctrl+N**

To add a new note, select menu Notes-New Note, or use the shortcut ctrl + N, or click the NEW button. A prompt will popup for the title. Titles are limited to 15 characters. As you start typing in the new note, the NEED TO SAVE label appears reminding you you need to save data. The number appearing in the middle bottom portion of the screen, immediately under the note text, is the current size of the note text. The upper limit on this is 300 characters.

### **Delete Note      Shortcut:   ctrl + D**

To delete a note, first select the note in the listbox at the left. Then: (1) Select Notes-Delete Note menu selection, (2) Use the shortcut ctrl + D, or (3) Click the Delete button. Deleted notes cannot be retrieved.

### **Top      Shortcut:   ctrl + T**

This menu moves the selected note to the top of the stack. First select the note you want to move, then select Notes-Top or the shortcut ctrl+T. The selected note is immediately moved to the top. If you have five notes you want to arrange at the top of the stack, move the notes in reverse order, move note 5 first, then 4, etc.

### **Bottom      Shortcut:   ctrl+B**

This will move the selected note to the bottom of the stack. To use, first select the note you want to relocate, then select Note-Bottom or use the shortcut ctrl+B.

### **Raise One      Shortcut:   ctrl+R**

This will move the selected note up one position in the stack. First select the note you want to move, then select Notes-Raise One or use the shortcut ctrl+R. If you want to lower a note by one position, select the note below and raise it one position.

### **Print      Shortcut:   ctrl+P    to print the selected note**

This menu selection will print either the selected notes or all of the notes. When this menu item is selected a submenu appears to select either SELECTED NOTE or ALL NOTES. The shortcut ctrl + P will print the selected note.

## **Edit**

### **Copy to ClipBd      Shortcut: ctrl + C**

This copies the entire text of the selected note to the ClipBoard

### **Paste Fm ClipBd      Shortcut: ctrl + V**

This copies the first 300 characters from the CLipBoard and inserts it into the selected note at the cursor position. If the note already contains text and more than 300 characters are currently on the Clipboard, the note itself can only hold 300 characters.

## **Save**

This will save the current notes to disk. Whenever a change is made within the notes, the NEED TO SAVE label comes on (bottom middle of the screen). To save the data, click on Save Menu. The data is saved in, QUIKNOTE.DAT, which is located in the Windows directory.

## **Exit**

Clicking on this menu selection will first save the data and then exit the program. Before you exit, a popup checkbox appears to ensure you really want to quit.

## **Help**

### **Help Contents Shortcut: F1 function key**

This will bring up a standard help file.

### **About**

This provides author info and registration info.

## **Add New Notes**

To add a new note: (1) Select menu Notes-New Note, or (2) Use the shortcut keys ctrl + N, or (3) Click on the New button at the bottom of the screen. Notes max text capacity is 300 characters. 200 total notes can be included.

## **Delete Note**

To delete a note, first select the note by clicking on the note title in the listbox. Then:  
(1) Select menu Notes-Delete Note, or (2) Use the shortcut keys ctrl + D, or (3) Click the Delete button in the bottom right portion of the screen.



## Rearrange Notes

To rearrange the notes, first select the note you want to move by clicking on the note title in the listbox. The note can then be moved to the top of the stack, moved to the bottom of the stack, or moved up one position in the stack. The commands to do this are all on the Notes Menu and each has a shortcut key. These are:

Move to top: Notes-Top ctrl + T

Move to Bottom: Notes-Bottom ctrl + B

Move up one: Notes-Raise One ctrl + R

To lower a note by one position, select the note below and raise it one position.

If you want to arrange several notes at the top of the stack, raise the notes to the top in the REVERSE order of how you want them to be. Eg, you want three notes arrange at the top, raise the third one first, then the second and finally the first. The same order applies for putting notes to the bottom of the stack, drop the notes in reverse order.

## About and Technical Info

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### **Resources:**

Quiknote was written using Microsoft Visual Basic (VBRUN100.DLL required) and the Microsoft Visual Basic Professional Toolkit (Threed.vbx required). The Threed.vbx runtime library distributed CANNOT be run from within the Visual Basic environment.

### **Technical Info**

The note titles and text are stored in an array. The array is stored on disk as QUIKNOTE.DAT. This file, along with Quiknote.exe and Quiknote.HLP must be in the Windows Directory. Threed.vbx must be in either the Windows Directory or Windows/System Directory.

