Contents for cNote Help

cNote acts as a miniature information manager.   It is kind of like a post-it note pad for windows only better.   cNote is the first of several products to be released by Cycloid Software.   The other products include cTodo, cPeople, cSchedule, and cWhere.

Topics

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Technical Support

Free technical support for registered users may be obtained by calling **(310) 477-7496**.

Also, if you have any questions, concerns, or comments about the program, please let us know.

Registration

First of all, Id like to personally thank you for trying cNote.   Even if you do not register the program, we would appreciate any feedback you might give us on this product.   Also, please send us you name and address so we may put you on our mailing list.

Why register?

       Free Technical Support
       Receive the latest version of the software
       Receive notice of all updates to the software
       Information on other products from Cycloid Software
       Special discount pricing on other products

How to register?

Print Order Form

Send check or money order for $15.00 payable to Cycloid Software to:

Cycloid Software
1440 Veteran Ave., Suite 569
Los Angeles, CA 90024

Synchronization

Synchronization allows for two database files to be *merged* in a **smart** way.   This way, one can use cNote on a portable machine and a home machine and not have to worry about keeping track of what information is in what computer.

How does synchronization in cNote work?

To begin with, one file must be setup as a master and the other as a slave.   You will see how these two files differ as you read below.

General Idea:

Every item that is entered in cNote is stamped with a unique entry date.   This field can not be seen; it is hidden and internal to the program.   Another internal hidden field is called synchronize.   It holds the last date the item was synchronized.   Every time you change an existing record or create a new record, the synchronize date is set to Null (cleared).

cNote finds all records in both the master and the slave that have unique entry dates and the synchronization date set to Null.   These are records that are new to both the master and slave files.   These records will be added to both.

Next, if the slave file has an item with a unique entry date (it is not in the master file) but has the synchronization date set (meaning at some point it had been merged) then it is deleted from the slave.   If the master file has an item with a unique entry date and has the synchronization date set, it is kept and added to the slave file.   Therefore, only items deleted in the master are truly deleted.

Actual Synchronization Process

Cycloid Software

Cycloid Software is dedicated to providing state of the art, useful and functional software to home and business users.   We strive to produce excellent bug free products.   We welcome any and all suggestions.

Cycloid Software also produces the Reconciliator, a program designed for accountants and bookkeepers to do monthly Bank Reconciliation.

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> *1440 Veteran Ave., Suite 569*
> *Los Angeles, CA   90024*
> ***(310) 477-7496***

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Toolbar buttons

[ ]   New Page

[X]   Delete Page

[✂]   Cut Text

[▣]   Copy Text

[▣]   Paste Text

[◀|]   Move First

[◀]   Move Previous

[▶]   Move Next

[|▶]   Move Last

[▣]   Display Outline

[🔍]   Search

[↶]   Undo

[💾]   Save Changes

[📌]   Always on Top

⊔ New Page

Selecting either File, New Page, or pressing the *New* icon creates a new page in the database.   By default, the page it titled Untitled and the date/time stamp is set to the current system time.   To change either the title or the date/time simply click on those fields. See <u>changing the caption</u> and <u>changing the date</u>.

One can also create a new note page by pressing Ctrl+N or from the <u>speed menu</u>.

⊠ Delete Page

Selecting either File, Delete Page, or pressing the *Delete* icon deletes the current page in the database.   The program will prompt you with the following dialog box:
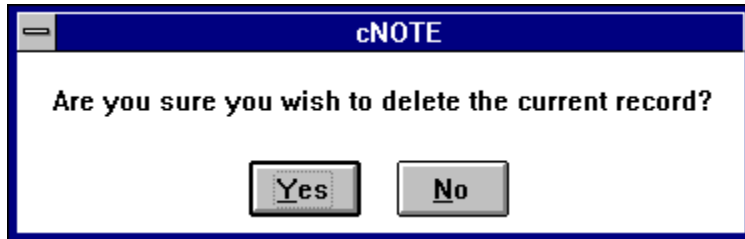
Select Yes to delete the item; or select No to abort the delete.

One can also remove a note by pressing Ctrl+D or from the speed menu.

✂ Cut Text

Selecting the cut text icon *cuts* the highlighted text in the cNote window.   Cutting removes the text from cNote and places the text in the windows clipboard.   The text can then be pasted to a different location or program.

This can also be accomplished by pressing Ctrl + X.

Copy Text

Selecting the copy text icon copies the highlighted text in the cNote window, placing it in the windows clipboard.   The text can then be pasted to a different location or program.

This can also be accomplished by pressing Ctrl + C.

Paste Text

Selecting the paste text icon takes the text in the windows clipboard and copies it into the current note based on where the cursor is positioned.

This can also be accomplished by pressing Ctrl + V.

◄| Move First

Selecting the move first icon loads the first page of the database into the cNote window. This page is determined by the current sorting order of the database.

This can also be accomplished by pressing Ctrl + Up Arrow or from the speed menu.

◄ Move Previous

Selecting the move previous icon moves to the previous page in the database.   This is determined by the current sorting order of the database.

This can also be accomplished by pressing Ctrl + Left Arrow or from the speed menu.

⊔ **Move Next**

Selecting the move next icon moves to the next page in the database.   This is determined by the current sorting order of the database.

This can also be accomplished by pressing Ctrl + Right Arrow or from the <u>speed menu</u>.

⊔ Move Last

Selecting the move last icon moves to the last page in the database.   This is determined by the current sorting order of the database.

This can also be accomplished by pressing Ctrl + Down Arrow or from the speed menu.

⊔⊓ Show Outline

Pressing this icon displays the outline windows.   The outline windows holds the titles of all of the notes in the database.   It is sorted alphabetically.   The display outline icon will be depressed while the outline window is visible.

In the display outline, clicking with the mouse on one of the items loads that note into the cNote text window.   Double clicking on an item loads it and then closes the outline window. One can also select the *close* button to close the outline window.
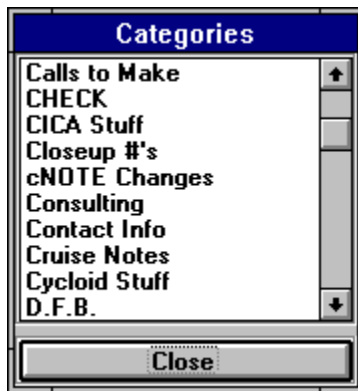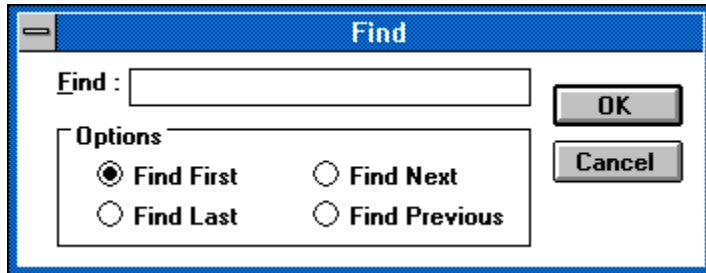

Sample outline window

One can also display the outline from the speed menu.

⊔ Search

Clicking on the search icon, pressing Ctrl + F or selecting Find from the Edit menu will display the following window.

Find Window

Enter any text into the Find: text box.   The program will search for your text based on the direction criteria.   You may either search for the first occurrence, the next occurrence, the last occurrence or the previous occurrence of the text you entered.

The case (upper or lower) of the text you enter is not important.

One can also select to search from the speed menu.

⊔ **Undo**

Clicking on the undo icon cancels any changes that may have been made to the current note and restores the note to its original contents.

This is equivalent to selecting Edit, Undo changes from the main menu, or pressing Ctrl+Z.

🖳 Save Changes

When active, clicking the save changes icon causes the current note to be saved to disk.

This is equivalent to selecting Edit, Update record from the main menu, or pressing Ctrl+W (write).

⊔ **Always on top**

Selecting the Always on top tack icon forces the cNote program to be on top of all other windows.   The tack will be depressed when the window is set to remain on top.   Clicking the button again will return the tack to its normal position and the window will no longer always remain on top.

One can also select from the main menu, View, Always on top to toggle how the window will behave.

Changing the date

The date can be changed by either clicking anywhere in the date field or by selecting Edit, Change Date from the main menu.

The date of a note is used for sorting.

Clicking with the right mouse button on the date field will change the date to the computers current date and time.

Changing the caption

The caption can be changed by either clicking anywhere in the caption field or by selecting Edit, Change Caption from the main menu.

The caption of a note is used for sorting and is displayed in the list portion of the outline window when that window is visible.

Creating a database of notes

You may create a new database by selecting from the main menu File and then New database.

You will be prompted to enter the name of the file you wish to create as the following dialog box shows.
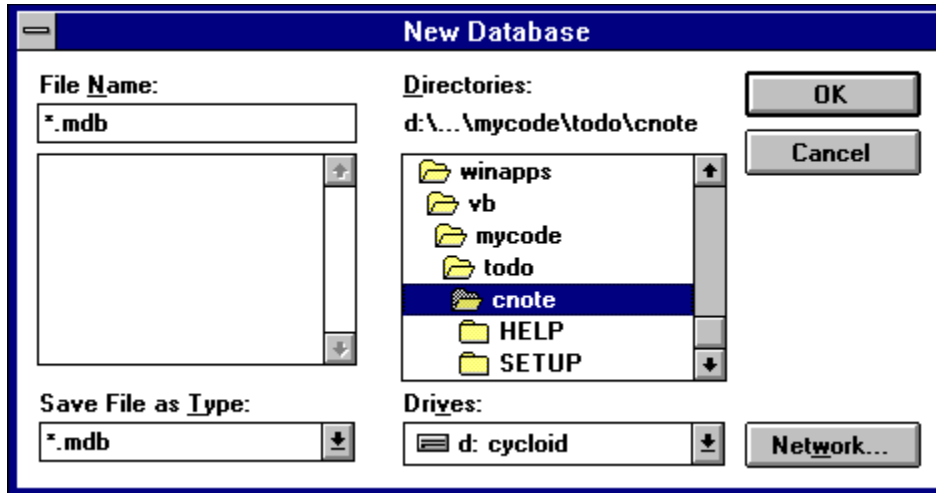
If you wish to have that database be the default database every time you start up cNote, make sure to select File, Save Settings Now.

Saving your cNote Settings

By selecting File, Save Settings Now from the main menu, cNote will save the following information which it will read in when it is started again:

Current active database
Window size and position
Current font and size
Current ordering (by date or by caption)
Sorting order (ascending or descending)
Ontop Status
Toolbar visible or not
Menubar visible or not
Autosave Settings

When you select to save your settings, you will not be given any notice, control will simply return to the program.

You can also select to Save Settings on Exit.   This menu item is under the File menu and can be checked on or off.

Tips & Tricks

Pressing the right mouse button in the text of the note will display the <u>speed menu</u>.   This menu display a useful sub-set of the main menu.

Ctrl + Arrow keys control movement within the program.
Ctrl + Up arrow will move to the first record.
Ctrl + Down arrow will move to the last record.
Ctrl + Left arrow will move to the previous record.
Ctrl + Right arrow will move to the next record.

Ctrl+N will create a new note.
Ctrl+D will delete the current note.

Pressing the right mouse button on the date field of a note will update that field to the current time and date.   Very useful for making an old item appear on the top of your notes stack.

Pressing Ctrl+TAB will insert a tab into a note.

Pressing Ctrl+Home will toggle the <u>menu bar</u> on and off.

Applying a Filter

A filter may be applied to the database.   Only notes that contain the string of information typed into the filter will be displayed.

From the main menu, selecting View, Apply Filter, will display the following dialog box:

Filter Window

Enter any string and select OK to set the filter criteria.

When a filter is active, a check mark appears next the the menu item View, Apply Filter.   To turn off the filter, select the menu item again; the check mark will disappear.

Order Form

_____

Remit to: **Attn: cNote Sales**
                Cycloid Software
                1440 Veteran Ave., Suite 569
                Los Angeles, CA 90024

cNote Registration Package   Qty: _____ @ $15.00 $ _____

                        CA Residents please add applicable sales tax: $ _____

                                                Total: $ _____

Registration Information

Name: _____
Title: _____
Company: _____
Address: _____
               _____

Phone: _____
Fax: _____
E-Mail: _____

Preferred Disk Format: (   )   5.25   or   (   )   3.5

Where did you get cNote?

        _____
        _____

Comments/Suggestions?

        _____
        _____
        _____
        _____
        _____

Speed Menu

The speed menu is activated by clicking with the right mouse button on the text of a note.

The menu displayed will allow you to do the following actions:

New Note
Delete Note
Outline
Find
Move First
Move Next
Move Previous
Move Last
Load Text...
Save Text...
Toggle Menu Bar
Toggle Toolbar

Toggle Menu Bar

The menu bar can be turned on or off by pressing Ctrl+Home.

The menu bar can also be set via the right mouse button.   Clicking with the right mouse button on the text of a note will display the speed menu.

Toggle Toolbar

The toolbar can be toggled on or off from either the main menu by selecting View, Toolbar; or it can be set from the speed menu.

Menu Bar

The menu bar is displayed as the top line of the window; just below the title bar.   The normal items displayed are File, Edit, View, and Help.   It is call a menu bar because the items represent selections that can be made.   A single click on any of the top items will display a list (sub-menu) of choices.

Load Text...

Selecting Load Text... from either the main menu under the File menu, or from the speed menu allows a text file to be read into cNote.

This allows cNote to act similiar to the windows NotePad program.

Also see Save Text...

Save Text...

Selecting Save Text from either the File menu or the speed menu allow the current note to be saved as a text file.   This enables cNote to act like a Text Editor.

Although cNote was not specifically designed to become a text editor, you can use it to read in any text file, modify the text and then save the file again.

Time Stamp

Pressing Ctrl+T or selecting Edit, Time Stamp will place the current date and time into the current note at the current cursor position.

Print

Selecting File, Print will display the below dialog box.

Sample Print Dialog

Use Selection to print only the current note.
Selecting All will print EVERY note in the database.
You can also select to print a range of pages.

Change Font

Selecting View, Change Font will display the below dialog box.
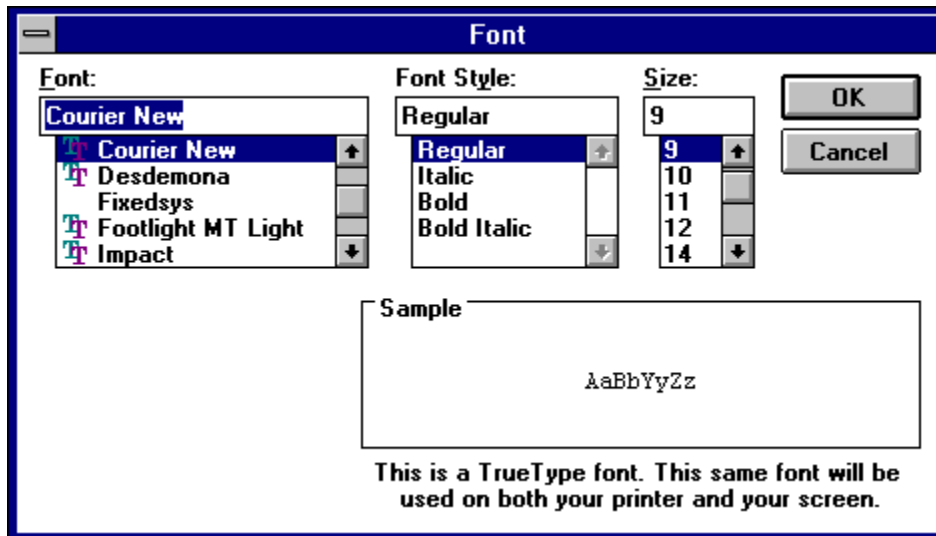
*Sample Change Font Dialog*

This is the standard change font dialog.

Order By

The database may be ordered by either caption or date, and may be either ascending or descending.

To select the order, from the main menu click View, Order By.   One can then check either Caption or Date and check on or off Ascending.

Actual Synchronization

When one selects File, Synchronize, the following dialog is displayed:
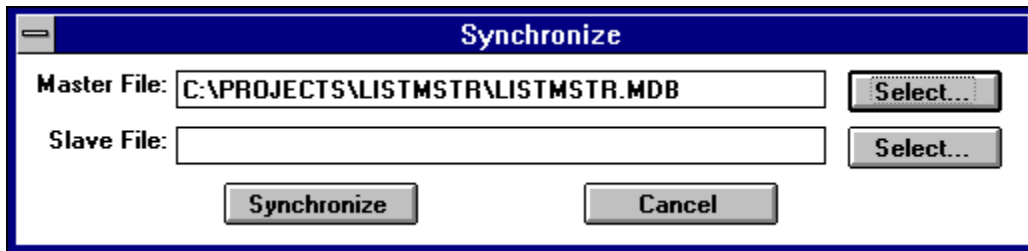
Sample Synchronization Dialog

Either type in the name of the master and slave databases or select them by clicking on Select...

Once both names have been entered, click on Synchronize start the synchronization process. When the process is finished, the following dialog will be displayed: