

# 1 What is NoteBook?

Most computer users today have a big problem: how to manage snippets of information?

You're surfing the web, for example, and run across some information you'd like to save. Today you would copy that information to a file, save it on your computer, and never see it again because you won't know where it is when you need it.

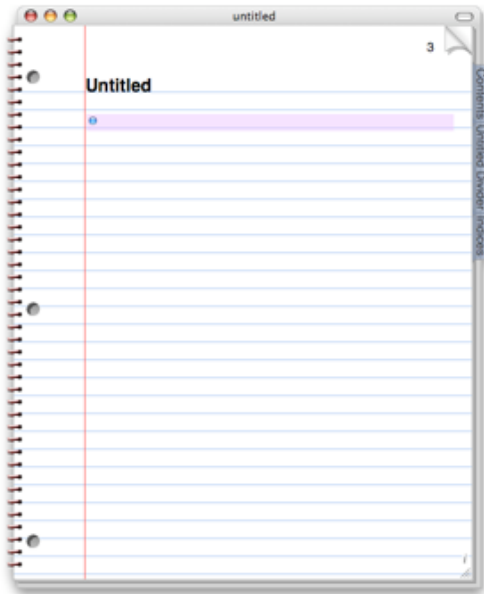
Or you're working on a project, and you have e-mails, notes and spreadsheets that are all related to the project. Today there's no good way to manage these snippets. You can place them in a folder in the Finder, but the snippets are hard to search, and they are definitely not organized.

NoteBook helps you manage snippets of information. With it you can:

- 1 **Store** different kinds of snippets — notes, images, files — together in one place.
- 2 **Organize** them in ways that make sense.
- 3 **Search** for a snippet using what little bit you might remember about it: that it contains a name, that it was a JPEG, that you added it last Thursday.
- 4 **Share** your snippets with other people, as PDF documents or using the web.

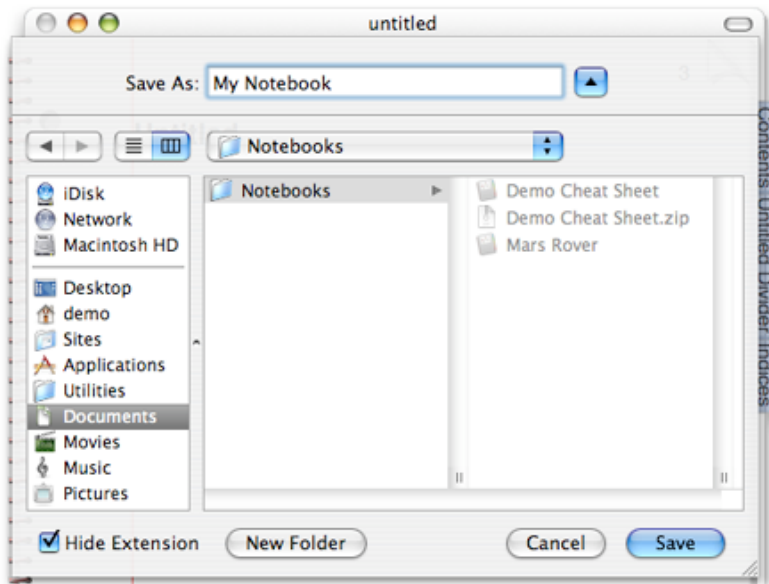
# 2 Getting Started

Launch NoteBook. You'll notice that NoteBook documents look like paper notebooks, with pages and tabs.



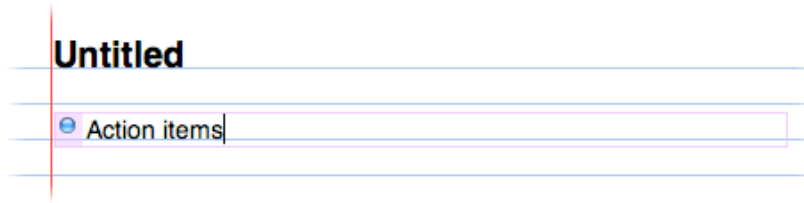
Every page in a Notebook is an outline. Outlines are great for making lists and organizing information.

- 1 Choose **File** → **Save** and give the Notebook a name.



By default, NoteBook saves your Notebooks in your ~/Documents/Notebooks folder.

2 Start typing to fill the page's first "cell" with text. Press Return when you're done.



3 Press Return again to create a new cell, then press Tab to indent it.

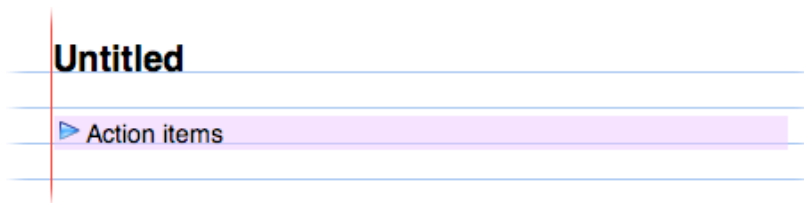


The indented cell is now a "child" of the cell above. Cells with children have a blue triangle.

4 Use the Return key create more cells.



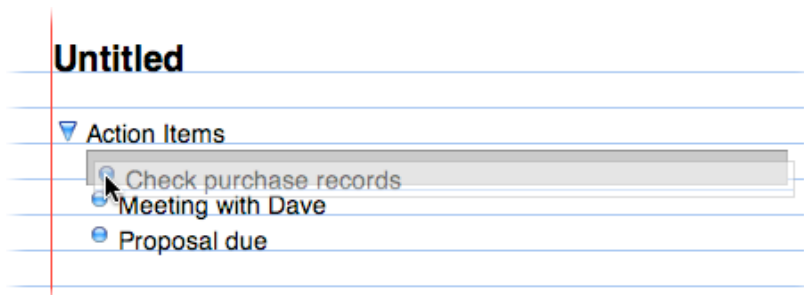
5 Click the triangle to hide the parent cell's children.



A cell with hidden children is "collapsed" and its triangle points to the right.

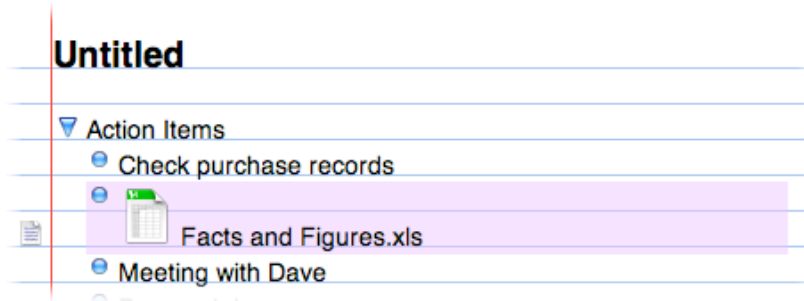
An "expanded" cell's children are visible, and its triangle points down.

6 Click the triangle again to expand. Drag a blue bullet to rearrange the list.



Drag a bullet or triangle to move cells in the outline.

7 Drag a file from the Finder and drop it on the page.



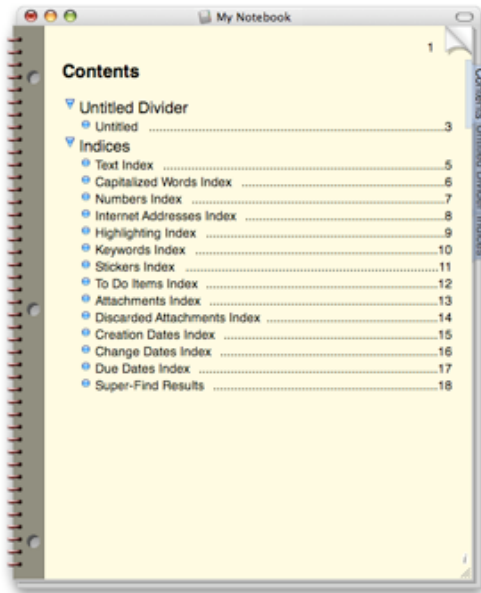
NoteBook copied the file into the Notebook (you can also add links to files).

You can store files, photos, movies, anything in a Notebook, and use the outline to organize it.

# 3 Pages in a Notebook

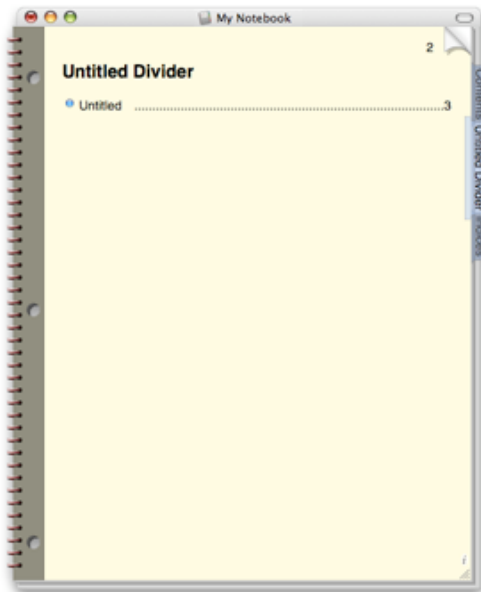
In the previous topic you added cells to an “Outlining” page. Outlining pages store information within a Notebook. Notebooks contain several other types of pages.

- 1 Click the tab named “Contents” to turn to the Notebook’s Contents page.



The Contents page lists all of the pages within the Notebook. It’s the first page of every Notebook.

- 2 Press the right arrow key to turn to the next page, the Notebook’s untitled Divider page.



A Divider page is like the divider pages you find in five-subject paper notebooks, and it has the same job: to group pages together.

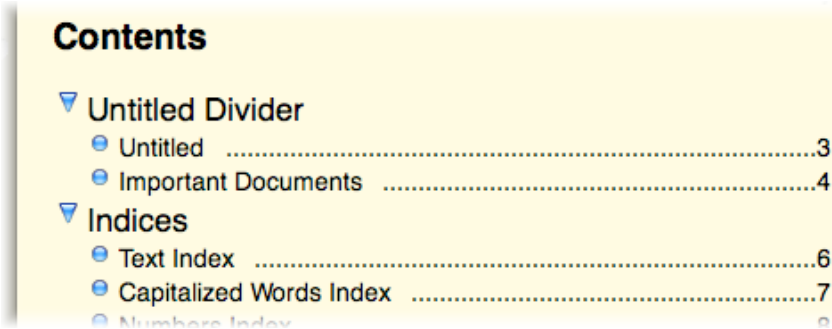
New Notebooks start off with an untitled Divider page. You can remove it or add more.

- 3 Dividers pages are outlines that list page instead of information. Press Return to create a new cell.



Adding a new cell to a Divider adds a new page to the Notebook. The text you type in the cell becomes the page's new name.

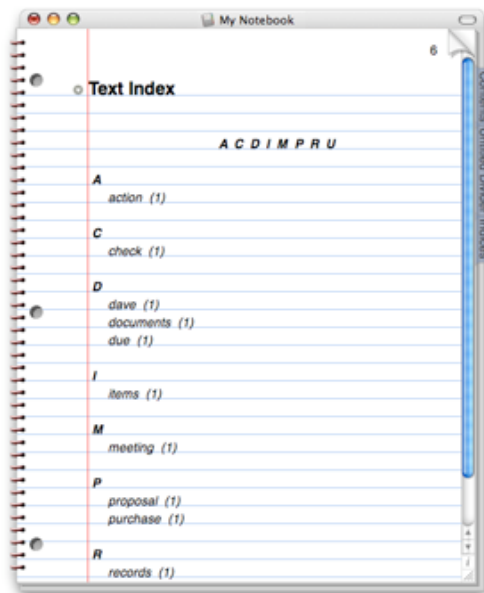
- 4 Click the Contents tab again, to return to the Contents page.



The Contents page shows the page you just added, as a child of the Divider.

The Contents and Divider pages are also outlines. Dragging a cell moves the page to a different spot in the Notebook. Clicking a triangle hides pages from view.

- 5 In the Contents page, find the page named "Text Index" and click its page number.



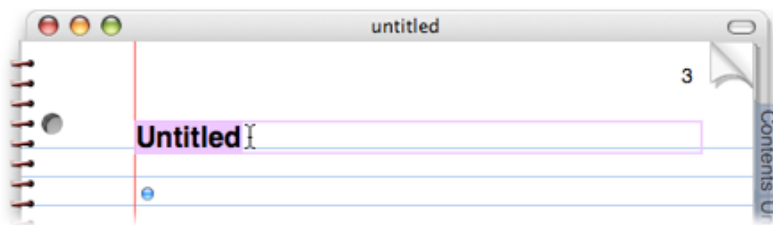
Every Notebook has an Index section, a collection of pages that make it easy to find information in a Notebook.

For example, the Text Index page lists all of the words in the Notebook. If you were ever looking for a cell with a particular word, you could find it here easily. But more on Index pages in a bit...

# 4 Clipping into a Notebook

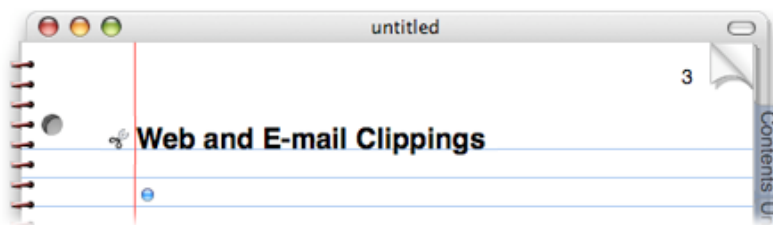
“Clipping” is a quick way of adding information to a Notebook.

- 1 Choose **File** → **New** to create a new Notebook.
- 2 Rename the starting page to “Web and E-mail Clippings” (any name will do).



Select “Untitled,” type the new name, then press Return.

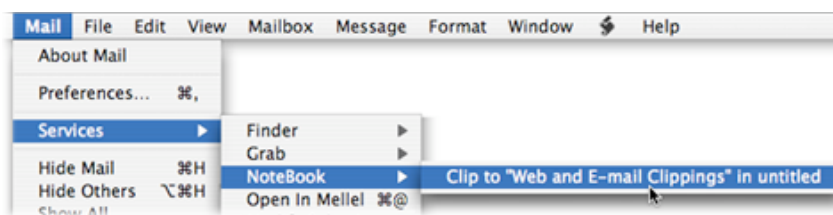
- 3 Choose **Page** → **Add a Clipping Service**.



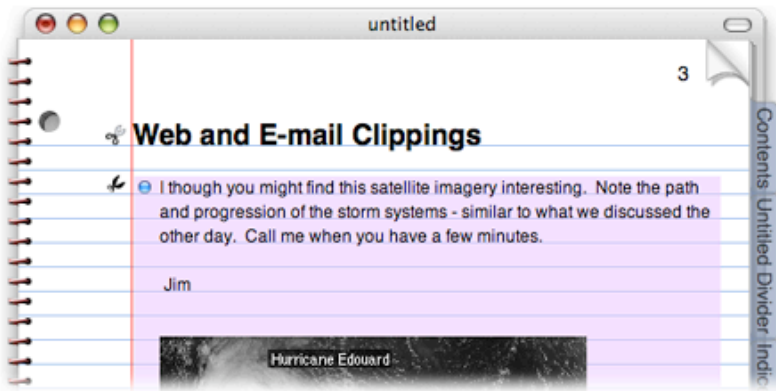
The scissors next to the page name means you can clip to this page.

You can create as many pages with Clipping Services as you like.

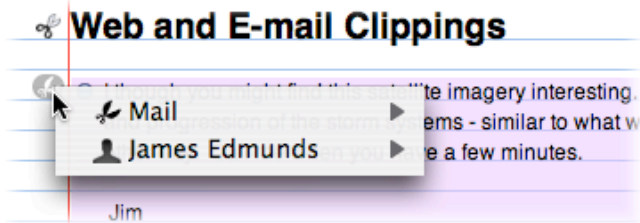
- 4 Switch to your e-mail app, select part of a message, and choose the page from Services.



- 5 When you return to your Notebook, you should see your selection.

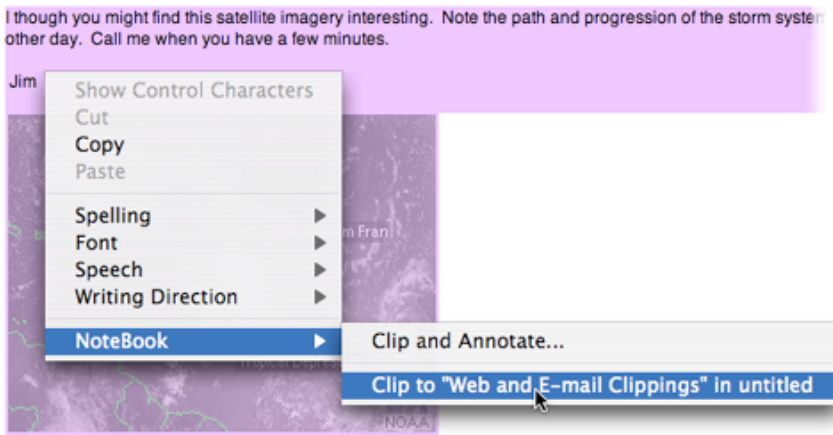


Click and hold the Clipping Sticker to see the source application's name.



Because the clipping came from Apple Mail and the sender is in our Address Book, NoteBook added a Contact Sticker — selecting it displays his contact info.

- 6 If the Services menu didn't work in your e-mail app, try these alternatives:



Make a selection, then control- or right-click it and choose your Clipping Service.



Copy the selection, then control- or right-click Notebook's Dock icon and "Paste to" the page.



# 5 Annotating Cells

In the previous topic, NoteBook added “Stickers” to the cell with the clipped e–mail. Stickers and other annotations are information \*about\* the information in your Notebook.

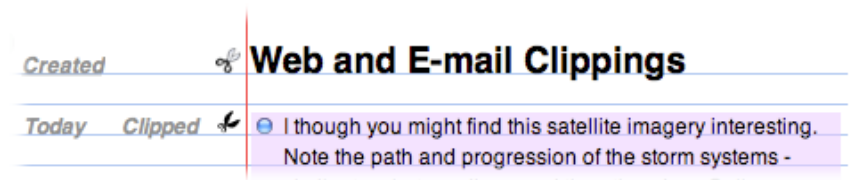
- 1 Choose View → Creation Dates.



Most annotations appear in columns along the page’s left margin.

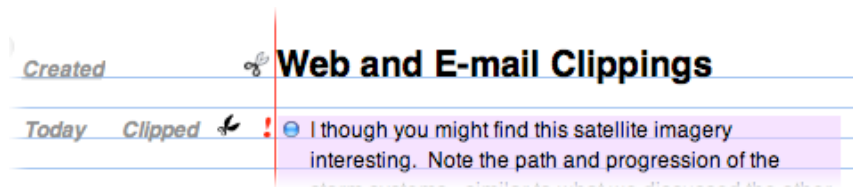
NoteBook saves each cell’s creation and last–changed dates.

- 2 Choose View → Keywords.

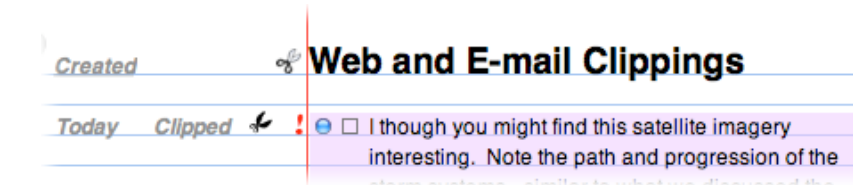


NoteBook added Keywords to the cell — you can remove them, or add as many of your own as you like.

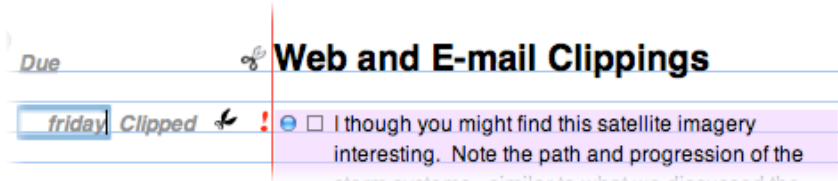
- 3 Choose Cell → Change Priority → Increase.



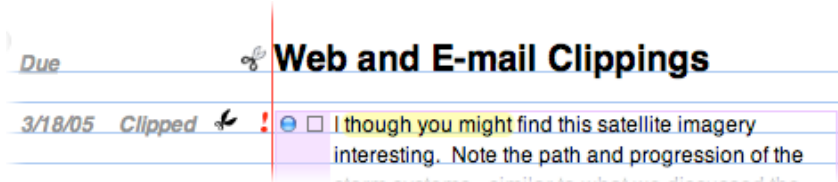
- 4 Choose Cell → Add a Status Checkbox.



- Choose **View** → **Due Dates**, then click in the due column next to the cell and type “friday”.

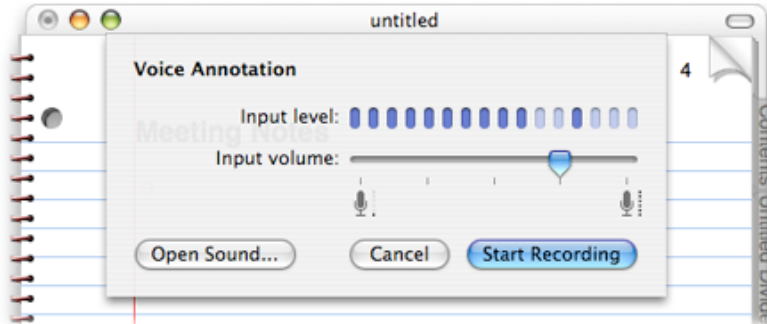


- Select a word in the cell and choose **Edit** → **Highlight Text**.



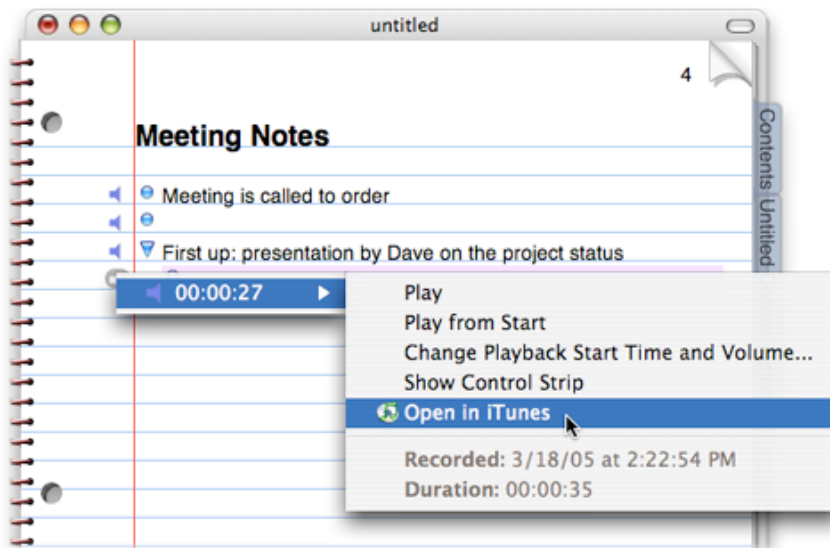
NoteBook provides six highlighters, and you can set their color.

- Choose **Page** → **New Outlining Page** to create a new page, name it “Meeting Notes,” then choose **Tools** → **Voice Annotation**.



Adjust the input levels. Click “Open Sound” to choose a different input device.

- Click “Start Recording,” type some notes, and then choose **Tools** → **Stop Recording to untitled**.



NoteBook adds a Voice Annotation Sticker to each cell you created or changed during the recording.

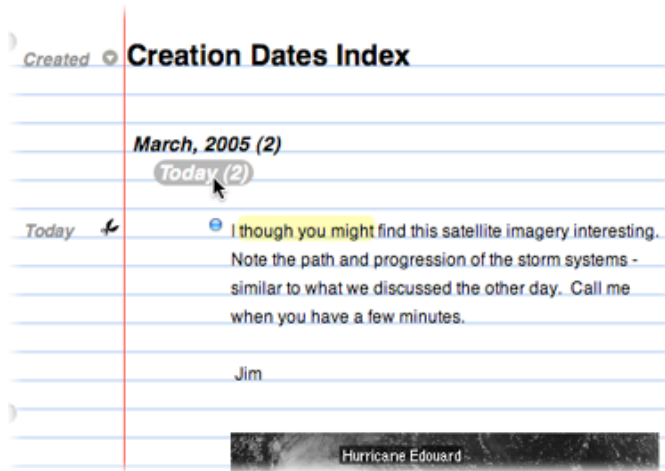
Click and hold a Voice Annotation Sticker to see the time at which you entered the note during the recording. Click the Sticker to start playback from that point.

Choose “Open in iTunes” to copy the entire voice annotation to your iTunes music library, which you can then transfer to your iPod.

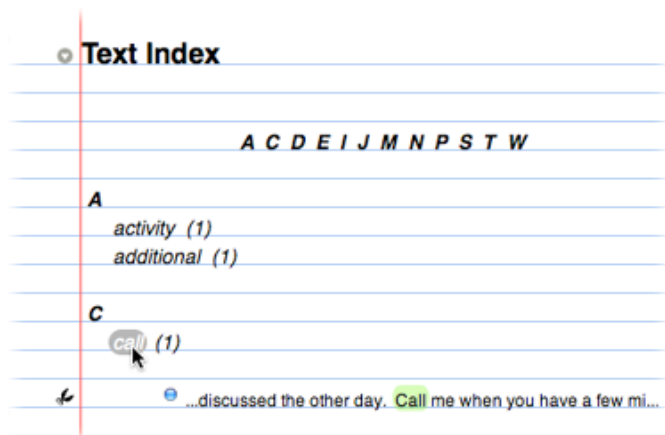
# 6 Finding Information

Everything you put into a Notebook gets indexed — not just the text, but also all of the annotations. The Index section's pages make it easy to find things based on what little bit you remember about them.

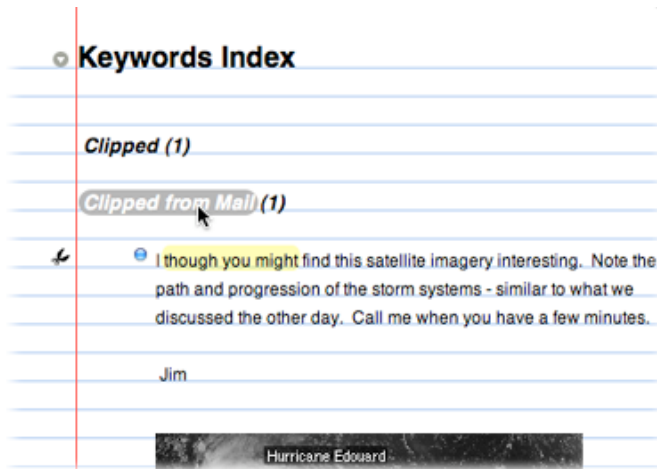
- 1 What if you need to see everything you added today? Navigate to the Index Divider page, and then to the Creation Dates Index page.



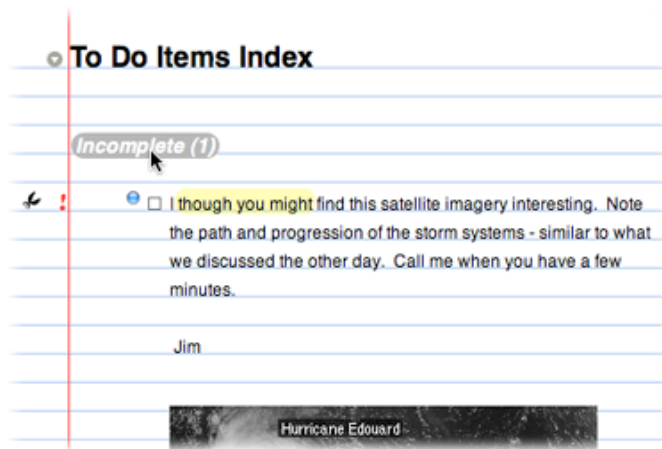
- 2 What if you're looking for a note that has the word "call," but you don't know where it is? Navigate to the Index Divider page, and then to the Text Index page.



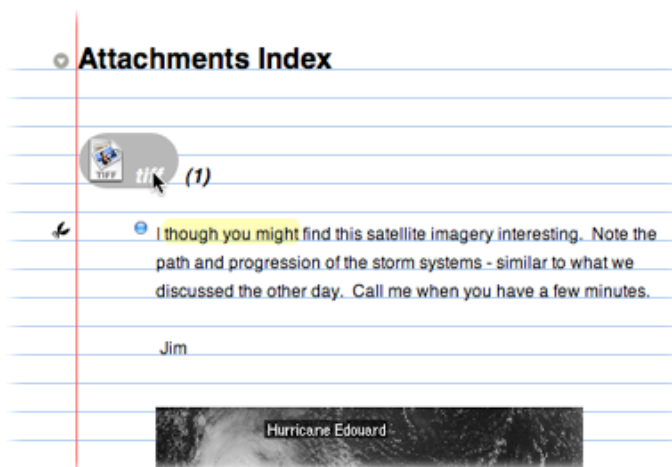
- 3 What if you need to see everything you clipped from Apple's Mail application? Navigate to the Index Divider page, and then to the Keywords Index page.



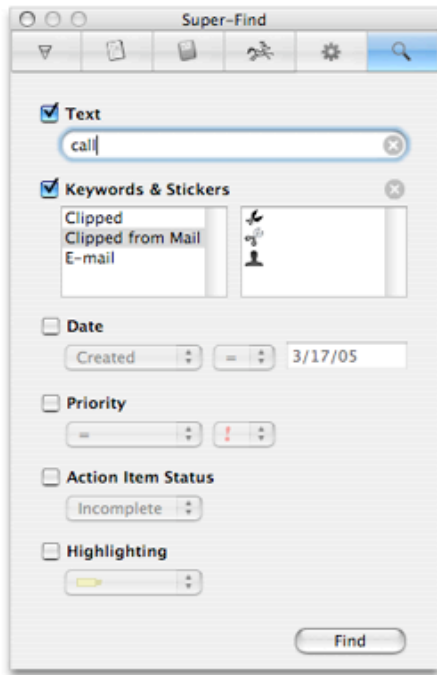
- 4 What if you need to see all of your action items, no matter where they live in the Notebook? Navigate to the Index Divider page, and then to the To Do Items Index page.



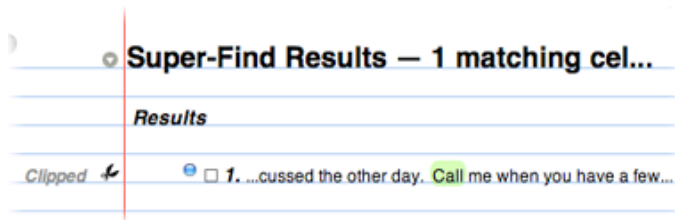
- 5 What if you want to see all of the TIFF documents in the Notebook? Navigate to the Index Divider page, and then to the Attachments Index page.



- 6 What if you want to see all of the cells clipped from Apple Mail that also contain the word “call?” Choose **Edit** → **Find** → **Super-Find**.



The Super-Find panel lets you search using multiple criteria.

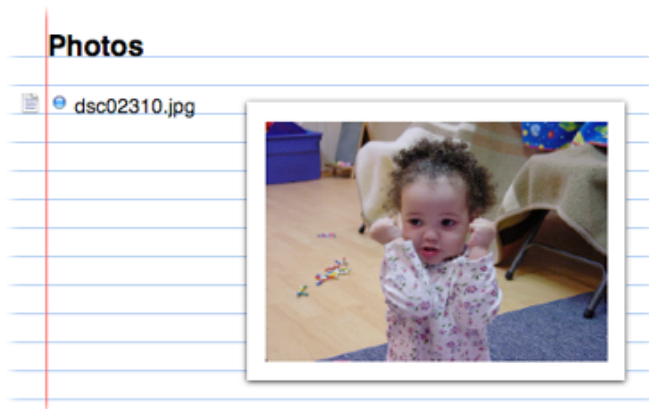


Results appear in the Index section's Super-Find Results page.

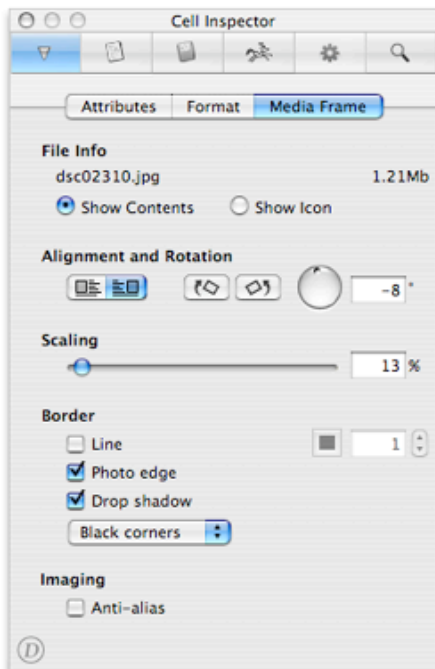
# 7 Working with Media

When you add an image, movie, or sound file to an outline, NoteBook places it in a “Media Frame.” A Media Frame is a box within a cell that lets you work with a media file in special ways.

- 1 Use the Contents Page and the **Page → New Outlining Page** to add a new page, then drag an image file onto it.



- 2 Click the cell's blue bullet to select it. Then choose **Tools → Inspector**, click the Cell button, and finally the Media Frame tab. Use the Media Frame Inspector to add rotation and photo corners.

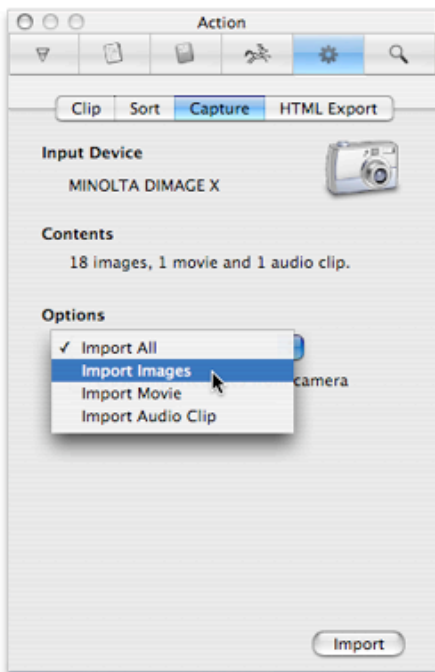


## Photos

dsc02310.jpg



- 4 Connect your digital camera to your computer and in the Inspector click the Action button, then the Capture tab. Click Import to download the camera's pictures and other media files.



- 4 If you have a TWAIN-compatible scanner, connect it to your computer and in the Capture pane click "Preview," drag out the area you want to scan, and click "Scan."

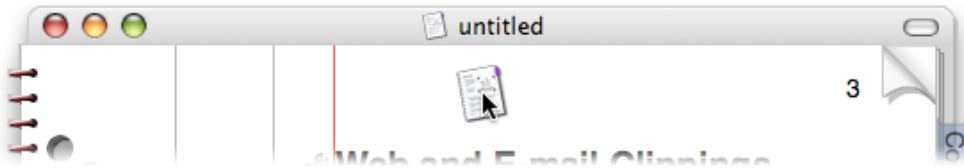




# 8 Sharing Information

NoteBook has great tools for sharing information with others, even if they don't have NoteBook.

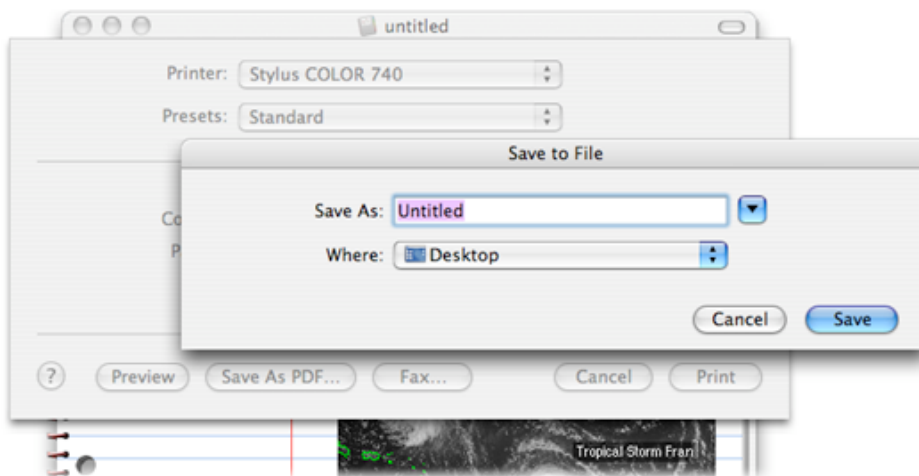
- 1 Turn to the "Web and E-mail Clippings" page. Press the Option key, then drag the Page Bundle icon from the Notebook window's title bar.



A Page Bundle is one or more NoteBook pages bundled up into a file. Send a Page Bundle to another NoteBook user to share those pages with them.

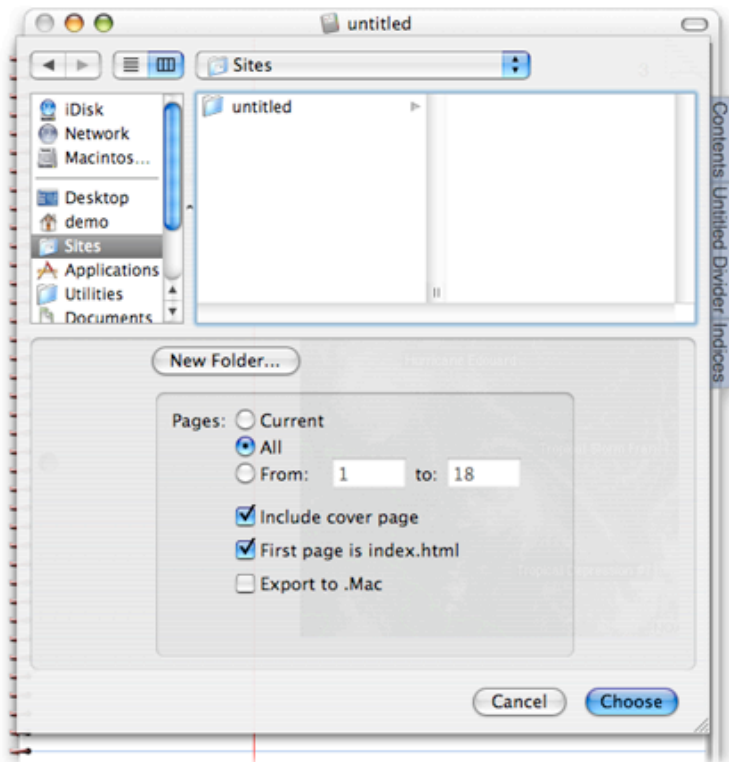
Double-click a Page Bundle to open its pages in a new Notebook, or drop it on an existing Notebook to add its pages to that Notebook.

- 2 Choose **File** → **Print**, then click "Save as PDF" in the Print sheet.



Tell NoteBook to "print" to a PDF file, then send the PDF to another computer user, even if they don't have NoteBook.

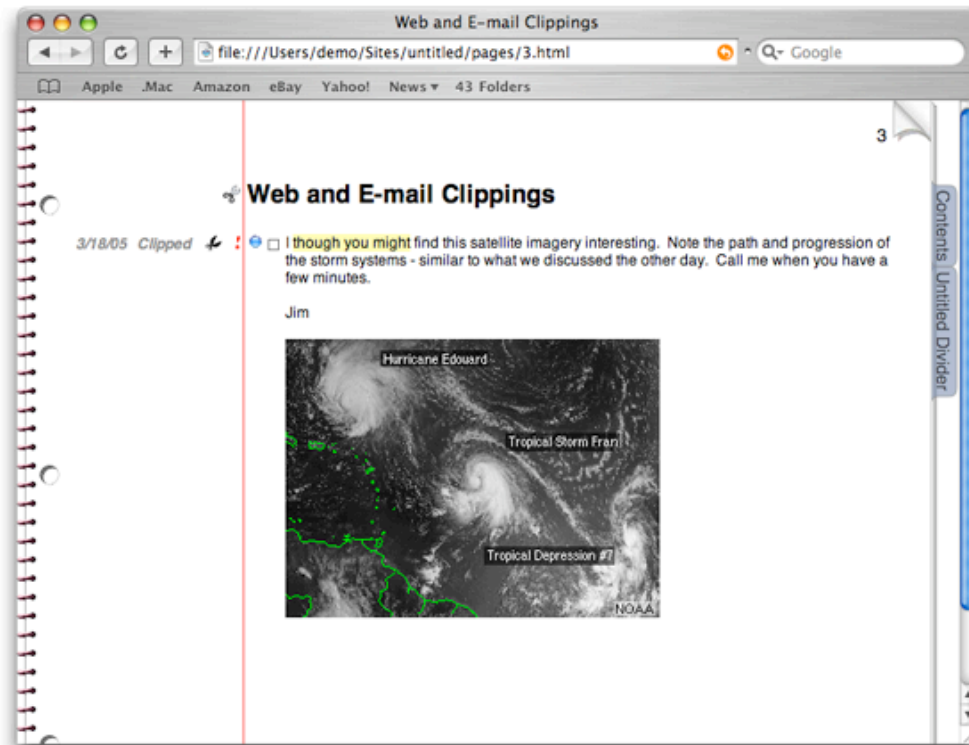
- 4 Click Cancel in the Save to File panel, and in the Print sheet. Choose **File** → **Export to HTML**.



NoteBook places the HTML in your ~/Sites folder, in a folder named after the Notebook.

If you choose the "Export to .Mac" option, NoteBook places the HTML in your .Mac account's Sites folder.

- 4 In a Finder window, double-click the file ~/Sites/untitled/index.html.



The HTML Notebook looks and behaves like the original: click the tabs and page curl to turn pages, and even click the blue triangles to expand and collapse cells.

Use a file transfer application like Transmit from Panic, Inc., to upload your Notebook website to your ISP. Or drag the folder into an e-mail message or burn it to a CD

# 9 Next Steps

Now that you know the basics...

- 1 Start creating your own Notebooks and loading them with your information.
- 2 Check out the example Notebooks that came on the installation disc.
- 3 Browse NoteBook's online help system, which covers everything in this Quick Start guide in more detail. It also describes lots of other features that couldn't fit into 9 topics. Choose **Help** → **NoteBook Help** to access it.
- 4 Visit the NoteBook Discussion Forums — <http://www.circusponies.com/forums> — where other NoteBook users share tips and solutions.

We hope you enjoy using NoteBook!