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To learn how to use Help, press F1.

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## **Adding a Layout**

Up to 32 Layouts can be created. If the user attempts to create more than 32 layouts, an error message box will be displayed.

### **To add a layout:**

1. Press the "Add" button in the Layout group box. The Add Layout dialog box will appear.
2. Enter the new Layout name. Layout names can be up to 31 characters long. Layout name "All" is reserved, and therefore, cannot be used. Moreover, duplicate Layout names are not allowed.
3. Choose OK.

## **Arranging All Notes**

### **To arrange all notes:**

- Choose "Arrange all notes" from the Controller Icon menu
- OR -
- Use the accelerator key Alt+Shift+A

## **Changing Auto Save Setting**

### **To change Auto Save setting:**

1. Bring up the Configuration Dialog.
2. Select desired Auto Save feature. If Timed Auto Save feature is selected, specify the timer interval in minutes.
3. Choose OK.

## **Changing Current Layout**

### **To change current Layout:**

- Select the desired Layout in the Layout list box of the Main Control Panel.
- OR -
- Select the desired Layout from the "Select Layout" sub menu of the Controller Icon menu.

## **Cycling Through Notes**

Cycling through notes will allow the user to view numerous notes one at a time.

### **To cycle through notes:**

- Choose "Cycle through notes" from the Controller Icon menu  
- OR -
- Perform a right double click on the Controller Icon  
- OR -
- Use the accelerator key Alt+Shift+Y

## **Deleting a Layout**

### **To delete a Layout:**

1. Select the Layout to be deleted in the Layout list box.
2. Press the "Delete" button in the Layout group box. A confirmation message box will appear.
3. Choose OK.



## **Disabling Create Note Shortcut**

Some users may find that the mouse-based create note shortcut causes spurious creation of notes. These users may choose to disable this shortcut. Note that this applies only to mouse-based shortcut -- accelerator keys will still be functional.

### **To disable create note shortcut:**

1. Bring up the Configuration Dialog.
2. Select Disable Create Shortcut box.
3. Choose OK.

## **Displaying Configuration Dialog**

### **To display Configuration Dialog:**

- Choose "Configure" from the Controller Icon menu

## **Displaying Main Control Panel**

### **To display Main Control Panel:**

- Choose "Main Control Panel" from the Controller Icon menu
- OR -
- Use the accelerator key Alt+Shift+C

## **Editing Layout Name**

### **To edit Layout name:**

1. Select the desired Layout in the Layout list box.
2. Press the "Edit" button in the Layout group box. The Edit Layout dialog box will appear.
3. Enter the new Layout name. Layout name "All" is reserved and cannot be used. Moreover, duplicate Layout names are not allowed.
4. Choose OK.

## **Hiding All Notes**

### **To hide all notes:**

- Choose "Hide all notes" from the Controller Icon menu  
- OR -
- Perform a right click on the Controller Icon  
- OR -
- Use the accelerator key Alt+Shift+H

## **Printing All Notes**

### **To print all notes:**

- Press "Print" button of the Main Control Panel.

## **Saving Data to Disk**

### **To save data to disk:**

- Press "Save" button of the Main Control Panel.

## **Searching Notes**

### **To search notes:**

1. Bring up the Main Control Panel.
2. Enter the search text in the Term box.
3. Select Case Sensitive box if the search should be case sensitive.
4. Select Include Title box if the search should also include note titles.
5. Choose Forward to search the next note or Backward to search the previous note.

Once the search term is found, pressing the Forward or Backward button will look for the next search term, starting with the next note.



## **Setting Up Printer**

### **To set up printer:**

1. Press "Setup" button of the Main Control Panel. The Printer Setup Dialog will appear.
2. Modify as desired.
3. Choose OK.

## **Showing All Notes**

### **To show all notes:**

- Choose "Show all notes" from the Controller Icon menu  
- OR -
- Choose "Show all notes" from the Notes Icon menu  
- OR -
- Perform a left double click on the Notes Icon  
- OR -
- Use the accelerator key Alt+Shift+S

## **Showing Unexpired Alarm Notes**

Normally, unexpired Alarm Notes are hidden as though they do not exist. However, the user may desire to view expired notes to turn off the alarm or to modify the note text.

### **To show unexpired alarm notes:**

1. Bring up the Configuration Dialog.
2. Select the Show All Notes box.
3. Choose OK.

## **Toggling Auto Date/Time Stamp Setting**

### **To toggle auto date/time stamp setting:**

1. Bring up the Configuration Dialog.
2. Select the Insert Date/Time box to enable Auto Date/Time Stamp Insert option.
3. Choose OK.

## **Changing Hot Key Setting**

### **To change hot key setting:**

1. Bring up the Configuration Dialog.
2. Modify the Hot Key settings as desired.
3. Choose OK.

## **Changing Note Color**

### **To change note text color:**

1. Bring up the Note Control Panel.
2. Press the "Text Color..." button. This brings up the color selection dialog.
3. Select the desired color.
4. Choose OK.

### **To change note background color:**

1. Bring up the Note Control Panel.
2. Press the "Bkgrnd Color..." button. This brings up the color selection dialog.
3. Select the desired color.
4. Choose OK.

## **Changing Default Note Settings**

### **To change default note settings:**

1. Bring up the Configuration Dialog.
2. Change default note settings as desired.
3. Choose OK.

## **Changing Note Font**

The user may select any font available to Windows for use in the note windows. Font selection can be made on per note basis. The ideal font seems to be 8-point bold Helv (Windows 3.0) or MS San Serif (Windows 3.1) font on a VGA system. Experiment to see what works best in your system.

### **To change note font:**

1. Bring up the Note Control Panel.
2. Press the "Font..." button. This brings up the font selection dialog.
3. Select desired font, style and size.
4. Choose OK.



## **Changing a Note's Layout Assignment**

### **To change a note's Layout assignment:**

1. Bring up the Note Control Panel.
2. Select the desired Layout(s) in the Layout list box. Pressing "All" button will select all Layouts while pressing "None" button will unselect all Layouts.
3. Choose OK.

## **Changing Note Tab Stop**

Tab stop for note edit window is configurable on per note basis. For fixed fonts, tab stop is specified as number of characters each tab represents; for proportional fonts, tab stop is specified as a multiple of average character width.

### **To change note tab stop:**

1. Bring up the Note Control Panel.
2. Enter the desired tab stop setting in the Tab Stop edit box.
3. Choose OK.

## **Changing Note Title Caption**

### **To change note title caption:**

1. Bring up the Note Control Panel.
2. Enter the desired text in the Note Window Title box.
3. Choose OK.

## **Copying, Cutting and Pasting Text**

### **To copy selected text into the clipboard:**

- Choose "Edit...Copy" from the note window system menu  
- OR -
- Use the accelerator key Ctrl+Ins  
- OR -
- Click the Copy button of the Icon Tool Bar

### **To cut selected text into the clipboard:**

- Choose "Edit...Cut" from the note window system menu  
- OR -
- Use the accelerator key Shift+Del  
- OR -
- Click the Cut button of the Icon Tool Bar

### **To paste the content of the clipboard into text:**

- Choose "Edit...Paste" from the note window system menu  
- OR -
- Use the accelerator key Shift+Ins  
- OR -
- Click the Paste button of the Icon Tool Bar

### **To copy the entire content of the note into the clipboard:**

- Choose "Edit...Copy All" from the note window system menu  
- OR -
- Use the accelerator key Ctrl+Shift+Ins  
- OR -
- Click the Copy All button of the Icon Tool Bar

## **Creating a Note**

Up to 100 notes can be created. If the user attempts to create more than 100 notes, an error message box will be displayed.

When a note is created, it is assigned by default to the current Layout. If the current Layout is "All", the note will not be assigned to any Layout.

### **To create a note:**

- Choose "Create a note" from the Controller Icon menu. This causes a cascading menu to be displayed. Simply choose the desired note size.  
- OR -
- Perform a left double click on the Controller Icon. This causes a default size note to be created.  
- OR -
- Use the accelerator key Alt+Shift+2 to create a 1.5"x2" note, Alt+Shift+3 to create a 3"x3" note, Alt+Shift+5 to create a 3"x5" note, or Alt+Shift+D to create a default size note.  
- OR -
- Use the hot key combination for "Create Note" from anywhere in Windows to create a default size note.

## **Deleting a Note**

### **To delete a note:**

- Choose "Delete this note" from the note window system menu  
- OR -
- Perform a left double click on the note window system menu gadget  
- OR -
- Use the accelerator key Alt+F4

## **Displaying Note Control Panel**

### **To display Note Control Panel:**

- Choose "Note Control Panel" from the note window system menu  
- OR -
- Perform a left double click over the title caption of the note window  
- OR -
- Use the accelerator key Alt+C  
- OR -
- Click the Panel button of the Icon Tool Bar

## **Hiding a Note**

### **To hide a note:**

- Choose "Hide this note" from the note window system menu  
- OR -
- Perform a left click on the Minimize Box of the note window  
- OR -
- Use the accelerator key Alt+H

Notes Icon will appear indicating the fact that there is at least one hidden note.



## **Inserting Date/Time Stamp**

### **To insert date/time stamp:**

- Choose "Insert Date/Time" from the note window system menu  
- OR -
- Use the accelerator key Alt+T  
- OR -
- Click the Clock button of the Icon Tool Bar

## **Printing a Note**

### **To print a note:**

- Choose "Print this note" from the note window system menu
- OR -
- Use the accelerator key Alt+P

## **Setting Alarm**

### **To set alarm:**

1. Bring up the Note Control Panel.
2. Select the Alarm On box. This will enable rest of the alarm buttons and edit boxes.
3. Set the desired date and time when the alarm should expire.
4. Select the desired sound or tune when the alarm expires.

## **Toggling Always On Top Setting**

### **To toggle Always On Top setting:**

1. Bring up the Note Control Panel.
2. Select the Always On Top box in the Miscellaneous group box to configure the note to be always on top.
3. Choose OK.

## **Toggling Resizable Border**

### **To toggle resizable border:**

1. Bring up the Note Control Panel.
2. Select the Resizable Note box in the Miscellaneous group box to make the note resizable.
3. Choose OK.

## **Toggling Tool Bar Setting**

### **To toggle Tool Bar setting:**

1. Bring up the Note Control Panel.
2. Select the Tool Bar box in the Miscellaneous group box to display the Icon Tool Bar.
3. Choose OK.

## **Attaching a Note**

### **To attach a note:**

1. Choose "Attach this note" from the note window system menu. In the sub menu, choose "Cut to Clipboard" or "Copy to Clipboard". Alternatively, click the Attach Note button on the Icon Tool Bar (same as "Copy to Clipboard").
2. Switch to application being used to edit the target document.
3. Choose "Paste Special" menu command (or equivalent). This will embed the note into the document at the cursor position.

## **Inserting a Note**

### **To insert a note:**

1. Choose "Insert Object" menu command (or equivalent). This will bring up a dialog box with the list of available objects.
2. Select "WinPost Note" from the list. This will bring up a blank note which can now be edited.
3. Complete the insertion process by choosing Exit from the note window system menu or by closing the note window.



## **Editing a Note**

Note window is a fully editable window with standard Windows editing conventions as described in Microsoft Windows User's Guide.

Each note can contain up to about 60,000 characters of text. If this limit is exceeded, a warning dialog will appear and no further text insertion will be allowed.

## **Controller Icon Menu Commands**

### **Create a Note**

Creates a note.

User can specify one of three available sizes, or a default sized note.

### **Show All Notes**

Shows all hidden notes.

### **Hide All Notes**

Hides all notes.

Notes Icon is displayed, indicating that notes have been hidden.

### **Cycle Through Notes**

Cycles through notes one at a time.

### **Arrange All Notes**

Arranges all notes by cascading them.

### **Select Layout**

Selects desired Layout.

All available Layouts are listed in the cascading menu from this menu item. Current Layout has a check mark next to it.

### **Get Note from Clipboard**

Gets a note from the clipboard.

This menu item is available when a note OLE object exists on the clipboard.

### **Main Control Panel...**

Displays Main Control Panel.

### **Configure...**

Displays Configuration Dialog.

### **Help**

Displays help facility.

## **Note Menu Commands**

### **Delete this note**

Deletes this note.

### **Hide this note**

Hides this note.

### **Print this note**

Prints the content of this note.

### **Note Control Panel...**

Displays Note Control Panel.

### **Attach this note**

Attaches this note by placing it in the clipboard.

User can specify whether to copy or cut the note into the clipboard. If cut function is selected, the note is deleted upon placement in the clipboard.

### **Edit**

Various editing functions are available under this cascading menu.

## **Notes Icon Menu Commands**

### **Show All Notes**

Shows all notes for the current Layout.

## Shortcuts

### Accelerator Keys

Accelerator keys are effective as long as the current active window is the Controller Icon, the Notes Icon or one of the note windows. By convention, Alt+Shift+ accelerator keys refer to operations available from the Controller Icon menu, while Alt+ accelerator keys refer to operations from a note window menu.

### Accelerator KeyFunction

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Alt+C	Display Note Control Panel
Alt+H	Hide this note
Alt+P	Print this note
Alt+T	Insert date/time stamp
Alt+Shift+2	Create a 1.5"x2" note
Alt+Shift+3	Create a 3"x3" note
Alt+Shift+5	Create a 3"x5" note
Alt+Shift+A	Arrange all notes
Alt+Shift+C	Display Main Control Panel
Alt+Shift+D	Create a default size note
Alt+Shift+H	Hide all notes
Alt+Shift+S	Show all notes
Alt+Shift+Y	Cycle through notes

### Mouse-Based Shortcuts

The following mouse-based shortcuts are available to WinPost.

#### **Left double click on the Controller Icon**

Creates a default size note.

#### **Right click on the Controller Icon**

Hides all notes.

#### **Right double click on the Controller Icon**

Cycles through notes.

#### **Left double click on the Notes Icon**

Shows all notes.

#### **Left double click on the note window system menu gadget**

Deletes a note.

#### **Left double click on the note window title bar**

Displays Note Control Panel.

#### **Right double click on the note window title bar**

Inserts date/time stamp.