

# Stickies!

## Using Stickies!

[Basic Concepts](#)  
[Hints and Tips](#)  
[Mouse and Keyboard Shortcuts](#)

[Configuring Notes](#)  
[Drag and Drop Operations](#)  
[File Cabinet Facility](#)  
[Goodies Options](#)  
[Importing, Exporting, and Mailing Notes](#)  
[Printing](#)

## Menu Reference

[Main Program Menu](#)  
[Note Menu](#)

## Looking Glass Technologies

[Registration Information](#)  
[Technical Support](#)

# Basic Concepts

[Active Set](#)

[Capacities and Limitations](#)

[Editing Notes](#)

[Evaluation vs Enhanced Version](#)

[Export Files and Bundles](#)

[Notes](#)

[Overview of the File Cabinet Facility](#)

# Active Set

Your active set is that group of notes that Stickies! displays when it is running. This includes notes that are minimized (they appear as icons) or hidden.

The notes in your active set are automatically saved to the file STICKIES.SAV when you shut down Stickies! or Windows, and they are restored to your desktop when you run Stickies! again. If you need or want to make sure your notes are saved to disk, but you want Stickies! to remain active, you can use the Ctrl-W [shortcut key](#).

## See also

[Arrange Notes Menu](#)

[Create a Note](#)

[Manage Notes Menu](#)

[Printing](#)

# Capacities and Limitations

All programs have limits. Here are Stickies!'s:

Maximum characters per note:		30,000
Maximum number of active notes:	45	
Maximum number of file cabinets:	20	
Maximum number of folders per cabinet:		50
Maximum number of notes in a file folder:		1,000
Maximum notes in an export file:		1,000
Maximum title size for a note:		40 characters
Maximum length for user or group name:		40 characters
Maximum length for link description:		60 characters
Maximum length for a cabinet description:	60 characters	
Maximum length for a folder description:		60 characters
Maximum number of linked files per note:	10	
Minimum display font for a note:		1 point
Maximum display font for a note:		36 points

## See also

[Naming Conventions](#)

# Editing Notes

Editing the text in notes is very similar to editing in Windows in general, and experienced Windows users should feel right at home.

The text you enter is inserted at the caret, and you can delete individual characters with the Delete or Backspace keys. Your text will automatically word wrap to fit the current width of the note, and will reformat if you change your note's width. If your text requires more lines than can be displayed in the note at once, you can scroll with the Page Up, Page Down, and cursor keys to see all your text, or you can turn on a scroll bar by using the Ctrl-L shortcut key or double clicking on the note's caption bar with the right mouse button.

The standard Windows cut, copy, and paste operations using the Windows clipboard work with your note text, so you can clip text from a note and paste it into another program, or vice versa.

## **See also**

[Cut, Copy, and Paste Operations](#)  
[Mouse and Keyboard Shortcuts](#)

# Evaluation vs Enhanced Version

There are two differences between the evaluation/unregistered and enhanced/registered version of Stickies!:

1. The evaluation version has a registration reminder note that will appear every time you run Stickies!, beginning 20 days after you installed it.
2. The enhanced/registered version adds the quote of the day and today in history note features.

All other aspects of Stickies!, including all specifications, are the same for both versions.

## **See also**

[Capacities and Limitations](#)

[Registration Information](#)

[Technical Support](#)

# Export Files and Bundles

Stickies! has two ways of saving your files to disk to assist you in sharing them with other Stickies! users.

**Export files** store the data plus all configuration options for up to 1,000 in a single file. When you import an export file into Stickies!, all the characteristics of the each note are used, and the note is restored just as it existed when you exported it. Export files have a file extension of STN by default, but you can name them anything you wish.

**Bundles**, which have a file extension of STB by default, are similar to export files, but they contain only a single note's data and settings, plus copies of all the note's linked document. Bundles give you a powerful tool for sending your notes and all the documents for a project to another user in a single package that Stickies! will unbundle when the file is imported.

## See also

[Bundle this Note](#)

[Importing, Exporting, and Mailing Notes](#)

[Linking Documents to Notes](#)

# Overview of the File Cabinet Facility

The Stickies! file cabinet facility provides you with flexible, long-term storage for notes. You can have up to 20 file cabinets, each with up to 50 folders, each of those with up to 1,000 notes. Notes stored in the file cabinet facility retain all their settings and data.

To access your file cabinets, hit the **Ctrl-O** [shortcut key](#) when any note is active, or select the **File Cabinet** item from any note's **Manage Notes** menu. Either of these actions will open the cabinet and folder management dialog. From this dialog you can perform various cabinet and folder maintenance tasks, such as creating, renaming, or deleting cabinet and folders, or you can open the folder browser dialog to work with the notes in a specific folder.

## See also

[Cabinet and Folder Management Dialog](#)

[File Cabinet Facility](#)

[Folder Browser Dialog.](#)

[Manage Notes Menu](#)



# Notes

Notes are the most important part of Stickies!. They are small windows that can be moved about on your screen as you wish, and they are where you store your text.

You can use notes as reminders for meetings and special events, as place holders for information you need occasional access to (such as phone numbers), or as repositories for any information that you can't find a good place for on your system, but you'd like to be able to locate quickly.

You can configure each note's color and font settings, and you can set alarms on individual notes, and optionally set each note to expire on a given date and file itself in the file cabinet.

The Stickies! file cabinet facility can store up to 1,000,000 notes in various file cabinets and folders, and it provides you with a handy way of organizing your notes.

By linking other document files to your notes, you can create launch buttons that will allow you to open one or several programs with your documents with just a mouse click. You can even run all links on a note with a single keystroke or select one or more links on a note to run when that note's alarm goes off.

## See also

[Arrange Notes Menu](#)

[Capacities and Limitations](#)

[Configuring Notes](#)

[Create a Note](#)

[Linking Documents to Notes](#)

[Manage Notes Menu](#)

[Overview of the File Cabinet Facility](#)

# Configuring Notes

The configuration options for Stickies! follow a simple model: You can set options, such as the text and background color and display font, for each note individually, and you can also change the default settings for the same options, which new notes inherit when they are created.

All note configuration options are on the dialog you open by selecting **Set Note Options** on a note's menu (you can also use the Ctrl-S shortcut key or right click on the note). Setting options on this dialog will affect only that note. Selecting **Set Note Defaults** from the main program menu will allow you to set the default options that are used for all new notes.

## See also

[Set Note Defaults](#)

[Set Note Options](#)

# Alarms

To change alarm settings for your notes, you must open a configuration dialog. To set an individual note's alarm settings, select **Set Note Options** from that note's menu; to set the default alarm settings that all new notes will inherit, choose **Set Note Defaults** from the main program's menu.

You can optionally set an alarm on one or more Stickies! notes. To do this, go to that note's configuration screen, check the box that enables the alarm, and enter the date and time you want the alarm to go off, how many minutes early the alarm should sound, how often it should repeat, and whether it should be a daily alarm or make sound.

If Stickies! is running and the note is active when the alarm time arrives, the note will pop to the top of your active windows and optionally sound the system's speaker or play a sound effect. If you have the alarm sound feature enabled but have turned off the main Stickies! sound option, the alarm will still make noise (the kind of noise it makes depends on whether your system has just the PC's built-in speaker or a sound driver installed).

If your note has one or more links, you can configure each link individually to run a program and load your linked document when the alarm sounds.

You can make an alarm repeat, like the snooze feature on an alarm clock, by entering a time in the "repeat every n minutes" box. You can also make an alarm sound at the same time every day by selecting the **Daily** checkbox.

When a note that has no repeating time and is not a daily alarm sounds, the alarm's date and time setting is preserved, but the alarm checkbox is turned off, preventing the alarm from going off again until you re-enable it.

If Stickies! is not running when the alarm time and date arrives, then Stickies! will sound the alarm the next time you run the program.

## See also

- [Configuring Notes](#)
- [Link Configuration Dialog](#)
- [Linking Documents to Notes](#)
- [Set Note Defaults](#)
- [Set Note Options](#)

# Always on Top Option

If you're running Windows 3.1 and later, you can select this item from a note's **Arrange Notes** menu to force the note to stay on top of all other windows. This feature can be a handy way to keep some piece of information available as you work on a document in a full-screen window.

Choosing this option makes the note stay on top, and it places a check mark next to the option in the menu. Choosing it again returns the note to a normal window and removes the check mark.

All new notes have this option turned off when they are created.

Stickies! will preserve the always on top setting for each note and use it the next time you run the program.

## See also

[Arrange Notes Menu](#)

[Configuring Notes](#)

[Set Note Defaults](#)

[Set Note Options](#)

## Color Settings

To change color settings for your notes, you must open a configuration dialog. To set an individual note's colors, select **Set Note Options** from that note's menu; to set the default note colors that all new notes will inherit, choose **Set Note Defaults** from the main program's menu.

Once the configuration dialog is displayed, you can change the text and background color settings by choosing color swatches in the **Text** and **Background** boxes with your mouse. The sample text box will change to reflect your selections as you make them.

### See also

[Configuring Notes](#)

[Set Note Defaults](#)

[Set Note Options](#)

# Expiration Date

To change expiration date settings for your notes, you must open a configuration dialog. To set an individual note's expiration settings, select **Set Note Options** from that note's menu; to set the default note expiration settings that all new notes will inherit, choose **Set Note Defaults** from the main program's menu.

Automatic expiration dates help you manage notes that have short life spans, such as reminders for appointments or meetings. By setting a note's expiration date for the day after the event, you can guarantee that the note will be there for the day of your appointment, but it will be automatically moved into the file cabinet facility the first time you run Stickies!, starting the day after the note's expiration date.

You set the expiration date on the configuration dialog by checking the **Expires** checkbox and then typing in the month, day, and 4-digit year. Stickies! will check to make sure that the date you enter is a valid one, and that it hasn't already passed.

When the note expires, Stickies! will ask you what you want to do with the note. Your options at that time are: delete the note, file it, activate it with or without the expiration feature enable for that note.

## See also

- [Configuring Notes](#)
- [Expired Note Processing](#)
- [Overview of the File Cabinet Facility](#)
- [Set Note Defaults](#)
- [Set Note Options](#)

# Font Setting

To change the fonts for your notes, you must open a configuration dialog. To set an individual note's font, select **Set Note Options** from that note's menu; to set the default note font that all new notes will inherit, choose **Set Note Defaults** from the main program's menu.

To change a font setting, select the **Fonts** button on the configuration dialog and then select the font and characteristics from the font selector dialog that appears, and select OK.

When you select a new font and return to the configuration dialog, the sample text box will display your new font in your configured colors. You can choose any display font on your system, in any size from 1 to 36 points.

## See also

[Configuring Notes](#)

[Set Note Defaults](#)

[Set Note Options](#)

## Note Title, User and Work Group Names

To change the note's title, or the user and work group names for your notes, you must open a configuration dialog. To set these values for a single note, select **Set Note Options** from that note's menu; to set default values for these values that all new notes will inherit, choose **Set Note Defaults** from the main program's menu.

You can change the note's title, user name, or work group name by simply typing new values into the fields for these values on the configuration dialog.

You can have a note with no title, although it will be given a title of "[no title]" if it is filed in the file cabinet.

If you have a blank default note title, Stickies! will prompt you for a note title whenever you create a new note.

You can also have blank settings for your name or your work group's name, but if your name is blank in the default settings, then Stickies! will prompt you for your name and your work group's name every time it is run.

### See also

[Configuring Notes](#)

[Set Note Defaults](#)

[Set Note Options](#)



# Drag and Drop Operations

If you are running Windows 3.1 or later and you have a mouse, you can use Windows' drag and drop feature to speed up some Stickies! operations.

You can drag files from the Windows File Manger, for example, and import them into your active set of notes or the file cabinet, or you can link up to 10 document files to a note, which allows you to launch the document's associated program and load the document with a mouse click.

## **See also**

[Dragging Notes into the Active Set](#)

[Dragging Notes into a File Folder](#)

[Linking Documents to Notes](#)

## Dragging Notes into the Active Set

If you're running Windows 3.1 or later, you can import notes into your active set by dragging and dropping files onto the main Stickies! icon.

As with importing files via the **Import Notes** option on the **Manage Notes** menu, Stickies! will convert text files to individual notes, and will restore all notes in Stickies! export files and bundles, and will return the document files in bundles to their original places on your system.

Stickies! will convert binary DOS files (such as programs) into notes, translating all null characters (hex 00) into blanks in the process.

If you attempt to import more notes than will fit in your active set, Stickies! will give you the option of importing just those notes that will fit or abandoning the operation entirely.

### See also

[Active Set](#)

[Dragging Notes into a File Folder](#)

[Export Files and Bundles](#)

[Importing, Exporting, and Mailing](#)

[Manage Notes Menu](#)

## Dragging Notes into a File Folder

If you're running Windows 3.1 or later, you can import notes into a file folder by dragging and dropping files onto the folder browser dialog.

As with importing files via the **Import** button on the folder browser dialog, Stickies! will convert text files to individual notes, and will restore all notes in Stickies! export files. Bundled notes will be added to your folder, but any bundled documents they contain will not be restored to your system. If you want to restore the bundled documents you should import the bundle to your active set.

Stickies! will convert binary DOS files (such as programs) into notes, translating all null characters (hex 00) into blanks in the process.

If you attempt to import more notes than will fit in your folder, Stickies! will give you the option of importing just those notes that will fit or abandoning the operation entirely.

### See also

[Dragging Notes into the Active Set](#)  
[Export Files and Bundles](#)  
[File Cabinet Facility](#)  
[Folder Browser Dialog](#)  
[Importing, Exporting, and Mailing](#)

# File Cabinet Facility

[Overview of the File Cabinet Facility](#)

## File Cabinet Dialogs

[Cabinet and Folder Management Dialog](#)  
[Folder Browser Dialog](#)

## File Cabinet Operations

[Checking out and Copying Filed Notes](#)  
[Deleting Filed Notes](#)  
[Filing Notes](#)  
[Printing Filed Notes](#)  
[Searching Notes](#)

# Cabinet and Folder Management Dialog

You can open the cabinet and folder management dialog with the Ctrl-O [shortcut key](#) or the **File Cabinet** option on any note's or the main program's **Manage Notes** menu.

You use this dialog to manage your file cabinets and file folders. The top list on the dialog contains the descriptions of all your file cabinets, while the bottom list contains the descriptions of the file folders that are in the currently highlighted cabinet in the top list. As you select different cabinets in the top list, the bottom list will change. Similarly, as you select different folders in the lower box, the number of notes in that folder will be shown just above the bottom list box.

In general, you use this dialog by selecting a cabinet and/or folder from the lists and then choosing the button for the operation you want to perform on the selected item. If you double click on a folder name, Stickies! will open the folder browser and display that folder.

To access individual notes, you select the cabinet and folder that contains the notes, and then choose the **Show** button. Stickies! will then display the [folder browser dialog](#) that shows you the notes in that folder and allows you to add, delete, check out, or copy individual notes.

## Cabinet Operations

- [Create Cabinet](#)
- [Rename Cabinet](#)
- [Delete Cabinet](#)

## Folder Operations

- [Create Folder](#)
- [Rename Folder](#)
- [Delete Folder](#)
- [Move Folder](#)
- [Export Folder](#)

## See also

- [Folder Browser Dialog](#)
- [Manage Notes Menu](#)

## Create Cabinet

To create a new file cabinet, open the cabinet and folder management dialog and select the **Create Cabinet** button. Stickies! will prompt you for the description you wish to use for the new cabinet and then create it.

### See also

[Cabinet and Folder Management Dialog  
Overview of the File Cabinet Facility](#)

# Rename Cabinet

To rename a file cabinet, open the cabinet and folder management dialog, select the cabinet you wish to rename from the top list, and select the **Rename Cabinet** button. Stickies! will prompt you for the new description and then apply it to the cabinet.

## See also

[Cabinet and Folder Management Dialog  
Overview of the File Cabinet Facility](#)

## Delete Cabinet

To delete a file cabinet, open the cabinet and folder management dialog, select the cabinet in the top list that you wish to delete, and select the **Delete Cabinet** button. Stickies! will ask you to confirm that you want to delete the cabinet and all the folders and notes it contains. If you tell Stickies! to continue, it will delete the cabinet.

### See also

[Cabinet and Folder Management Dialog](#)  
[Overview of the File Cabinet Facility](#)



# Create Folder

To create a new file folder, open the cabinet and folder management dialog, select the cabinet in the top list that is to contain the new folder, then select the **Create Folder** button. Stickies! will prompt you for the description you wish to use for the new folder, then create the folder in the selected cabinet.

## See also

[Cabinet and Folder Management Dialog](#)  
[Overview of the File Cabinet Facility](#)

# Rename Folder

To rename a file folder, open the cabinet and folder management dialog, select the folder you wish to rename from the bottom list, and select the **Rename Folder** button. Stickies! will prompt you for the new description and then apply it to the folder.

## See also

[Cabinet and Folder Management Dialog  
Overview of the File Cabinet Facility](#)

# Delete Folder

To delete a file folder, open the cabinet and folder management dialog, select the folder in the bottom list that you wish to delete, and select the **Delete Folder** button. Stickies! will ask you to confirm that you want to delete the folder and all the notes it contains. If you tell Stickies! to continue, it will delete the folder.

## See also

[Cabinet and Folder Management Dialog](#)  
[Overview of the File Cabinet Facility](#)

# Move Folder

To move a folder from one file cabinet to another, open the cabinet and folder management dialog, select the folder you wish to move in the bottom list, and select the **Move Folder** button. Stickies! will prompt you with a list of the available file cabinets, and then move the folder to the one you select.

## See also

[Cabinet and Folder Management Dialog](#)  
[Overview of the File Cabinet Facility](#)

# Export Folder

To export a folder to a single Stickies! export file, open the cabinet and folder management dialog, select the folder you wish to export from the bottom list, and select the **Export Folder** button. Stickies! will prompt you for the name of the export file and perform the export. The folder and all its notes will remain in the file cabinet, and the export file will contain a copy of the exported notes.

## See also

[Cabinet and Folder Management Dialog Overview of the File Cabinet Facility](#)

## Checking Out and Copying Filed Notes

To move notes from a file folder to your active set, open the folder browser dialog, select the notes you wish to copy or check out from the list, and select either the **Checkout** or **Copy** button. The **Checkout** button will delete the notes from the file folder and move them to your active set; the **Copy** button will leave the notes in the folder and create copies of them in your active set.

### See also

[Active Set](#)

[Folder Browser Dialog](#)

[Cabinet and Folder Manager Dialog](#)

## Deleting Filed Notes

To delete notes from the file cabinet facility, open the folder browser dialog, select the notes you wish to delete from the list, and select the **Delete** button. Stickies! will ask you to confirm that you want to delete the notes before it continues.

### See also

[Cabinet and Folder Manager Dialog](#)  
[Folder Browser Dialog](#)  
[Overview of the File Cabinet Facility](#)

## Filing Notes

You can file an individual note or all your active notes in a single operation. To file one note, open that note's menu, then choose **Manage Notes** and **File this note**. Stickies! will prompt you with a list of your file folders, and move the note from your active set into the folder you selected. You can also file a single note by using the Ctrl-F [shortcut key](#). To file all your active notes, open the main Stickies! menu, select **Note Management** and **File all notes**, and each active note will be deleted and moved into the folder you select.

When you file all notes, hidden notes and those that may have alarms about to go off will be included. The hidden state of a note will be changed to "visible" when the note is filed, however.

### See also

[Cabinet and Folder Manager Dialog](#)

[Folder Browser Dialog](#)

[Folder Selection Dialog](#)

[Manage Notes Menu](#)

[Overview of the File Cabinet Facility](#)



## Printing Filed Notes

To print notes directly from the file cabinet facility, open the folder browser dialog, select the notes you want to print from the list, and select the **Print** button. As with printing notes from either a note's or the main program's menu, you'll be given a choice of the level of detail in the printout.

### See also

- [Folder Browser Dialog](#)
- [Cabinet and Folder Manager Dialog](#)
- [Overview of the File Cabinet Facility](#)
- [Print Dialog](#)
- [Printing](#)

## Searching a File Folder

To search the notes in a file folder, first use the folder browser dialog to display the folder you would like to search, then select the **Search** button. Stickies! will display a search dialog that you use to specify exactly how you want to search the notes in the selected folder.

You can optionally enter a set of dates to restrict the range of notes that will be searched, plus you can provide text that you want to search for.

If you provide an "after" date, then only notes created on or after that date will be examined. Similarly, if you provide a "before" date, then only notes created on or before that date will be checked. You can use an after date, a before date, both, or none for a search.

Each note that falls into the date range (if any) you provide will be checked for the text string, according to the check boxes you've selected for various parts of the note. You don't have to provide a text string for the search; you can enter just an "after" date to see all notes created after a particular day, for example, or you can use the "after" and "before" dates to see all dates in a given range.

Once you have entered your search criteria, you should select the **Search** button to begin the search operation.

If one or more notes matches your request, then Stickies! will show you just those notes in the folder browser. You can operate on these notes as you would any others in the file cabinet. You can also perform another search to further narrow your selection, or you can select the **Show All** button to display all the notes in the folder.

### See also

[Folder Browser Dialog](#)  
[Cabinet and Folder Manager Dialog](#)  
[Overview of the File Cabinet Facility](#)

# Folder Browser Dialog

You use this dialog to view and work with the individual notes in a file folder. To open the folder browser, first open the cabinet and folder management dialog, select the folder you want to work with, and then select the **Show** button.

The list box at the top of the folder browser contains the titles of the notes in the folder, and the bottom edit box shows you the contents of the note that is highlighted in the list box.

In general, you use this dialog by selecting one or more note titles from the list box and then choosing a key to perform some operation on those notes. If you double click on a note title, that note will be copied to your active set without your having to select the **Copy** button.

## Options

[Checkout](#)

[Copy](#)

[Import](#)

[Export](#)

[Search](#)

[Show All](#)

[Print](#)

[Delete](#)

## See also

[Cabinet and Folder Manager Dialog  
Overview of the File Cabinet Facility](#)

## Show All

The **Show All** button on the folder browser dialog is only enabled when that dialog is showing the results of a search operation. Selecting this button returns the folder browser dialog to its normal state, and displays all the notes in the displayed folder.

### See also

[Folder Browser Dialog](#)  
[Cabinet and Folder Manager Dialog](#)  
[Overview of the File Cabinet Facility](#)  
[Searching Notes](#)

## Goodies Options

This option is on the main program menu only in the enhanced version. It displays the goodies configuration dialog which allows you to set display options for the quote of the day and today in history notes, as well as turn sound on or off.

To change the settings for the quote of the day or today in history options, first select the radio button next to the **Quote** or **History** text sample box, and then make your color and/or font selections. You change the foreground or background color by clicking on the appropriate color swatch, and you use the **Fonts** button to open the font selection dialog. Your choices will be used to update the sample text on the configuration dialog.

You can turn sound on or off, and disable the quote of the day and today in history features using the check boxes at the bottom of the dialog. If you disable either of the notes, you can then delete the associated database file, STICKIES.QTE or STICKIES.TIH, from your disk. If you turn off sound, Stickies! will still make sound when an alarm note goes off that has sound enabled.

Choosing **OK** closes this dialog and uses whatever changes you made; choosing **Cancel** closes the dialog but discards your changes.

### See also

[Quote of the Day Note](#)  
[Evaluation Version Sound](#)  
[Today in History Note](#)

## Quote of the Day Note

This feature, which is only in the enhanced/registered version, randomly selects and displays a quote of the day when Stickies! is started. The database of quotes contains over 700 quotes collected over the years by the quote scavengers at Looking Glass Technologies.

The quote of the day note is read-only. You can copy text from it to the Windows clipboard if you like, but you can't change the contents of the note.

### **See also**

[Goodies Options](#)

[Today in History Note](#)

## Today in History Note

This feature, which is only in the enhanced/registered version, randomly selects and displays a list of some of the things that happened in history on the current month and day.

The today in history note is read-only. You can copy text from it to the Windows clipboard if you like, but you can't change the contents of the note.

### **See also**

[Goodies Options](#)

[Quote of the Day Note](#)

## Hints and Tips

Stickies! has a number of subtle features that can make it easier and more enjoyable to work with.

Stickies! defines keyboard and mouse [shortcuts](#) for several common activities, such as printing, exporting, and mailing a note.

In addition to using the **Create a Note** option on the main program menu, you can open a new note by double clicking on the caption bar of any Stickies! note or on the main program icon.

You can turn a scroll bar on or off on a note by double clicking with the right mouse button on the note's caption bar or using the Ctrl-L shortcut key.

If you have a cluttered Windows desktop, you can perform all the major Stickies! functions, such as shutting down the entire program, hiding all notes, and opening the file cabinet, from the menu of any note. This saves you the trouble of digging through other windows or using the Windows Task Manager to get to the main Stickies! program icon.

If you have a note in the file cabinet facility and you want to copy some of its text to another Windows application, you don't have to activate that note. You can open the folder browser dialog, select the note, and then select and copy the text directly from the browser to the Windows clipboard, using the standard Windows copy keystrokes (Ctrl-Ins or Ctrl-C).

If you need to assemble notes from several different Stickies! users into a single export file, you can use a feature in the export function that lets you append to an existing file. To do this, have the first person export his or her notes, then give the export file to the next person on the list, who can append more notes and pass the file along to the next person on the list, etc.

If you want to drag and drop files from the Windows File Manager onto the Stickies! file cabinet, you can move the file cabinet dialog until it is mostly off the screen, freeing up screen space for the File Manager.

You can use Stickies! to open a series of documents with their programs if you're running Windows 3.1 or later. You can drag and drop the document files onto a Stickies! note to create links, and then whenever that note is active, hit Ctrl-R to run all the note's links.

### See also

[Drag and Drop Operations](#)  
[Keyboard and Mouse Shortcuts](#)  
[Linking Documents to Notes](#)



# Importing, Exporting, and Mailing Notes

[Dragging Notes into the Active Set](#)

[Dragging Notes into a File Folder](#)

[Export this Note/Export all Notes](#) (exporting from the active set)

[Exporting Notes from the File Cabinet Facility](#)

[Exporting a Folder from the File Cabinet](#)

[Import Notes](#) (importing into the active set)

[Importing Notes into a File Folder](#)

[Mail this Note](#)

## Exporting a Folder from the File Cabinet

To export an entire folder of notes to a single export file, open the cabinet and folder management dialog, select the folder you wish to export, and select the **Export Folder** button. Stickies! will prompt you for the name of the export file you wish to create or append, and then export the folder's notes. Your original notes will remain in the file folder.

### See also

[Cabinet and Folder Management Dialog](#)  
[Export Files and Bundles](#)  
[Importing, Exporting, and Mailing Notes](#)  
[Overview of the File Cabinet Facility](#)

## Exporting Notes from the File Cabinet Facility

To export notes from the file cabinet to a single export file, use the folder browser dialog to display the folder that contains the notes you want to export, then select the notes in the list at the top of the dialog and choose the **Export** button. Stickies! will prompt you for the file you wish to create or append and perform the export. Your original notes will remain in the file folder.

You can also export all the notes in a folder to a single file by using the **Export Folder** button on the cabinet and folder manager dialog.

### See also

[Cabinet and Folder Manager Dialog](#)

[Export Files and Bundles](#)

[Exporting a Folder from the File Cabinet](#)

[Folder Browser Dialog](#)

[Overview of the File Cabinet Facility](#)

## Importing Notes into the File Cabinet

To import notes into a file folder, use the folder browser dialog to display the folder that will contain the notes you want to import, choose the **Import** button on folder browser dialog. Stickies! will prompt you with a file selection dialog for the name of the file or files you want to import. Stickies! will turn plain DOS files into notes, and restore whatever notes are in Stickies! export format files. Stickies! bundle files are treated as export files, and their bundled documents are not restored to your system. To restore the bundled documents, you must import the bundle into your active set.

Stickies! will convert binary DOS files (such as programs) into notes, translating all null characters (hex 00) into blanks in the process.

Once you import notes into the file cabinet or your active set of notes, Stickies! no longer needs the imported file, and you can delete it.

### See also

[Dragging Notes into a File Folder](#)  
[Folder Browser Dialog](#)  
[Cabinet and Folder Manager Dialog](#)

# Keyboard and Mouse Shortcuts

When any Stickies! note has the Windows focus (meaning it is the active window and anything you type will go into the note), you can use the following shortcut keys to work with that note:

F1	Help
Ctrl-B	<b>B</b> undles the note
Ctrl-D	<b>D</b> isplays all hidden notes
Ctrl-E	<b>E</b> xports the note
Ctrl-F	<b>F</b> iles the note in the file cabinet
Ctrl-H	<b>H</b> ides the note
Ctrl-L	Turns a scroll <b>L</b> bar on or off for the note
Ctrl-M	<b>M</b> ails the note (Microsoft Mail users only)
Ctrl-P	<b>P</b> rints the note
Ctrl-O	<b>O</b> pens the file cabinet
Ctrl-R	<b>R</b> uns all links on a note
Ctrl-S	Displays the note's configuration screen (" <b>S</b> et options")
Ctrl-T	Inserts the current <b>T</b> ime and date into the note at the cursor
Ctrl-W	<b>W</b> rites your active set to STICKIES.SAV

Stickies! also supports several mouse shortcuts:

Double click on the main program icon or on any note's caption bar to create a new note.

Double click on a note's caption bar with the right mouse button to turn a scroll bar on or off in that note.

Right click on a note to display its options dialog.

Right click on a link button to display that link's configuration dialog.

Double click on a note's title in the folder browser dialog to copy that note to your active set.

If you're running Windows 3.1 or later, you can drag and drop files to import them into Stickies! Drop them on the main program icon to create a notes in your active set, or drop them on the file cabinet to create notes in your file cabinet. Dropping a file onto an existing note will create a link between that note and the dropped file.

## See also

[Hints and Tips](#)

[Linking Documents to Notes](#)

# Printing

To print your Stickies! notes, you should select **Print all notes** from the main Stickies! program menu or any note's menu, or you can select **Print this Note** from a note's menu or use the Ctrl-P shortcut key to print a single note. You'll then be presented with a dialog that gives you a choice of the level of detail you want in your printout.

You can also print notes directly from the file cabinet facility, using the folder browser dialog.

When Stickies! prints your notes, it will reformat the text in the body of each note to fit the width of the paper and the font it uses for printing. Stickies! will still respect the "hard returns" in your notes, i.e. those you entered with the ENTER key, as opposed to the line breaks that Stickies! uses to wrap the text so it fits in your note on-screen.

## See also

[Folder Browser Dialog](#)

[Print Dialog](#)

[Printing Filed Notes](#)

## Main Program Menu

The main Stickies! menu, which you access by clicking once on the Stickies! icon with the mouse, contains several of the usual Windows menu entries, such as **Switch To...** and **Close**. Additionally, Stickies! has a number of unique entries which you can use to work with your notes.

- Creating a Note
- Set Note Defaults
- Goodies Options
- Sound
- Arrange Notes Menu
- Manage Notes Menu
- Perform Self-Check

## Create a Note

Use this option on the main program menu to create a new, empty note. The new note will inherit its settings, such as color, font, and title, from the default settings.

You can also create a new note by double clicking with the left mouse button on the caption bar of any note or on the main program icon.

Finally, importing files into your active set will create new notes.

### **See also**

[Importing, Exporting, and Mailing Notes](#)

[Set Note Defaults](#)

[Set Note Options](#)



# Set Note Defaults

When you create a new note in Stickies!, it inherits its settings from the defaults. You can configure the defaults with the note defaults dialog, which you open by selecting the **Set Note Defaults** item from the main program menu.

You use this dialog by making your changes and then selecting **OK** to use those changes, or **Cancel** to close the dialog and discard your changes.

## Options

[Alarm](#)

[Colors](#)

[Expiration Date](#)

[Fonts](#)

[Goodies Options](#)

[Note Title, User and Group Names](#)

## See also

[Always on Top](#)

# Set Note Options

When you create a new note in Stickies!, it inherits its settings from the defaults. You can reconfigure the settings for an individual note with the note configuration dialog, which you open by selecting the **Set Note Options** item from the note's menu, by clicking on the note with the right mouse button, or by using the Ctrl-S [shortcut key](#).

You use this dialog by making your changes and then selecting **OK** to use those changes, or **Cancel** to close the dialog and discard your changes.

## Options

[Alarm](#)

[Colors](#)

[Expiration Date](#)

[Fonts](#)

[Goodies Options](#)

[Note Title, User and Group Names](#)

## See also

[Always on Top](#)

## Sound

This option appears on the main program menu only on the evaluation version. When a check mark appears next to the option, sound is enabled. Selecting this menu option will toggle the sound setting on or off.

If you turn off the sound feature, Stickies! will still make sound when an alarm note goes off that has sound enabled.

# Arrange Notes

The Arrange Notes menu is on every note's menu plus the main program's menu. This is where you control the visibility and placement of your active notes. The options that apply to a specific note are on the note version of the Arrange Notes menu, while the options that apply to all your active notes generally are on both versions of this menu.

## Options

Always on Top

Hide this Note/Hide all Notes

Display all Notes

Stack Visible Notes/Stack All Notes

Cascade Visible Notes/Cascade all Notes

## See also

Manage Notes Menu

## Hide this Note/Hide all Notes

The **Hide this Note/Hide all Notes** entries on the Arrange Notes menu hide one or all of your notes. Once hidden, notes and their alarms are all still active and will be saved when Stickies! or Windows is shut down. Hidden notes will not show up on the Windows Task manager list. Any note that is hidden when Stickies! is shut down will remain hidden the next time Stickies! is run. You can also hide an individual note by using the Ctrl-H shortcut key.

### See also

[Arrange Notes Menu](#)

[Display all Notes](#)

## Display all Notes

The **Display All Notes** entry on the Arrange Notes menu makes all hidden notes visible again. You can also use the Ctrl-D shortcut key to do the same from any note.

### See also

[Arrange Notes Menu](#)

[Hide this Note/Hide all Notes](#)

## Stack Visible Notes/Stack all Notes

The **Stack Visible Notes** entry on the Arrange Notes menu moves your notes in the upper-left corner of your screen. This entry does not affect hidden or minimized notes, but the **Stack All** option forces all hidden notes to be visible and restores minimized notes, then includes them in the stack operation.

### See also

[Arrange Notes Menu](#)

[Cascade Visible Notes/Cascade all Notes](#)

## Cascade Visible Notes/Cascade all Notes

The **Cascade Visible Notes** entry on Arrange Notes menu arranges your notes in three evenly spaced columns on your screen, offset vertically so that you can read the caption bar of each note. Hidden and minimized notes are not moved by this option. The **Cascade All** option is the same as the Cascade option, except it first makes all hidden notes visible, and it restores minimized notes to their "normal" state, before cascading your notes.

### See also

[Arrange Notes Menu](#)

[Stack Visible Notes/Stack All Notes](#)



# Manage Notes

The Manage Notes menu is on every note's menu plus the main program's menu. This is where you perform input and output operations on the notes in your active set. The options that apply to a specific note are on the note version of the Manage Notes menu, while the options that apply to all your active notes generally are on both versions of this menu.

## Options

- Bundle this Note
- Export this Note/Export all Notes
- Import Notes
- Save Notes
- Duplicate this Note
- Print this Note/Print all Notes
- Mail this Note
- File this Note/File all Notes
- File Cabinet

## See also

- Arrange Notes Menu

## Bundle this Note

The **Bundle this Note** entry on the Manage Notes menu creates a disk file that contains a single note and all its linked documents and configuration settings, leaving the original note in your active set. This is a simple and powerful way to send your notes and all the related documents for a project to another Stickies! user. You can also use the Ctrl-B shortcut key to bundle a note. Stickies! will not let you bundle a note that has no links, since that would be the same as exporting it to an STN file.

### See also

[Export Files and Bundles](#)

[Importing, Exporting, and Mailing Notes](#)

[Linking Documents to Notes](#)

[Manage Notes Menu](#)

## Export this Note/Export all Notes

The **Export this Note/Export all Notes** entries on the Manage Notes menu copy one or all of your active notes to a Stickies! export file. Exporting notes saves their configuration settings as well as their data, so that they can later be imported exactly as you last used them. The original notes remain in your active set after the export operation.

### See also

[Importing, Exporting, and Mailing Notes  
Manage Notes Menu](#)

# Import Notes

The **Import Notes** entry on the Manage Notes menu allows you to import either DOS files or Stickies! export or bundle files into your active set. DOS files (including binary files) are converted into individual notes. The notes stored in the export and bundle files are reactivated using their original options, and the documents in bundles will be restored to your system.

When Stickies! unbundles documents from a bundle (STB) file, it attempts to place each file in the same directory it was originally found in when the bundle was created. Stickies! will create directories as needed without prompting you for confirmation, but it will not overwrite an existing file. Stickies! may have to place the bundled document in a different place than where the note's link expects. For example, if the bundled document is D:\MYSTUFF\MYDATA.FIL, and you don't have an appropriate D: disk drive, then Stickies! has no choice but to move the file to another drive (but it will ask you which drive before it does so). When this happens, you will have to edit the links in the imported note to make sure they have the proper path information for their documents.

## See also

[Dragging Notes into the Active Set](#)  
[Export Files and Bundles](#)  
[Importing, Exporting, and Mailing Notes](#)  
[Link Configuration Dialog](#)  
[Manage Notes Menu](#)

## Save Notes

The **Save Notes** entry on the Manage Notes menu saves your active notes to STICKIES.SAV. Normally you don't have to worry about saving notes with this option, since Stickies! will automatically save your notes for you when it or Windows is shut down. Still, there are times when you're about to do something risky with another program or Windows itself, and it's nice to be able to save your notes manually, just to make sure they're safe.

You can also save your active notes with the Ctrl-W [shortcut key](#).

### See also

[Manage Notes Menu](#)

## Duplicate this Note

The **Duplicate this Note** entry on the Manage Notes menu makes an exact copy of the active note, using all its configured settings and data. The new note will not inherit its settings from the note defaults, as newly created notes normally do.

### See also

[Manage Notes Menu](#)

[Set Note Defaults](#)

## Print this Note/Print all Notes

The **Print this Note/Print all Notes** entries on the Manage Notes menu print one note or all your active notes. See [Printing Notes](#) for more details.

### See also

[Manage Notes Menu](#)

## Mail this Note

The **Mail this Note** entry, which only appears on your Manage Notes menu if you have Microsoft Mail on your system, assists you in e-mailing a Stickies! note. This option will open the Mail Compose dialog in Microsoft Mail to a new e-mail that has your note (in the form of a Stickies! export file) already attached as a document. All you have to do is type in the To: address and any additional message text you may wish to send, and then choose the Send button, and your e-mail and note are on their way.

The recipient can then save the attached export file to disk and import it into Stickies!.

You can also use the Ctrl-M shortcut key to e-mail a note.

### See also

[Importing, Exporting, and Mailing Notes](#)  
[Manage Notes Menu](#)



## File this Note/File all Notes

The **File this Note/File all Notes** entries on the Manage Notes menu move one or all of the notes in your active set into the file cabinet facility. Once filed, the notes are removed from your active set.

You can also use the Ctrl-F [shortcut key](#) to file a single note.

### See also

[Active Set](#)

[Manage Notes Menu](#)

[Overview of the File Cabinet Facility](#)

# File Cabinet

The **File Cabinet** entry on the Manage Notes menu opens the cabinet and folder management dialog, which is your primary tool for working with filed notes and accessing the folder browser.

You can also open the cabinet and folder management dialog by using the Ctrl-O [shortcut key](#) on any active note.

## See also

[Cabinet and Folder Management Dialog](#)

[Folder Browser Dialog](#)

[Manage Notes Menu](#)

[Overview of the File Cabinet Facility](#)

## Perform Self-Check

Stickies! has the ability to check its executable file, STICKIES.EXE, for any sort of tampering or change. All you have to do is select the **Perform Self-Check** item from the main program menu, and Stickies! will examine STICKIES.EXE, and report the results. If you have any problems with Stickies!, please run this self-check before getting in touch with Looking Glass Technologies, just to make sure that you're running an unmodified copy.

If Stickies! says that its file fails this test, you should stop using your copy immediately, since there is a chance that someone, somewhere between Looking Glass Technologies and you has made an unauthorized modification to the program. This does **not** mean that your system has been infected with a virus, although we advise you to check your system's integrity with a virus scanner program just to be safe.

The most likely causes of STICKIES.EXE failing this test are: 1) a transmission error changed the program as it was being uploaded to or downloaded from a BBS, 2) you got a copy of Stickies! from a BBS that someone intentionally modified. In either case, you should stop using that copy, since there's no way to be ensure that it is still reliable.

Please let us know if your copy of Stickies! fails its self test. We'd like to know where you got your tainted copy so we can investigate and make sure none of our customers' systems are being put at risk.

### **See also**

[Technical Support](#)

# Note Menu

Since each Stickies! note is a Windows window, it has its own menu, which you open by clicking on the system box in the note's upper-left corner or hitting alt-space when that note is active.

Each note's menu contains several of the usual Windows menu entries, such as **Switch To...** and **Close**. Additionally, each note has a number of unique entries.

## Options

[Exit Stickies!](#)

[Arrange Notes Menu](#)

[Manage Notes Menu](#)

[Set Note Options](#)

[Cut, Copy, and Paste Operations](#)

## See also

[Main Program Menu](#)

## Exit Stickies!

Selecting this option on a note's menu will save the notes in your active set and shut down Stickies!. Choosing this option is identical to using the **Close** option on the main program's menu.

### **See also**

[Note Menu](#)

# Cut, Copy, and Paste Operations

You can use the standard Windows cut, copy, and paste operations to move text between Stickies! notes and other Windows programs via the Windows clipboard.

Regardless of the version of Windows you are running, Stickies! supports both the traditional and the "new" Windows keystrokes:

Operation	Keystrokes
Cut	Shift-Del or Ctrl-X
Copy	Ctrl-Insert or Ctrl-C
Paste	Shift-Insert or Ctrl-V

## See also

[Editing Notes](#)  
[Note Menu](#)

## Linking Documents to Notes

Linking provides you with a powerful way to organize work tasks that include several documents and programs. By linking up to 10 other documents to a Stickies! note, you can have instant access to them as well as your notes on the project and all the other features of a regular Stickies! note.

To link a document or program to a Stickies! note, you drag and drop a file from any program that supports drag and drop operations onto a Stickies! note. The note will prompt you for a description of the link, and it will then be redrawn to include a button across the top of the note that includes the icon of the dropped file's associated program (as listed in your WIN.INI file), plus the description you entered.

Once the link is created, you can run the link's program and open the document file by double clicking anywhere on the link with the left mouse button. You can also use the Ctrl-R shortcut key to run all the links on your note with a single keystroke or configure any combination of your note's links to run when that note's alarm goes off.

You change the link's settings or delete the link entirely via the link configuration dialog, which you open by clicking on the link button with the right mouse button.

If the file you drop on a note is an executable file (BAT, COM, EXE, or PIF), then Stickies! will use it as the link program, and you can edit the link configuration to specify a data file you'd like the program to use.

### **See also**

[Link Configuration Dialog](#)  
[Drag and Drop Operations](#)

## Registration Information

A single-user license for Stickies! costs \$30US, payable by check or money in US dollars and drawn on a US bank. This price includes shipping and handling to destinations in the United States. Residents of New York State should add 7% sales tax, and customers outside the US should add \$5US per copy shipped.

Volume pricing schedule:

1 to 5 copies	\$30US
6 to 10	\$27US
11 to 20	\$24US
21 to 60	\$21US
Over 60	\$1200US (site license)

Site licensees will receive 3 copies of the distribution disks and manuals, and are expected to make their own copies for on-site distribution. A site license counts as 3 copies when calculating shipping costs for international orders.

Registered users will receive:

The current maintenance level of the enhanced version of Stickies!. The enhanced version removes the registration reminder and adds quote-of-the-day and today-in-history features.

A bound copy of the manual that includes a table of contents and an index.

Technical support through GENie, CompuServe, or paper mail

Free upgrades to new versions of Stickies! for one year. Each upgrade will automatically be sent to all registered users as soon as it is released.



# Technical Support

Technical support is available to registered users of Stickies! by writing to:

Looking Glass Technologies  
P. O. Box 8636  
Endwell, NY 13762-8636

or by sending e-mail to L.G.TECH on GENie or 71055,1240 on CompuServe.

If you are having a problem with Stickies!, please run the self-check feature before getting in touch with us. When you do write us, please describe the problem as completely as you can. Describe your configuration, both hardware and software, including the time and date stamp on your copy of STICKIES.EXE, and try to find the simplest possible way of recreating the problem, if applicable.

If you need to send us a file of your notes to demonstrate the problem, please don't send us any notes that contain confidential or sensitive data.

## **See also**

[Perform Self-Check](#)

## Print Detail

When you print notes, whether from the active set or your file cabinet, Stickies! will give you a choice of the level of detail. Your options are:

**Contents Only** provides the least amount of detail, and prints just the "body" of each note, i.e. the part you typed in.

**Title and Contents** prints each note's title as it appears in the note's caption bar, plus its contents.

**All** provides the most information, and prints the note's title and contents, as well as the user and work group name fields, link information, and the alarm and expiration date settings.

### See also

[Print Dialog](#)

[Printing](#)

[Printing Filed Notes](#)

# Link Configuration Dialog

You use this dialog to set the options for a note's link. Open the dialog by clicking on the link you want to configure with the right mouse button. Once you make your changes, you can use them and close the dialog by selecting the **OK** button. The **Cancel** button will close the dialog and discard your changes.

If you select the **Copy** button, Stickies! will validate and use any changes you've made to the link fields, then close the configuration dialog and duplicate the link. Note that the changes you've made will apply to both the old link and the copy.

Selecting the **Delete** button will close the configuration dialog and delete the link.

## Configuration Options

[Description](#)

[Program](#)

[Data File and Options](#)

[Working Directory](#)

[Use Icon From](#)

[Startup Options](#)

[Run Link When Alarm Sounds](#)

## See also

[Linking Documents to Notes](#)

## Link Description

This field on the link configuration dialog allows you to change the text that is displayed on a note's link next to the icon. This description is not used by Stickies!; it is there solely for your convenience, and you can set it to anything that will fit within its length, or leave it blank.

### **See also**

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Link Program

This field on the link configuration dialog specifies the program that Stickies! will execute when you run the link. This field must be either a fully-qualified path, e.g. C:\MYPROGS\PROG99.EXE, or it must be just the file name and extension, e.g. PROG99.EXE, of a program that is in one of the directories in your DOS path.

You can use any type of executable file for this field, including BAT, COM, EXE, and PIF files.

### **See also**

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Link Data File and Options

This field on the link configuration dialog specifies the command line that is passed to the link's program when it is run. You should include in this field any data file names, command line options, etc., that the program would normally expect when it is run. This line should not include the name of the program, but otherwise it should appear exactly as you would type in the command line if you were running it from the DOS command line or the **Run...** box in the Windows File Manager or Program Manager.

### See also

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Link Working Directory

This field on the link configuration dialog specifies the directory that Stickies! will switch to just before it runs the link's program. Depending on which program is used with the link and your configuration, you might have to set this directory so the link's program can find data and/or configuration files.

If you enter something into this field, Stickies! insists that it be a fully-qualified path that begins with a disk drive letter, a colon, and a backslash, e.g. C:\MYDATA.

If you leave this field blank, Stickies! will ignore the field when it runs a link.

### **See also**

[Link Configuration Dialog](#)

[Linking Documents to Notes](#)

## Link Icon File

This field on the link configuration dialog tells Stickies! where it should look for the icon that it displays on the link button. You can enter any fully qualified file name here, e.g. C:\MYSTUFF\ZZZ.EXE, and Stickies! will use an icon from that file, if it contains one. If the file doesn't contain an icon or doesn't exist, then Stickies! will display its "no icon" icon, which is a picture of a computer screen with a question mark,

You can change to a different icon in a file by selecting the **Previous** and **Next** buttons that flank the icon on the configuration dialog. If Stickies! wasn't able to link to the file SHELL.DLL when it was first run, these two buttons will be disabled, since Stickies! relies on support in SHELL.DLL to extract icons from files.

### See also

[Link Configuration Dialog](#)

[Linking Documents to Notes](#)



## Link Startup Options

This set of radio buttons on the link configuration dialog tells Stickies! how you want to run the link's program. The options are

**Minimized:** Run the program as an icon

**Normal:** Run the program in a normal window that does not fill the entire screen

**Maximized:** Run the program in a window that fills the entire screen

### See also

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Run Link When Alarm Sounds

This check box on the link configuration dialog tells Stickies! that when the note's alarm sounds it should run this link. If Stickies! has a foot-seeking missile, this is it.

Select the check box to toggle this option on and off.

### **See also**

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Folder Selection Dialog

When you must choose a folder for a filing operation, Stickies! will display this dialog so that you select a file folder. In order to leave this dialog, you must choose either the **Select** button (with a file cabinet and folder highlighted) or the **Cancel** button. If you choose **Select** (or double click on the folder), the note(s) will be filed in the chosen folder; **Cancel** will abandon the filing operation.

You can also perform some cabinet and folder maintenance before choosing **Select** or **Cancel**.

### See also

[Cabinet and Folder Management Dialog](#)  
[Overview of the File Cabinet Facility](#)

## Skip Bundled Documents?

When you import a bundle into your active set, Stickies! gives you the option of restoring the bundle's documents or skipping them. This gives you the ability to make the bundled note itself active without restoring the document files to your system.

### **See also**

[Active Set](#)

[Export Files and Bundles](#)

## Can't File Bundled Documents

When you import a bundle into the file cabinet facility, Stickies! displays this dialog to tell you that the note itself will be imported, but not the document files in the bundle. If you want to restore the bundled documents to your system, import the bundle to your active set and Stickies! will give you the option of restoring the files to their original locations on your system.

### **See also**

[Export Files and Bundles](#)  
[Overview of the File Cabinet Facility](#)

## Can't Find COMMDLG.DLL

On startup, Stickies! tries to link to parts of Windows that provide support for various operations. One of these facilities resides in the Windows file COMMDLG.DLL, which is part of Windows 3.1 and is distributed with Stickies! for Windows 3.0 users. COMMDLG.DLL provides a program with certain "common" dialog boxes, such as File Open and Font Selection that Stickies! uses.

If Stickies! cannot find or link to COMMDLG.DLL, it will tell you so with a dialog and then shut down.

If you don't have a copy of COMMDLG.DLL in your Windows system directory (usually C:\WINDOWS\SYSTEM), then you either didn't get a copy of this file with Stickies!, or your copy got deleted. If you don't have a copy of COMMDLG.DLL on your system and you're a registered owner of Stickies!, get in touch with Looking Glass Technologies and we'll send you a copy.

### **See also**

[Technical Support](#)

## Unable to Allocate Memory

Stickies! dynamically requests memory from Windows at various times. If it can't get the required memory, then it will display this dialog and shut down.

This out of memory situation shouldn't happen, since Stickies! normally doesn't place a large memory requirement on a Windows system. If you see this condition, try to run Stickies! again after shutting down some other programs or moving some of your notes into the file cabinet.

## Stickies! Requires Protected Mode

Stickies! can run only in Windows' Standard Mode or 386 Enhanced Mode, not Real Mode. If Stickies! detects that Windows is in Real Mode, it will display this dialog and then shut itself down.

Windows runs in Real Mode is when one of the following is true:

1. You tell it to do so by starting Windows with the /r command line option.
2. You don't have enough memory on your system to run Standard Mode or 386 Enhanced Mode.



## Only One Copy of Stickies! at a Time

Because of the way Stickies! displays notes on your screen and uses one set of files to save your notes, you could get yourself and Stickies! very confused if you were allowed to run more than one copy at once. In fact, you'd probably wind up losing some data, crashing your system, and generally wondering why in the world Stickies! didn't stop you from doing this in the first place. So it does.

## Can't Find MMSYSTEM.DLL

On startup, Stickies! tries to link to parts of Windows that provide support for various operations. One of these facilities resides in the Windows file MMSYSTEM.DLL, which was added to Windows in version 3.1. Stickies! will only try to load and use this file if you're running Windows 3.1 or later.

Since Stickies! only needs this file for sound support, it will run without this file, and the only lost function will be sound effects.

The potential causes of failing to find MMSYSTEM.DLL are:

1. MMSYSTEM.DLL is missing from your system or it is misplaced
2. You don't have enough memory to load the file MMSYSTEM.DLL

## Can't Find SHELL.DLL

On startup, Stickies! tries to link to parts of Windows that provide support for various operations. One of these facilities resides in the Windows file SHELL.DLL, which is part of Windows 3.1 and is distributed with Stickies! for Windows 3.0 users.

If Stickies! cannot find or link to SHELL.DLL, then it will tell you so with a dialog and allow you to continue running. In this state, Stickies! will not support drag and drop operations, and it will not be able to correctly display icons in your note's links, and will display the "no icon" icon instead.

If you don't have a copy of SHELL.DLL in your Windows system directory (usually C:\WINDOWS\SYSTEM), then you either didn't get a copy with Stickies!, or your copy got deleted. If you have a copy of SHELL.DLL in the proper place and Stickies! won't use it, then you should get in touch with Looking Glass Technologies and tell us exactly what happened and send us a copy of your SHELL.DLL file.

### **See also**

[Technical Support](#)

## Unusable SAV File

Stickies! tried to locate and use its SAV file, which is where it saves your notes when you shut down Stickies! or Windows, and it found a file with the expected name in the directory where your copy of STICKIES.EXE is stored, but the file does not appear to be a SAV file.

To preserve your original SAV file, Stickies! has renamed it and created a new SAV file in the proper format.

If you think that Stickies! should have used the SAV file it rejected, please get in touch with Looking Glass Technologies at one of our addresses in the Technical Support section of this help file and send us a copy of the file.

### **See also**

[Technical Support](#)

## Not Enough Room to Load Your SAV File

When Stickies! shuts down, it stores the notes in your active set in a file called STICKIES.SAV. Your notes and all their associated configuration information are loaded from this file when Stickies! is started again. If Stickies! finds that there are more notes in the SAV file than will fit in your active set, it will stop loading notes and display a dialog telling you what has happened.

Since the maximum allowable number of active notes has never changed in the various releases of Stickies!, this situation should never occur. If it does happen, it means that one or more of the following things has happened:

1. Your SAV file was corrupted. Even if Stickies! appears to load all your notes as expected, you should copy your SAV file to another name, say OLD.SAV, just to make sure you have a safe copy of your data, and then shut down Stickies! and restart it to see if the problem goes away. If it doesn't, you should send a copy of your STICKIES.SAV file to Looking Glass Technologies with a letter explaining what happened.
2. Your copy of STICKIES.EXE has been corrupted. To test for this, you should run the self-check feature on Stickies!'s main menu and let Looking Glass Technologies know if your copy of Stickies! fails the test.

### **See also**

[Capacities and Limitations](#)  
[Performing a Self Check](#)  
[Technical Support](#)

## Can't Start an Alarm Timer

In order to know when to sound your alarms, Stickies! uses the timer facility of Windows. If Stickies! tries to start a timer and there isn't one available, then your alarm notes won't go off, but all other Stickies! features should work as expected.

Not being able to get a timer from Windows is a very rare situation, and it can usually be traced to having a large number of programs running at once or running a program that incorrectly allocated timers. You should try to fix this situation by shutting down some other programs or shutting down and restarting Windows itself.

## No Active Notes to Export

Stickies! will export all the notes from your active set, including hidden and minimized notes, into a single export file. Quote of the day and today in history notes, if active, are not included in the export operation. If you have no active notes when you ask Stickies! to perform an export operation, then it will display this dialog.

### **See also**

[Active Set](#)  
[Importing, Exporting, and Mailing Notes](#)

## Imported Files Won't Fit in Active Set

When you try to import files into your active set of notes, Stickies! checks to make sure they will all fit. If they won't, then you'll be asked if you want to continue and import only those notes that will fit in your active set, or abandon the operation without importing any notes.

### **See also**

[Active Set](#)

[Capacities and Limitations](#)

[Importing, Exporting, and Mailing Notes](#)



## Notes Won't Fit in Folder

When you select a folder to file one or more of your active notes, Stickies! checks to make sure that the folder has room for the note(s). If it doesn't, then Stickies! displays this dialog.

You can either select a different file folder or abandon the file operation with the **Cancel** button.

### **See also**

[Capacities and Limitations](#)

[Folder Selection Dialog](#)

[Overview of the File Cabinet Facility](#)

## Unbundled Document Already Exists

When Stickies! is unbundling a bundle, it will ask for permission before replacing a file on your system with a document from the bundle. If you give Stickies! permission to replace the file, it will do so without making a backup copy of the replaced file. In this case, your only hope of restoring the original file is to use an "unerase" utility or restore the file from your normal hard disk backup.

### **See also**

[Export Files and Bundles](#)

## Destination File Cabinet Prompt

Stickies! displays this dialog when you have chosen the **Move Folder** button on the cabinet and folder management dialog, and you have more than one file cabinet with room for another folder.

Stickies! includes in this dialog only those file cabinets that have room for at least one more folder; any full cabinets you may have are still intact.

### **See also**

[Cabinet and Folder Management Dialog](#)

## Printer Initialization Failed

Stickies! displays this dialog when it attempts to print and Windows tells it that the printer was not initialized properly. This condition indicates that there is something wrong with your Windows installation, probably an incorrect printer driver.

## Prompt for a New Folder Description

The description you enter will be used for the file folder you're creating or renaming until you choose to change it again. This description is used by Stickies! to refer to the folder instead of a DOS file name.

### **See also**

[Naming Conventions](#)

[Overview of the File Cabinet Facility](#)

## Append or Replace an Export File

When you tell Stickies! that you want to export one or more notes to an export file, and an export file of that name already exists on your system, then Stickies! will give you the option of replacing the file or appending the new notes to it.

If you decide to replace the export file, the original copy of the file will be overwritten and cannot be retrieved.

### **See also**

[Importing, Exporting, and Mailing Notes](#)

## Delete this Note?

When you try to delete a note that contains text or has one or more links, Stickies! asks you to confirm your request, and gives you a chance to file the note instead of deleting it, or abandoning the operation and leaving the note as it was.

### **See also**

[Overview of the File Cabinet Facility](#)

## Prompt for a Link's Description

When you create a note link by dragging and dropping a file onto an existing note, Stickies! will prompt you for a description of the new link. You can type in anything you want for a description, or leave it blank. Stickies! doesn't use the description for any of its own processing; it merely displays it in the link button for your convenience.

You can change the description with the link configuration dialog.

### **See also**

[Link Configuration Dialog](#)  
[Naming Conventions](#)



## Prompt for a Link's Program

When you create a link by dragging and dropping a file onto an existing note, Stickies! looks at the file extension of the file to determine how it should handle the file. If the dropped file has an extension of "COM", "EXE", "BAT", or "PIF", then Stickies! uses the file as the program entry for the link. When you drop a file with any other extension onto a note, Stickies! asks Windows for the name of the program that is associated with the file's extension, and uses that program as the link's program name (e.g. XLS files are normally associated with Microsoft Excel if you have that program installed on your system). If Windows doesn't have an association for the dropped file's extension, then Stickies! will prompt you with this dialog for the name of the link's program.

The program name you enter will be run when you click on this link's button. In order for Windows to find the link's program, it must be either a fully qualified name that includes the drive and path where the program resides on your system, e.g. "C:\MYPROGS\ZIPPY.EXE", or it must be a program that Windows can find via your DOS PATH, e.g. your program's name is "ZIPPY.EXE" and it is in the directory "C:\MYPROGS" and that same directory is in your DOS PATH.

### **See also**

[Link Configuration Dialog](#)

# Prompt for a New Cabinet Description

The description you enter will be used for the file cabinet you're creating or renaming until you choose to change it again. This description is used by Stickies! to refer to the cabinet instead of a DOS file name.

## **See also**

[Cabinet and Folder Management Dialog](#)

[Naming Conventions](#)

[Overview of the File Cabinet Facility](#)

## File Folder has been Renamed

Stickies! detected that you had a version 1.5 file cabinet file, STICKIES.SFC, and no version 2.0 file cabinet directory. Stickies! has renamed your old file cabinet file it so that it could be used as a version 2.0-style file folder. All your notes are intact, and they will appear in the "All Notes" folder in the "Main Cabinet" file cabinet.

### **See also**

[Overview of the File Cabinet Facility](#)

## File Directory has been Renamed

Stickies! found a file cabinet directory (STICKIES.FCD) that was not in the proper format or was not a recognizable version. Since Stickies! could not use the file, it renamed it and created a new file.

This should never happen. If it does, it means that some impostor file named STICKIES.FCD was in your Stickies! directory, or your valid copy of STICKIES.FCD got corrupted. If you believe that Stickies! should have been able to use your copy of STICKIES.FCD, then you should get in touch with Looking Glass Technologies and send us the file that Stickies! rejected.

### **See also**

[Technical Support](#)

## File Cabinet Needs a Description

Every Stickies! file cabinet requires a non-blank description. Please enter a description for the file cabinet.

### **See also**

[Naming Conventions](#)

[Overview of the File Cabinet Facility](#)

## File Folder Needs a Description

Every Stickies! file folder requires a non-blank description.  
the file folder.

Please enter a description for

### **See also**

[Naming Conventions](#)

[Overview of the File Cabinet Facility](#)

## Must Select a Destination File Cabinet

If you want to move a file folder to another cabinet, you must select a cabinet from the list. You can abandon the move operation by selecting the **Cancel** button.

## Can't Find Quote Database

Stickies! looked in the directory where STICKIES.EXE is stored for the file STICKIES.QTE, which contains the quote of the day data base, and couldn't find it. If you want to use the quote of the day feature, then you should copy the file STICKIES.QTE from your Stickies! distribution disk to the directory that contains STICKIES.EXE.

If you purposely deleted STICKIES.QTE to save disk space, you can stop this dialog from appearing by turning off the quote of the day feature.

### **See also**

[Goodies Options](#)



## Quote Database is Wrong Version

Stickies! found the quote of the day data base (STICKIES.QTE) where it was supposed to be, but the file of that name is not really the data base or it is an incompatible version.

As of this release, the only way this can happen is if another file named STICKIES.QTE is in the directory where you stored STICKIES.EXE. If this happens, you should copy the impostor file to another directory and then re-install STICKIES.QTE from your distribution disk to the directory that contains STICKIES.EXE.

### **See also**

[Goodies Options](#)

## Can't Find Today in History Database

Stickies! looked in the directory where STICKIES.EXE is stored for the file STICKIES.TIH, which contains the today in history data base, and couldn't find it. If you want to use the today in history feature, then you should copy the file STICKIES.TIH from your Stickies! distribution disk to the directory that contains STICKIES.EXE.

If you purposely deleted STICKIES.TIH to save disk space, you can stop this dialog from appearing by turning off the today in history feature.

### **See also**

[Goodies Options](#)

## Today in History Database is Wrong Version

Stickies! found the today in history data base (STICKIES.TIH) where it was supposed to be, but the file of that name is not really the data base or it is an incompatible version.

As of this release, the only way this can happen is if another file named STICKIES.TIH is in the directory where STICKIES.EXE is stored. If this happens, you should copy the impostor file to another directory and then copy STICKIES.TIH from your Stickies! distribution disk to the directory that contains STICKIES.EXE.

### **See also**

[Goodies Options](#)

## Must Select a Folder

Before you perform certain operations on the cabinet and folder management dialog, you must select a folder from the bottom list.

### **See also**

[Cabinet and Folder Management Dialog](#)

## Must Select a Cabinet

Before you perform certain operations on the cabinet and folder management dialog, you must select a cabinet from the top list. You can select a cabinet by using the mouse or pressing the tab key until the Windows focus is in the list and then moving through the list with the cursor keys.

### **See also**

[Cabinet and Folder Management Dialog](#)

## Folder is in the Only Cabinet

The folder you want to move is in the only file cabinet, so there is no place to move it. If you want to move the folder to a new cabinet, you should first create a cabinet with the **Add Cabinet** button and then move the folder into the new cabinet.

### See also

[Cabinet and Folder Management Dialog](#)

## Created New FCD File

When Stickies! starts up it checks for the existence of the file STICKIES.FCD in the directory where STICKIES.EXE is stored. This file is the file cabinet directory used to track your cabinets and folders. If Stickies! can't find this file, it creates a new default directory that contains one file cabinet, called "Main Cabinet", that contains a single folder, "All Notes."

If Stickies! tells you that it's created a new STICKIES.FCD and you had notes stored in the file cabinet, then some person or program must have deleted your old STICKIES.FCD. If you find yourself in this situation, **don't do anything else with Stickies!, not even shut it down**, and see the **Disaster Recovery** section in the manual.

# Can't Move this Folder

Stickies! displays this dialog when you have tried to move a file folder but there are no other cabinets that have room for another folder.

## **See also**

[Cabinet and Folder Management Dialog](#)  
[Capacities and Limitations](#)



## Created New SFF File

When Stickies! first starts up, it checks the integrity of your file cabinets and folders. One part of this check involves making sure that every folder file that is expected to exist is really there. If for some reason Stickies! can't find one of these files, which all have a file extension of SFF, then it will create a new, empty folder file in its place.

The only time this should happen is if one of your folder files gets erased accidentally. If you find yourself in this situation, write down the name of the file that Stickies! said it created, **don't do anything else with Stickies!, not even shut it down**, and see the **Disaster Recovery** section in the manual.

### See also

[Overview of the File Cabinet Facility](#)

## Deleting a Cabinet Can't be Undone

You've asked Stickies! to delete a file cabinet, which it will do only if you confirm that you really want to continue. Deleting a file cabinet cannot be undone, and the cabinet and all the folders and notes it contains will be lost permanently if you continue.

### **See also**

[Cabinet and Folder Management Dialog](#)

## File Folder is Empty

When you request that Stickies! perform some operation with the notes in a folder, Stickies! will display this dialog if the folder contains no notes.

### **See also**

[Cabinet and Folder Management Dialog](#)

## Link Must Have a Program Name

Every link must have the name of an existing program so Stickies! knows which program to execute when you run the link.

The program name must be something that Windows can resolve to a specific program. This means that it must be either a fully qualified name e.g. C:\MYPROGS\ZIGGY.EXE), or a program that Windows can locate via your DOS path setting.

### **See also**

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Link's Program Can't be on a Removable Drive

A link's program cannot be on a removable drive, since there's too great a chance that it won't be there when you run the link.

Stickies! relies on Windows to determine which drives are removable.

### **See also**

[Link Configuration Dialog](#)

[Linking Documents to Notes](#)

## Working Directory Must be Fully Qualified

When you run a link, Stickies! switches to the working directory stored in the link just before it runs the link's program. Since there's no way to predict what your current directory will be when you run a link, the working directory must be a fully qualified name, i.e. it must begin with a disk drive letter, a colon, and a backslash, as in C:\EXCEL\MYDATA.

### **See also**

[Link Configuration Dialog](#)

[Linking Documents to Notes](#)

## Working Directory Can't be on a Removable Drive

When you run a link, Stickies! switches to the working directory stored in the link just before it runs the link's program. Since there's too great a chance that a removable disk drive won't be available when you run a link, Stickies! requires that all working directories not be on removable disk drives.

Stickies! relies on Windows to determine which drives are removable.

### **See also**

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Working Directory Doesn't Exist

When you run a link, Stickies! switches to that link's working directory just before it runs its program. To avoid problems at run-time, Stickies! prompts you when a link's working directory doesn't exist.

### **See also**

[Link Configuration Dialog](#)

[Linking Documents to Notes](#)



## Expiration Date is Invalid

The expiration date you entered is invalid. The month and day fields of your date can have one or two digits, but the year must have 4 digits (e.g. you cannot enter "93" for 1993).

Stickies! will reject any date that contains non-numeric characters, or a date that can't exist, such as January 33rd or February 29th in a non-leap year.

### **See also**

[Configuring Notes](#)

## Expiration Date has Passed

The expiration date you've entered has already passed. If you tell Stickies! to use it anyway, then you'll be prompted for how you want the expired note handled the next time you run Stickies!.

### **See also**

[Configuring Notes](#)

## Alarm Date is Invalid

The alarm date you entered is invalid. The month and day fields of your date can have one or two digits, but the year must have 4 digits (e.g. you cannot enter "93" for 1993).

Stickies! will reject any date that contains non-numeric characters, or a date that can't exist, such as January 33rd or February 29th in a non-leap year.

The time is in 24-hour or military format, e.g. 3PM is 15:00.

### **See also**

[Configuring Notes](#)

## Alarm Prefix is Invalid

The alarm prefix, which specifies how many minutes before the alarm time you want the alarm to sound, must be a positive, whole number.

### **See also**

[Configuring Notes](#)

## Alarm Date has Passed

The alarm date you entered has already passed. If you use this date setting, the alarm will go off within a minute of your closing the configuration dialog.

### **See also**

[Configuring Notes](#)

## Alarm Repeat Time is Invalid

The alarm repeat time, which specifies how often you want the alarm to go off once it sounds for the first time, must be a positive, whole number.

### **See also**

[Configuring Notes](#)

## Export File Exists, OK to Overwrite?

The path and name you've selected for an export file already exists, and the file is not an export file. Stickies! will therefore ask you for permission before it overwrites the file.

If you reply **Yes** to this prompt, the file will be replaced by the export file you're about to create; replying **No** will abandon the export operation.

### **See also**

[Importing, Exporting, and Mailing Notes](#)

## Import File is Incompatible Version

Stickies! displays this dialog when you try to import a file that appears to be in Stickies! import/export or bundle format, but is not a version that Stickies! recognizes. Since the most likely explanation for this is that your file really is a Stickies! export or bundle file, but it got corrupted since it was created, Stickies! will not attempt to load this file.

If you are importing more than one file, Stickies! will give you the option of continuing to import the other files and skipping this one.

### **See also**

[Importing, Exporting, and Mailing Notes](#)



## Active Set is Full

Stickies! displays this dialog when you attempt to create a new note and you already have the maximum number of active notes. If you think you don't have that many notes, remember that hidden and minimized notes count toward your total, so it's possible to have a relatively clean desktop that has a full set of Stickies! notes.

### **See also**

[Active Set](#)  
[Capacities and Limitations](#)

## File Folder is Full

You've asked Stickies! to perform some operation that will add at least one more note to a folder, but the folder is already full.

### **See also**

[Capacities and Limitations](#)  
[Overview of the File Cabinet Facility](#)

## There are No Active Notes

You've asked Stickies! to perform some operation that requires at least one active note, and there are none.

### **See also**

[Active Set](#)  
[Capacities and Limitations](#)

## Import File is Too Big

The file you've asked Stickies! to import exceeds the size limit for a single note.

If you are importing more than one file, Stickies! will give you the option of continuing to import the other files.

### **See also**

[Capacities and Limitations](#)

## Can't Import that Many Files at Once

You've tried to import more files than Windows and Stickies! can handle in a single operation. You should try the operation again, but this time try to import the files in groups instead of a single import operation.

## This Note is Full

You've tried to add text to a note that would exceed the size limit for a single note.

### **See also**

[Capacities and Limitations](#)

## Couldn't Run Link, Edit it?

Stickies! tried to run a link by sending the program name and data file and options line to Windows for execution, but Windows couldn't run the program. Stickies! is therefore giving you the chance to edit the link's configuration and fix the problem.

### **See also**

[Linking Documents to Notes](#)  
[Link Configuration Dialog](#)

## Working Directory Doesn't Exist

The working directory in the link could not be found. When you run a link, Stickies! first tries to switch to the link's working directory. If the directory doesn't exist, then Stickies! will refuse to run the link's program.

### **See also**

[Linking Documents to Notes](#)

[Link Configuration Dialog](#)



## Can't Bundle a Note without Links

Since the purpose of a Stickies! bundle is to store a note and all its linked documents in a single file, Stickies! won't let you try to bundle a note that has no links. If you want to save a linkless note to a file, you can export it using the **Export this Note** option from the note's **Manage Notes** menu, or you can use the Ctrl-E shortcut key.

### See also

[Export Files and Bundles](#)  
[Manage Notes Menu](#)

## Bundle will Contain No Document Files

Stickies! is about to create a note bundle, but it will contain no document files. You can continue and create the bundle if you wish, but it will be the same as an export file that contains a single note.

### **See also**

[Export Files and Bundles](#)

## Note has the Maximum Number of Links

You've tried to create one or more new links on a note that already has the maximum number of links.

### **See also**

[Capacities and Limitations](#)

## Data File Can't be on a Removable Drive

A link's data file must be present when Stickies! is run. Therefore, Stickies! requires that the data file is not on a removable disk drive. Stickies! does allow you to use a data file that is on a network drive, even though such files might not always be available.

Stickies! relies on Windows to determine which drives are removable.

### **See also**

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## File Doesn't Exist, Please Re-edit

When bundling a note, Stickies! sometimes needs your help in locating the data files that should be copied to the bundle. Stickies! will present you with the name of a file it cannot locate and ask you to edit it when it needs your assistance. Typically, there is something on the data file name that needs to be removed, such as some sort of command line option needed by the link's program, or you might have to add path information to the name (e.g. change "MYFILE.DAT" to "C:\MYSTUFF\MYFILE.DAT"). After you change the text as needed, you should then select the **OK** button.

If you select **Skip this File** Stickies! will continue the bundling operation without this file. Selecting **Cancel Bundle** will abandon the operation.

### See also

[Link Configuration Dialog](#)

[Linking Documents to Notes](#)

## Move Folder to the only other Cabinet with Room?

When you tell Stickies! that you want to move a file folder, it checks to see how many other cabinets there are with room for at least one more folder. If there is only one such cabinet, then Stickies! asks you if you want to move the folder there.

### **See also**

[Cabinet and Folder Management Dialog  
Overview of the File Cabinet Facility](#)

## Deleting a Folder Cannot be Undone

Before Stickies! deletes a file folder, it asks to verify that you really want to delete it. If you tell Stickies! to continue, the file folder and all its notes will be deleted, and you will not be able to retrieve them.

### **See also**

[Cabinet and Folder Management Dialog](#)  
[Overview of the File Cabinet Facility](#)

## Must Select a Cabinet and Folder

When you exit the folder selection dialog with the **Select** button, you must have highlighted a cabinet and folder. While the selection dialog is open, you can create, delete, rename, or move folders, or create, delete, or rename cabinets.

### See also

[Cabinet and Folder Management Dialog](#)  
[Folder Selection Dialog](#)



# Icon Source File Cannot be on a Removable Drive

A link's icon source file must be present when Stickies! is run. Therefore, Stickies! requires that the icon source file is not on a disk drive that Windows identifies as removable.

Stickies! relies on Windows to determine which drives are removable.

## **See also**

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Icon Source File Cannot be Blank

Every link must have a source file for an icon. When you create a link, this field is automatically filled in by Stickies! to use the link's program, although you can change this to be any file on your system that contains one or more Windows icons. (If you're hard pressed for an icon file, you can always use the file MORICONS.DLL that comes with Windows and is normally stored in your main Windows directory.)

### **See also**

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Selected Notes Won't Fit in Active Set

The notes you have selected and attempted to copy or check out of a file folder will overflow your active set. Stickies! displays this dialog to tell you what has happened and to give you the option of checking out just those notes that will fit.

### **See also**

[Active Set](#)

[Capacities and Limitations](#)

## Delete Selected Notes?

Before Stickies! deletes notes from a file folder, it asks you to verify that you really want to delete the notes. If you tell Stickies! to proceed, the notes will be deleted and you will not be able to retrieve them.

### **See also**

[Cabinet and Folder Management Dialog](#)

## No Notes to Search

There are no notes in the displayed folder, so Stickies! can't perform a search.

### **See also**

[Folder Browser Dialog](#)

## Search Didn't Match Any Notes

You performed a search on a file folder, but your search criteria didn't select any of the notes. Stickies! displays this dialog to tell you that's what happened, and then returns you to normal browse mode.

### **See also**

[Searching Notes](#)

## Search Matched All Notes

When you ask Stickies! to perform a search on a file folder, it's possible that your search criteria will select all notes in the folder. When this happens, Stickies! will display this dialog telling you that this has happened, and it will stay in browse mode as if you hadn't performed a search.

### **See also**

[Searching Notes](#)

## Must Select a Note

Before you choose an action you want to perform on a note in the folder browser dialog, you must select the note you wish to operate on.

### **See also**

[Folder Browser Dialog](#)



## File Cabinet Has Been Updated

When you add files to a file folder while you're viewing the results of a search, Stickies! will not update your search results. Instead, Stickies! displays this dialog to tell you that the notes have been added and that you can see all notes in the file folder by selecting the **Show All** button.

### See also

[Folder Browser Dialog](#)  
[Searching Notes](#)

## Imported Files Won't Fit in Folder

The files you want to import will exceed the specified folder's limit. You can continue and load the notes that will fit, or abandon the import operation.

### **See also**

[Capacities and Limitations](#)  
[Overview of the File Cabinet Facility](#)

## After Date is Invalid

The after date is invalid. The month and day fields of your date can have one or two digits, but the year must have 4 digits (e.g. you cannot enter "93" for 1993).

Stickies! will reject any date that contains non-numeric characters, or a date that can't exist, such as January 33rd or February 29th in a non-leap year.

### **See also**

[Searching Notes](#)

## Before Date is Invalid

The before date is invalid. The month and day fields of your date can have one or two digits, but the year must have 4 digits (e.g. you cannot enter "93" for 1993).

Stickies! will reject any date that contains non-numeric characters, or a date that can't exist, such as January 33rd or February 29th in a non-leap year.

### **See also**

[Searching Notes](#)

## After Date Must Come Before the Before Date

If you specify both an after and a before date for a file folder search, the after date must come before or be the same as the before date. If this isn't true, e.g. you ask Stickies! to search for all notes created after January 1, 1993 and before December 1, 1992, then no notes could possibly match the search criteria, and Stickies! will refuse to perform the search.

### **See also**

[Searching Notes](#)

## Must Provide Search Text

If you have checked one or more of the "search in" boxes on the search dialog, then Stickies! expects you to provide a non-blank piece of text to search for. If you don't provide some text to search for, then Stickies! will display this dialog.

### **See also**

[Searching Notes](#)

## Must Specify Search Criteria

You've asked Stickies! to search a file folder but you haven't specified any search criteria. In order to perform a search, you must give Stickies! one or more of the following to work with:

1. A before date
2. An after date
3. Search text, with at least one part of the notes (title, name, work group name, contents) selected for the search.

### **See also**

[Searching Notes](#)

## Folder File has been Renamed

Stickies! found that one of your SFF files, each of which contains the notes for a single file folder, did not appear to be a valid SFF file. Since Stickies! could not use the file, it has renamed it to preserve whatever data it contains and created a new, empty folder file in its place.

### **See also**

[Overview of the File Cabinet Facility](#)



## Must Select a Cabinet for the new Folder

When you create a file folder, Stickies! must know which file cabinet will hold it. You should select a file cabinet from the list at the top of the cabinet and folder management dialog and then select the **Create Folder** button again.

### See also

[Cabinet and Folder Manager Dialog](#)  
[Overview of the File Cabinet Facility](#)

# Maximum Number of File Cabinets

You already have the maximum number of file cabinets defined.

## **See also**

[Capacities and Limitations](#)  
[Overview of the File Cabinet Facility](#)

# File Cabinet is Full

The file cabinet you've selected already has the maximum number of file folders.

## **See also**

[Capacities and Limitations](#)  
[Overview of the File Cabinet Facility](#)

## Editing a Link's Data and Option String

Stickies! displays this dialog when it begins the process of bundling a note and its associated linked documents. Since no program can decipher all the Byzantine command line formats various DOS and Windows programs use, Stickies! needs your help in removing the options and switches from the data file and option string.

You should update the string appropriately, so that all that remains is the name of one or more document files you wish to add to the bundle for this link. If you blank out this line, Stickies! will not add any document files to the bundle for this link, but will continue processing the note's other links. You can do the same thing by choosing the **Skip this Link** button.

You can cancel the entire operation by choosing the **Cancel Bundle** button.

### See also

[Link Configuration Dialog](#)  
[Linking Documents to Notes](#)

## Editing a Document File Name

When Stickies! creates a bundle from a note and its linked documents, it must locate each linked document. Stickies! displays this dialog when it can't find a document, either using the name's included path or by looking in the link's startup directory. If possible, you should edit the name so that Stickies! can find the file.

The only way to end this dialog is to provide a name of the document that Stickies! can locate, or end the prompt by choosing the **Skip this File** or **Cancel Bundle** button. **Skip this File** will make Stickies! continue processing the bundle without this file, while **Cancel Bundle** will cancel the entire bundle operation.

### See also

[Link Configuration Dialog](#)

[Linking Documents to Notes](#)

## Prompt for Unbundle Drive

Stickies! displays this dialog when it is restoring a bundle file, and your system does not have the proper type of disk drive for one of the document files. The most likely cause for this is a difference in the configurations between the system the bundle was created on and the one it's being unbundled on. For example, someone creates a bundle on a system that has two hard drives, and one of the bundled documents came from the person's D: drive. Stickies! stores the document's drive and path along with its name in the bundle, so that it will know where to place the file when someone asks it to unbundle the file. But if you don't have a D: drive, Stickies! will prompt you with a list of the appropriate disk drives on your system and ask you to pick one. If you select a disk drive letter and choose the OK button, Stickies! will use the document's original path, but apply it to the disk drive you specified (e.g. if the original path was "D:\MYSTUFF" and you tell Stickies! to use your C: drive, it will place the file in the directory "C:\MYSTUFF").

You can also choose **Skip this File** and Stickies! will continue to unbundle the remaining documents, or you can choose **Cancel Bundle** to stop the unbundling operation completely. If you choose to cancel, any files that have already been unbundled will be left on your system.

### See also

[Export Files and Bundles](#)

## Title Prompt

This dialog appears when you create a new note and it is about to inherit a blank title from the system defaults. You don't have to enter a title at this prompt; if you leave this field blank, Stickies! will simply leave your note's title blank.

If you like to have a different title on every note, then you should go to the default note options dialog and blank out the default note title. If you don't care if many or all of your notes have the same title, you can set your default title as just mentioned, and then change the title of new notes as you wish via the note option dialog.

When a note with no title is placed into the file cabinet, Stickies! will set its title to "[no title]" so that something will display in the list at the top of the file cabinet dialog.

### **See also**

[Configuring Notes](#)

[Set Note Defaults](#)

## Name and Group Prompt

This dialog appears when Stickies! detects that the user name in your configuration is blank or has the original value of "???". While it can be helpful for you to enter appropriate values for these fields, it's not necessary, and you can leave them blank (although Stickies! will continue to prompt you for these fields every time you run it). Stickies! will not prompt you for these fields if the group name is blank or is still set to "???".

Normally, you would enter your name in the user field, and your company or department name in the group field. If you frequently share your notes with other users, you can add your phone extension to your work group name, e.g. "Mary Smith, ext. 1234".

### **See also**

[Set Note Defaults](#)



# Stickies! Naming Conventions

The names and descriptions listed below are solely for your convenience, and are not used by Stickies! in any meaningful way. None of them have to be unique, e.g. you can have multiple file folders with the same name, if you want.

File cabinet and folder descriptions: These are required and cannot be blank

Note title: Can be blank, but Stickies! will change the note's title to "[no title]" if you file the note in your file cabinet.

User and work group name: Can be blank.

## **See also**

[Capacities and Limitations](#)

# Print Dialog

This dialog appears when you tell Stickies! that you want to print one or more notes. You can use this dialog to select the level of detail you want printed for each note, and which printer to use if you have more than one on your system.

To change the level of print detail, select a different button in the **Level of Detail** box.

To change to a printer other than the one shown at the top of the print dialog, or to change the way you want to use that printer (e.g. you want to print in landscape mode instead of portrait), select the **Setup** button, and Stickies! will display the standard Windows printer setup dialog.

If you choose **Cancel** on the print dialog, Stickies! will abandon the print operation and close the dialog, while choosing the **Print** button will begin the printing operation with the level of detail and printer displayed on the print dialog.

## See also

[Print Detail](#)

## Can't Find Microsoft Mail Support

Stickies! supports e-mailing notes via Microsoft Mail. To communicate with Microsoft Mail, Stickies! must have access to the file MAPI.DLL, which is part of Mail. This file is not distributed as part of Stickies!.

Stickies! displays this dialog if you ask it to mail a note and it can't find MAPI.DLL.

If you have Mail on your system and Stickies! can't find it, you can still mail a note by first exporting it to a file and then starting up Mail (or any other e-mail package) manually and attaching the export file as a document.

## Call to E-mail Support Failed

In response to your hitting the Ctrl-M shortcut key or selecting the **Mail this Note** menu option, Stickies! attempted to begin an e-mail session and send your note as an attached document. The call failed, and Stickies! is reporting the return code it received from the e-mail support.

If you cannot resolve this problem on your own, then please contact Looking Glass Technologies and tell us what happened and what return code Stickies! reported.

### **See also**

[Technical Support](#)

## Must Select An Unbundle Drive

Stickies! is attempting to restore one or more documents from a bundle to your system. When Stickies! does this, it attempts to place each file in its original path. If the file's path includes a drive that is not on your system, then Stickies! prompts you with a list of the appropriate drive letters and asks you to select one. Before you choose **OK**, you should select a drive letter from the list box.

You can cancel the entire unbundling operation by choosing **Cancel Unbundle**, or you can skip unbundling just this one file by choosing **Skip this File**.

### See also

[Export Files and Bundles](#)

## Stickies! Requires a Fixed Disk Drive

Because Stickies! stores its data files in the directory that holds its main program (STICKIES.EXE), you can't run it from a remote or removable disk drive. In the case of a remote drive, there could be more than one user running that copy, which would cause you and other users to attempt to save your notes to the same files; running Stickies! from a removable drive means you risk not having Stickies! available at Windows startup (the usual way of running the program), or running out of room for data files.

## Expired Note Processing

While restoring your notes at startup, Stickies! has detected that one of your notes has the automatic expiration date feature enabled, and that note's expiration date has passed. You have the following options for handling this note:

**File:** Stickies! will present you with the File Folder Selection dialog, which you can use to tell Stickies! which folder in which you want to file the note. Once filed, the note will be deleted from your active set.

**Activate:** Stickies! will leave the note's automatic expiration setting and date unchanged and add the note to your active set. Until you reconfigure these options or delete the note, Stickies! will prompt you for how you want to handle this note every time you run Stickies!.

**Activate and Disable:** Stickies! will add the note to your active set, and will turn off the note's automatic expiration date feature but leave the expiration date unchanged.

**Delete:** Stickies! will delete the note without asking you for confirmation.

### See also

[Active Set](#)

[Overview of the File Cabinet Facility](#)