

# KNote User's Guide

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# Chapter 1

## Getting Started

### 1.1 Logging In For The First Time

When you login for the first time, you need to create a password to protect your note database from unauthorized access <sup>1</sup>. You will be asked to choose a password. Enter it twice both into the “Password” and “Retype Password” boxes and then click “create”.

NOTE: Please write down the password and keep it at a safe place. It is not possible to recover the password.

### 1.2 Creating, Deleting, and Viewing Notes

#### 1.2.1 “New Note” vs. “Journal” button

On the right hand side of your KNote window, below the “search” box, are two buttons called “New Note” and “Journal”. These allow us to create new KNotes. Both of them do the same thing: they create a KNote window that represents our new note; however, the Journal button sets the new note’s title to be equal to that of the present date, month, and year, while the New Note button just sets the title (by default) to be “New Note - *Month Date Year Time*”.

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<sup>1</sup>Notes are encrypted with password only. User name is used for authoring purposes.

### 1.2.2 Note Title

The note title appears at the very top of a note (when viewing the note) and is also what appears in the Modified, Created, and All tabs links to represent your note. When you are creating a new Note, the title appears at the very top of the window representing the new Note. If you are creating a note with the “New Note” button, the default title of the note is “New Note - *Month Date Year Time*”. If you are creating an entry with the “New Journal” button, the default title is today’s date, in the format of “*Month Date Year*”. The text entry box below the note title when you are in Edit mode is where you can change the note’s title. The title of the note will be updated when you click the Done button.

NOTE: When creating a Journal entry, you can obviously only create one Note with today’s date as the title, unless you change the title from the default. If you do not change the title from the default, you will simply open up that Note in Edit mode when you click on the “New Journal” button until the next calendar day.

### 1.2.3 Saving Notes

Once you have modified the title and contents of your Note to your liking, just press the Done button at the the top of the window to save your Note to the database.

### 1.2.4 Deleting Notes

If you decide you no longer want a Note in the database, you must first open the Note in Edit mode by first opening the Note in a window and pressing the Edit button. Then, once the Note is open in Edit mode, you will see 3 options: Done, Cancel, and Delete. Hit the Delete button, and a dialog box will pop up saying: Are you sure you want to delete Note Title. Click on Yes and your Note will be deleted from the database.

### 1.2.5 Canceling Changes

If you are in Edit mode and you ever wish to cancel any changes you’ve made to a Note, click the Cancel button at the top. All of the changes you’ve made will not be saved and the Edit window will be closed.



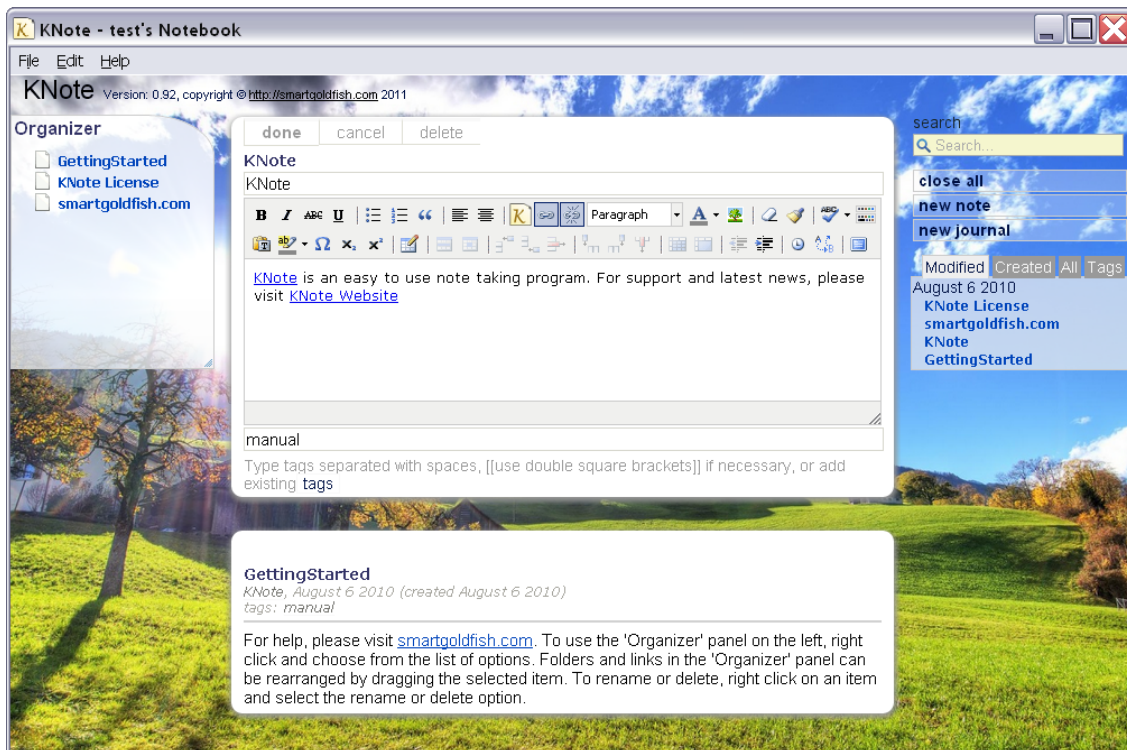
### 1.2.6 The “Close Others” Option

If you have a note open in View mode and you want to close all of the other notes that are also open in View mode, click the “Close Others” button at the top of the note you wish to keep open. All of the other notes will close.

### 1.2.7 The “Close All” Button

If you wish to close all notes open in View mode, click the “Close All” button near the top right corner of the KNote window. All opened Notes will close except those opened in Edit mode.

## 1.3 Screen Shot of KNote





# Chapter 2

## Editing Notes

### 2.1 File Attachments

#### 2.1.1 Attach files/folders

You can attach files and/or folders to your Notes by opening a Note in Edit mode and then dragging/pasting the items to the Note window. Links to the items will be created automatically. The files/folders are copied to an internal folder in KNote (in unencrypted format) for storage, so that they will be there even if you remove or delete the original copy. They will also be there if you transfer KNote to another computer.

#### 2.1.2 Open attached files/folders

Once a Note is saved (by clicking Done), clicking the link to an attached item will open it up in its native application. If the *Ctrl* key is held down while clicking on an attached item, the folder containing the item will be opened/displayed.

### 2.2 Note Tags

#### 2.2.1 Add Tags

You may tag notes with certain terms and keywords by typing the words into the box at the bottom of the Note window when the Note is open in Edit

mode. To enter more than one term, separate each tag with spaces. To enter terms containing spaces, use double square brackets, `[[like this]]`.

### 2.2.2 Use Tags

For tagged notes, the associated tags are displayed below the note titles. Tags are also listed in the Tags section of the Sidebar (See section 5.4). If a tag is clicked, a menu will appear and display the titles of all the notes with the same tag. One can use this menu to open either a specific note or all the notes with the same tag.

## 2.3 Links

### 2.3.1 Links to other Notes

To create links to other Notes, first type the name (title) of another Note into the text of the note, then highlight that text and click the “Create/Remove KNote Link” button (marked with a yellow “K” icon). A link to the Note of that name will be created. If no Note has that name, the link can be used to create the Note.

To remove a Note link, put the cursor on any part of the link and hit the “Create/Remove KNote link” button or the “Unlink” button. The “Unlink” button is marked with an icon of a broken chain.

### 2.3.2 Generic Links

To create a link to something other than a Note, such as a website, type some text into the text window, and select it. Then, hit the “Insert/Edit Link” button, which is marked with an image of a chain. In the URL, enter the URL that you wish to link to, and in the Title section, enter the text you want to show when your mouse pointer moves over the link. To create the new link, hit Update. To remove generic links, use the “Unlink” button, which is marked with the icon of a broken chain.

## 2.4 Inserting Images

To insert an image whose URL you know (e.g. an image posted on the Web), press the “Insert Image” button and enter the image’s URL in the Image URL field. To force the image into a particular alignment, or to force the image to have specific dimensions, a border, or horizontal or vertical space around it, fill in the corresponding fields. All values are in pixels.

## 2.5 Formatting the text

### 2.5.1 Bold/Italic/Strikethrough/Underlined

For bold, italic, strikethrough, or underlined text, use the corresponding buttons on the left side of the tool bar. They are marked with a “B” for Bold, an “I” for Italic, an ABC with a slash through it for Strikethrough, and a “U” for Underlined.

### 2.5.2 Lists/Blockquote

To create unordered (bulleted) lists, or ordered (numbered) lists, use the corresponding buttons in the toolbar. For Blockquote, use the Blockquote button, marked with two apostrophes.

### 2.5.3 Text Alignment

For text alignment, you can either align the text on the left hand side of the page, or center it. To do so, use the buttons marked with icons of left aligned or center aligned text.

### 2.5.4 Text Size

To select the text size, select a block of text and use the drop-down menu to select from the following options: Heading1, Heading2, Heading3, Paragraph, and Preformatted. If you do not select a specific block of text, KNote will assume that you want to change the size of the line your cursor is on only.

### 2.5.5 Insert Time

To insert the current time into your note in the following format: yyyy-mm-dd hh:mm:ss, press the “Insert Time” button. The “Insert Time” button is marked with a picture of a clock.

### 2.5.6 Text Color

To change the color of the text, select a block of text and use the “Select text color” button on the toolbar. The “Select text color” button is marked with the letter “A” and a color bar underneath, which represents the current text color that will appear on newly typed text.

### 2.5.7 Paste as Plain Text

NOTE: To access this item, you need to first click the “Show/Hide Toolbars” button on the right side of the toolbar.

To paste items as plain text (e.g. if you do not want items copied from a Web browser to include HTML links), select the “Paste as Plain Text” button, which is marked with a picture of a notepad and a piece of paper with the letter “T” on it.

### 2.5.8 Background Color

NOTE: To access this item, you need to first click the “Show/Hide Toolbars” button on the right side of the toolbar.

To change the background color behind the text you’re typing, select the “Background Color” button. This button is marked by an icon of text with yellow highlighting behind it.

### 2.5.9 Custom Characters

NOTE: To access this item, you need to first click the “Show/Hide Toolbars” button on the right side of the toolbar.

To add a custom character to your KNote, select the “Custom Characters” button from the toolbar. This button is marked by the Greek character Omega. A list of custom characters will pop up and you can choose the custom character you wish to insert from that list.

### 2.5.10 Subscript/Superscript

NOTE: To access this item, you need to first click the “Show/Hide Toolbars” button on the right side of the toolbar.

To change text to either Superscript or Subscript format, select the text and click on the Subscript button or the Superscript button. You can also click the either button and it will stay depressed; any new text you type will be in the desired Subscript or Superscript format until you switch the button off again.

### 2.5.11 Indenting

NOTE: To access this item, you need to first click the “Show/Hide Toolbars” button on the right side of the toolbar.

To increase the level of indenting, press the Indent button. To decrease the level of indenting, press the Outdent button.

### 2.5.12 Remove Formatting

To remove all formatting from a block of text (such as Bold, Italic, Underline, Text Color, and Background Color), select the block of text and click the “Remove Formatting” button. This button is marked with a picture of an eraser.

## 2.6 Tables

NOTE: To access this item, you need to first click the “Show/Hide Toolbars” button on the right side of the toolbar.

### 2.6.1 Creating and Editing Tables

To create a table, click the “Inserts a New Table” button on the toolbar. This button is marked with a picture of a table and a pencil on it.

You will be given a dialog box with a number of options to fill in. Among them, the most important ones are:

- Cols - The number of columns
- Rows - The number of rows

- Cellpadding - The amount of space within the cells between the text and the edges of the cell
- Cellspacing - The amount of blank space between the individual cells within the table
- Alignment - Alignment of the table construct within the rest of the Note
- Border - The width of the border of the entire table construct
- Width - MINIMUM width of the table construct. If more text is entered than the Width can handle, the table will be wider than the Width given.
- Height - MINIMUM height of the table construct. If more text is entered than the Height can handle, the table will be higher than the Height given.
- Table Caption - This allows you to give the entire table construct a name, which you can type into the box at the very top of the table.

Using the Advanced tab, you can set many more options, including the table's background color. Please see the Advanced tab for more details.

### 2.6.2 Editing Rows or Cells

You can edit the properties of individual rows or cells in the table by pressing the “Table Row Properties” (marked by a picture of a table with an entire row highlighted) or the “Table Cell Properties” (marked by a picture of a table with a single cell highlighted) buttons.

### 2.6.3 Inserting and Removing Rows or Columns

To remove or insert rows or columns, select a row/column and then use the “Insert Row Before”, “Insert Row After”, “Delete Row”, “Insert Column Before”, “Insert Column After”, or “Delete Column” buttons.



### 2.6.4 Merging or Splitting Table Cells

To merge two or more table cells, select the cells you wish to merge together and press the “Merge Table Cells” button. To split previously-merged table cells, select the cell and press the “Split Merged Table Cells” button. Please note that when you split table cells, all of the text entered into the merged cell will be transferred to the leftmost and topmost cell when you split the cells.

## 2.7 Find & Replace

NOTE: To access this item, you need to first click the “Show/Hide Toolbars” button on the right side of the toolbar.

To search for and find a text pattern in your open Note, click the “Find” button which is indicated by a pair of binoculars. Enter your search term and click Find Next.

To search for and replace a text pattern in your open Note, click the “Find/Replace” button which is indicated by an A with an arrow to the letter B. Enter the term you wish to find, the term you wish to replace it with, and either hit Find Next to find the next term, and once that term is found, hit Replace to replace the term with the replacement text. If you wish to automatically replace all occurrences of the string with the replacement text, hit Replace All.

## 2.8 Spell Checking

Press the spell check button (marked with an ABC and a check mark) to perform spell checking on the current contents of the document.

## 2.9 Full Screen Mode

To toggle full screen mode (which makes your Note’s window as wide as the KNote window), press the “Toggle Fullscreen Mode” button. This button is marked by a picture of an entire computer display. You cannot save changes to your Note in full screen mode. To exit full screen mode, press the “Toggle Fullscreen Mode” button again.

## 2.10 Cleanup Messy Code

The “Cleanup Messy Code” button, marked by a broom, cleans up messy HTML code that you may have posted to your Notes, for example, from copying a web page.

# Chapter 3

## Searching and Publishing Notes

### 3.1 Searching Notes

To search the contents of your Notes, type a search term into the search box in the upper right corner of your KNote window. All Notes that are not open in Edit mode are automatically closed if they do not match the search criteria. To search for more than one term, enter the individual search terms separated by white space. To search for an exact match, enter a single search term in double quotes, “like this”.

### 3.2 Publishing Notes

To publish a Note to the Web, open that Note in View mode and press the Publish button. The Note and all its attachments will be published to the KNote website. If a Note is published, any links to other Notes within that note will be published as well, but they will point to nowhere unless those other Notes have already been published. If you later publish Notes that are linked from the first Note, you must republish the first Note in order to point the Note links within that Note to the right locations.

When you publish a Note, you will be given a private URL and the page will be opened in your Web browser. This URL will be used for publishing all future versions of the same Note. You can give this URL to your friends and family members so that they can see the contents of your Notes. Published notes remain private on the KNote website in the sense that they cannot be accessed without knowing their private URLs (addresses). All published

Notes will be have “knote-publications” added to their tags. If you publish a Note a second time, it will overwrite the old publication with a new publication, at the same URL. In this way, you can give a URL to your friends, and constantly update the published Note at the URL you gave them, for example, to keep them updated on an event or trip that you’re planning together.

The following attachment types are allowed: jpg jpeg png gif tiff bmp ps pdf txt bib tex dvi rtf doc docx ppt pptx xls xlsx csv c cpp h mat m java diff zip 7z tar gz rar bz2. Attachments will be published if they are no bigger than 350 kB for ps and pdf, or 150 kB for the rest. JPG images are automatically resized to 800x800 maximum to speed up access. If any dimension is larger than 800, the aspect ratio will be preserved.

NOTE: If you forget the link and wish to retrieve it, you can simply click the Publish button again. If you have not modified anything in your Note, clicking the Publish button will simply bring you to the URL of the published Note.

# Chapter 4

## The Organizer

The Organizer is intended to be an index of Notes. With the Organizer, you can group certain Notes into categories, using folders and subfolders. You can create a hierarchy of folders that makes sense given the type of Notes you have, and create Note Links inside those folders. Note that unlike Note names, you can have more than one Note Link with the same name (in case a Note fits into more than one category/folder, for instance).

The Organizer is a special window that is always displayed in the upper left corner of the KNote window. To use it, right click somewhere in the Organizer window and use the available commands.

### 4.1 Adding and Removing Items

#### 4.1.1 Adding Items

To add an item to the Organizer, right click somewhere in the Organizer window corresponding to where you would like to add the item. For example, to add a Folder to the top level of the Organizer, click somewhere in the background of the Organizer and select “Add Folder”, then type in a new folder name. To add a note link, select “Add Note Link” and then enter the name of the Note to which you wish to link to.

To add items as subitems within existing folders, right click on the folder you wish to add the item to, then follow the same procedure for adding items at the top level. The new item will appear as the last item in the folder you originally right clicked on. You may also right click on a Note Link, then

select “Add Folder” or “Add Note Link”. The new Folder or Note Link will be created immediately after the Note Link you originally right clicked on.

### 4.1.2 Removing Items

To remove an item from the Organizer, right click it and select Delete. If the item is a Folder, all subfolders and Note Links underneath that Folder in the hierarchy will also be deleted. You will be warned if this is the case. Note that deleting a note link will only remove the link to the note. The actual note remains undeleted.

## 4.2 Organizing the Items

### 4.2.1 Expanding and Contracting Views of Folders

You may expand or contract the view of items inside Folders and subfolders in the Organizer by clicking on the triangle to the left of each Folder, or by clicking on the Folder itself. A folder must have at least one subitem before the triangle will display, and before you can expand or contract the view of its subitems. To have more room for the items, the Organizer window can be resized by dragging the lower right corner of the window or the right/bottom edges of the window. The size of the Organizer window and the expanding/contracting states of the folders will be saved before KNote exits.

### 4.2.2 Moving Items

You may move items within the Organizer by clicking on an item and holding the mouse button, then dragging that item to its new destination.

### 4.2.3 Copying and Pasting Items

To Copy an item, right click the item, select Copy, and then right click a new destination and Paste the item. A copy of the item will be pasted immediately after the destination item you right clicked (if that item is a Note Link) or inside of the item that you right clicked as the last item (if that item is a Folder).

### 4.2.4 Cutting and Pasting Items

To Cut an item (Copy the item, and delete the original when it is Pasted), right click the item, then select Cut, then right click a new destination, and select Paste. The item will be pasted immediately after the item you right clicked (if that item is a Note Link) or inside of the item that you right clicked as the last item (if that item is a Folder). The original item will cease to exist.

### 4.2.5 Renaming Items

To Rename an item, right click the item and select Rename, then type in a new name for the item. Note that unlike note titles that need to be unique, you can have multiple Folders or Note Links with the same name.

### 4.2.6 Displaying Alternate Names for Note Links

There are times you may want to display one name for a Note Link (e.g. “a”) yet have the Note Link point to a Note that is different from the displayed name (e.g. “b”). To do this, we type the |(pipe) symbol between the displayed name (which is given first) and the name of the actual Note the Note Link points to (which is given second). So to create a Note Link that displays “a” and points to a Note called “b”, we would create a Note Link and enter a|b as the note name.





# Chapter 5

## The Sidebar

The Sidebar is located on the right hand side of the KNote window and contains 4 categories: Modified, Created, All, and Tags.

### 5.1 Modified

The Modified section of the Sidebar lists all Notes by their last modification date and time, from most recent to least recent. The Notes are grouped into sections indicating the last date they were modified, and within each date, they are listed in the order they were updated on that date, with the most recent first.

### 5.2 Created

The Created section of the Sidebar lists all Notes by their creation date and time, from most recent to least recent. The Notes are grouped into sections indicated the date they were created, and within each date, they are listed in the order they were created on that date, with the most recent first.

### 5.3 All

The All section of the Sidebar lists all Notes by alphabetical order.

## 5.4 Tags

The Tags section of the Sidebar lists all of the Note tags in alphabetical order, followed by the number of Notes containing that tag. To display all of the Notes tagged with a specific term, click on that term and select “Open All”. To open only a specific Note containing a tag, click on that tag and select the Note via the drop-down menu.

# Chapter 6

## Other Features

### 6.1 Printing Notes

To print your opened Notes, go to the File menu and select the Print option. All of the Notes that are opened will be printed, in the order that they are opened in the KNote window. Note that this means that you can use the Search function to find all Notes related to a specific topic, and then print those Notes.

### 6.2 Import Option

This option allows you to import all the notes from a Tiddlywiki file. To get this option, go to the File menu and select Import. A dialog box will appear and you can select the Tiddlywiki file (.html) you want to import. Click “Open” to import the file.

### 6.3 Changing Your Password

To change your password, go to the File menu and select “Change Password”. You will then be prompted to enter your old password as well as a new password twice. When you are done, click “Change Password”. This operation may take a while, particularly if you have a lot of Notes, because the database must be re-encrypted with the new password.



# Chapter 7

## Backing Up Your Database

To back up your database, simply copy the Data folder of your KNote program to another medium, e.g. a USB flash drive or an external hard drive. The Data folder contains all of your Notes and other state of your program, so that if anything happens to the original, you can simply restore the Data folder and you will have all of your Notes back.

If you used the Windows installer, you will need to follow the installation path you used to get to your Data folder. The Data folder will be in the same folder as KNoteStart.exe.